

AUTO DEALERS OFFICE MANAGEMENT ASSOCIATION

**21st ANNUAL VENDOR FAIRE at the
ANNUAL ADOMA EDUCATION CONFERENCE**



SOUTH POINT HOTEL CASINO & SPA
9777 Las Vegas Blvd., So., Las Vegas, NV 89183



Friday, July 20th, 2018

Time: 3:00 PM – 6:00 PM

Join us at ADOMA's 2018 Annual Education Conference, **which will include Dealerships from SOUTHERN & NORTHERN CALIFORNIA.** *Promote your products and services to key decision-makers from our member Auto Dealerships – their Controllers, Business Managers and Office Managers.*

As part of the annual four-day conference, ADOMA is presenting the **VENDOR FAIRE**. This will provide you opportunities to meet potential users, key people with influence into the buying decision, and actual decision-makers. This is your opportunity to show sales expertise, and your service(s), product(s) or money saving ideas to approximately 100 Conference attendees or more. To find out how, read the details below.

The Executive Board has set aside **FRIDAY, JULY 20th**, from **3:00pm – 6:00pm** for conference attendees and their guests to visit each vendor during Vendor Bingo with enough time to see your displays and materials, speak with you and enjoy our famous Vendor Faire Prize Distribution. During Distribution time, our vendors will have another spotlight opportunity to participate in the drawing to give away the prizes they generously donated.

Vendor Faire display space is typically a 6-foot table (or 8 ft depending on hotel) with space on either side. Time to prepare or set up will be provided Friday-after lunch-only beginning at 1pm. **A Display space reservation is \$250.00 for Members and \$400.00 for Non-Members and includes LUNCH FOR TWO** on Friday with the conference attendees, if you wish to join us. Breakfast reservations at \$40.00 each or additional lunch reservations at \$55.00 each can be added if needed. ***VERY IMPORTANT:** Please indicate on your vendor registration form if you need electricity (\$150), wireless internet (\$50) wired internet (\$150) or other special needs request (e.g., corner for large backdrop). In addition, **Shipped items will have an additional cost from the hotel for their services outside of ADOMA** and tracking numbers must be sent to Steve Pedraza in advance for ADOMA group follow up.

IMPORTANT NOTE: ADOMA membership IS NOT REQUIRED! However, you may renew your membership or join now!!




SPACE IS LIMITED SO RETURN YOUR RESERVATION TODAY!!
RESERVATIONS SUBMITTED AFTER THE JUNE 8th DEADLINE WILL NOT BE
GUARANTEED ENTRANCE AND WILL REQUIRE AN ADDITIONAL \$100-200
LATE FEE, if space is available, SO SUBMIT EARLY and SAVE!

In addition, we would like to invite all our vendors to **come early and spend Thursday evening with the conference attendees during Welcome Night.** We a block of rooms for Thursday - Saturday, and we encourage you to attend some or all of the weekend. Join us in all the festivities and continue your networking opportunities. This advertising opportunity is a great value, not to mention fun while networking. (Don't forget we will be in a casino \$\$\$\$)

DEADLINE TO RETURN RESERVATION FORM: FRIDAY JUNE 8, 2018

To secure your spot, please contact Steve Pedraza @ 626.252.1752 or sppedraza@totalserviceprogram.com

Thank you for your support of ADOMA.

