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Business Administration.



RI STEP 12 PROGRAM - State Trade Expansion Program

APPLICATION TO EXHIBIT IN THE RI BOOTH AT



Under the RI STEP program, the Chafee Center for International Business at Bryant University and the RI Commerce Corporation are sponsoring a Rhode Island booth at the [H2O Conference](#). The Home to Overseas Conference will take place on June 10 – 12, 2025 in Halifax, Nova Scotia, Canada. This conference is rapidly becoming Canada's premier event for the ocean technology sector and is attracting significant international participation.

The RI booth will have 6 high top tables with 2 stools. Each company is encouraged to bring their own table cover and pop-up banner to identify their space. Two people are allowed per company at the booth. The cost of the booth will be covered by the STEP program. The STEP program funds **do not** include travel expenses such as airfare, hotels, meals, etc.

Exhibit booth includes: two days of presentations, B2B meetings, industry showcase booth, receptions, two lunches and four networking breaks, for ONE person. It also includes 1 pass for Demo Day.



Please complete this Application and return it no later than May 1, 2025. All applications will be carefully reviewed to determine the best candidates. A notification will be sent out by May 8. Selected companies will be required to sign a contract upon their approval detailing what is included with their participation. **The contract should be signed and received at the Chafee Center by May 20, 2025**

Deadline for submission of Application to Participate:

May 1, 2025

Notification of Companies Selected to Participate:

May 8, 2025

Signed Contract

May 20, 2025

PLEASE TYPE OR PRINT CLEARLY

Name of Company:

Contact Person:

Address:

City: _____ **Zip Code:** _____ **Website:** _____

Telephone: _____ **Email:** _____

Name of the person who will be at the booth:

Title:

Telephone: _____ **Email:** _____

Please check one of the following:

NTE: NEW TO EXPORT – My company is new to exporting or has limited export experience but wishes to increase our exports.

ME: Market Expansion – My company is an experienced exporter wishing to expand into new countries or expand within an existing market.

1. ARE THE PRODUCTS/SERVICES COVERED BY THIS REQUEST OF U.S.A. ORIGIN OR DO THEY HAVE AT LEAST 51% U.S.A. CONTENT:

Yes **NO – STOP – You may not be eligible.***

(*STEP funding can *ONLY* be used to support export of products of USA origin or those that have at least 51% USA content! If your products do not qualify, you cannot submit a Request for Approval.)

2. YOUR PRODUCT OR SERVICE:

Please describe in detail the product(s) and/or services you are trying to export.

3. TARGET CUSTOMERS:

Who are your target customers that you hope to meet in Canada? This includes partners, sales agents, and distributors.

4. EXPORT GOALS

What would your primary goal be in attending this trade mission? (Please note that STEP is designed to assist companies in entering new countries/regions, launching new products, or expanding into new market segments.)

- New Country Entry
- New product launch
- Expand into the existing market
- Other. Please explain:

- Please explain how participation in this trade mission supports your company's current export strategy. Please be thorough.
- Please indicate the dollar value of export sale you would hope to realize within the next 12-18 months through participation at this event:

5. EXPORT EXPERIENCE:

- Is your company new to exporting? Yes No

If not, what countries are you currently exporting to?

- Does your company have experience selling to Canada: Yes No
- If this is not a new market for you, what % increase in sales do you hope to achieve?
- Have you attended this show in the past? Yes No
- If yes, please indicate when and whether you had a booth or not:

3. STEP EXPERIENCE

- Has your company received STEP funding in the past: Yes No
- If yes, please explain what you have received funding for and when:
- If you have received STEP funding in the past, have you realized an increase in export sales as a **result** of these STEP funded activities?
 Yes If yes, how much? TBD% increase or \$TBD increase
 No If no, please explain why you feel you should continue to receive STEP funding if no export sales have resulted:

Who would be attending this event and representing the company (name, title):

Please indicate any funds you will receive from other trade assistance programs or sources other than your company for this project: n/a

I certify that all information provided on this application is complete and accurate to the best of my knowledge and that I am an authorized representative of the company. In submitting this Application for Participation, I am requesting STEP funding to cover my participation in the RI booth at H2O Conference in Halifax, Canada, understanding that I will be responsible for all other expenses, including travel. As part of the STEP program, I agree to provide feedback to the Chafee Center on actual export sales resulting from this activity as requested, on a quarterly basis.

Applicant's Representative Signature

Date

Print Name

Title