

Vendor Agreement for the New Jersey Regional Users Group (NJRUG) Conference

Tuesday, August 4, 2026, at Mercer County Community College, West Windsor, NJ

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|-------------------------|--|
| 8:15 a.m. - 9:30 a.m. | Vendor Set Up |
| 8:15 a.m. – 9:15 a.m. | Continental Breakfast/Registration |
| 9:15 a.m. – 10:15 a.m. | NJ RUG Welcome / Keynote Session from Ellucian |
| 10:20 a.m. – 12:00 noon | Morning Sessions |
| 12:00 noon – 1:15 p.m. | Lunch / Vendor Time |
| 1:15 p.m. – 3:05 p.m. | Afternoon Sessions |
| 3:05 p.m. – 3:25 p.m. | Break in Vendor Area |
| 3:25 p.m. – 4:30 p.m. | Afternoon Sessions / NJ RUG Closing Session |

Vendor will be provided space with a table and chairs. Vendors can set up their materials on August 4, 2024 anytime after 8:15 a.m. The vendor area will have wireless internet connection and limited electrical connections. Vendors are welcome to join the conference participants for the Continental Breakfast, Lunch, and afternoon break.

The vendor registration fee is **\$500**, prepaid and made payable to: Mercer County Community College, with NJRUG in the memo line. Please send check and this completed form to:

**Mercer County Community College
c/o Mark Banyacski
1200 Old Trenton Road
West Windsor, NJ 08550**

This year, we are also offering several sponsorship options. In addition to the vendor registration fee, you can participate by sponsoring breakfast, lunch, or the coffee and snack break in the afternoon. These options are limited, and on a first come, first serve basis. Sponsors will be recognized during the welcome and closing session, and we will also have 24” x 36” posters recognizing the sponsors displayed in the common areas.

SPONSOR OPPORTUNITIES MATRIX

| | Cost | Number Available |
|------------------|--------|------------------|
| Exhibitor | \$ 500 | 16 |
| Breakfast | \$ 500 | 2 |
| Lunch | \$ 750 | 2 |
| Coffee and Snack | \$ 500 | 1 |

Please check appropriate items:

___ Number planning on attending Continental Breakfast

___ Number planning on attending Lunch

Thank you for your participation in our NJRUG conference. Please be sure to send in your conference fee along with this signed agreement as soon as possible.

Name _____

Date _____

Title _____

E-mail Address _____

Company _____

Phone _____

Please note: We also require vendor participants to register on our website – www.njrug.org You will be notified when registration opens.

If you have any questions, please contact Chip Stoll at astoll@tesu.edu.