	A	B	C	D	E	F	G	H
1	42nd ANNUAL AUTO DEALERS OFFICE MANAGEMENT ASSOCIATION							
2	BUSINESS MANAGEMENT CONFERENCE REGISTRATION FORM							
3	SOUTH POINT CASINO RESORT - 9777 LAS VEGAS BLVD SOUTH, LAS VEGAS NV 89183							
4	JULY 19 - 22, 2018							
5	REGISTRATION & PAYMENT DUE BY JUNE 8th, 2018 - SPACE GUARANTEED							
6	LATE REGISTRATION & PAYMENT RECEIVED BY JUNE 15th, 2018 - \$150 LATE FEE (1), IF SPACE AVAILABLE							
7	DUE TO ROOM NIGHT AND FOOD COUNT REQUIREMENTS - ALL REGISTRATIONS FINAL, NO REFUNDS WILL BE ISSUED							
8	CONFERENCE IS \$850 per attendee. If sharing room and attending \$620. Addl guest use menu.							
9	Please complete this form, attach your check payable to: ADOMA EXEC BOARD and mail to: ATTN: Jackie Baker, Kirby Auto Group C/O ADOMA Conference, 6424 Auto Center Drive, Ventura, CA 93003 Questions? Call (805) 644-2241 Fax: (805) 830-1689							
10	Fill out online at adoma.org - Save, click File/send to/mail recipient/ & email form to: jbaker@kirbyautogroup.com							
11	PARTICIPANT NAME:				TITLE			
12	COMPANY				PHONE			
13	MAILING ADDRESS							
14	EMAIL ADDRESS							
15	Guest info/sharing room with:							
16	Menu Pricing							
17	Do not type in shaded boxes. These are formulas in excel		Friday		#	Price	Amount	
18			Breakfast		\$	40	\$ -	
19			Lunch		\$	55	\$ -	
20	Ok to type in shaded box for calculations		Top Golf Family Event		\$	125	\$ -	
21			Saturday					
22	Indicate which nights you need a room & which meals for you &/or your guest(s)		Breakfast		\$	40	\$ -	
23			Lunch		\$	50	\$ -	
24			Dinner Event including show ticket		\$	150	\$ -	
25	If you are sharing with a participant from another dealership, each participant should use .5 for each room night.		Sunday					
26			Brunch		\$	55	\$ -	
27			Rooms Individual Nights (all taxes & fees incl.)					
28			Thursday		\$	110	\$ -	
29			Friday		\$	175	\$ -	
30			Saturday		\$	175	\$ -	
31			Day Rate - no room night					
32			Friday		\$	100	\$ -	
33			Saturday		\$	100	\$ -	
34			Saturday Dinner Event including show ticket		\$	150	\$ -	
35			Sunday		\$	100	\$ -	
36			All 4 - Bundled Package		\$	450	\$ -	
37	LATE FEES, IF ANY							
38	payment rec'd 6/9 -6/15		add in Late Fee (1), if any		\$	150		
39	payment rec'd after 6/16		add in Late Fee (2), if any		\$	250		
40	Type of Room - all non-smoking		King Bed					
41	coffee maker, iron, ironing board, hair dryer		2 Dbl Beds					
42			Near an Elevator			ADA access		
43			Refrigerator (diabetic)			Vegetarian		
44								
45	VENDOR FAIRE REGISTRATION - Contact - Steve Pedraza 626-252-1752				#			
46	<input type="checkbox"/> Table Reservation Fee received by 6/8/18 - includes 2 Friday lunches				\$	250	\$ -	
47	<input type="checkbox"/> Table Reservation Fee received by 6/15/18 - if space available				\$	350	\$ -	
48	<input type="checkbox"/> Table Reservation Fee received after 6/15/18 - if space available				\$	450	\$ -	
49	<input type="checkbox"/> Non-Member Table Reservation Fee rec by 6/8 - incl. 2 Fri. luncheon				\$	350	\$ -	
50	<input type="checkbox"/> ADOMA 2018 Membership				\$	150	\$ -	
51	<input type="checkbox"/> Extra Vendor Lunches (2 included with table) - list names below				\$	55	\$ -	
52	<input type="checkbox"/> Join us for breakfast on Friday morning (none included with table)				\$	40	\$ -	
53	<input type="checkbox"/> Electricity \$150, wireless high speed \$50, wired high speed \$150				add in all costs			
54								
55	List All Booth Participants:							
56								
57								
58	<input type="checkbox"/> Other requests?							
59								
60								
61			Check enclosed		CHECK#		Total \$ -	
62								
63					I want to pay by credit/debit			
64								
65	<div style="display: flex; justify-content: space-between;"> ADOMA Auto Dealers Office Management Association adoma.org </div>							