

To: Potential centennial sponsors/exhibitors

Subject: How to become a sponsor or exhibitor

Thank you for your interest in sponsoring the Biological and Agricultural Engineering Centennial Celebration and/or being an exhibitor in the Food and Technology Fair!

Please complete the request form on page 2 so that your information can be processed. Please email the completed form to Stormy Kretzschmar at stormyk@tamu.edu. You may click the “submit” button within the pdf document for easy emailing to Mrs. Kretzschmar.

To provide payment for your sponsorship or exhibit space, two options are available –

1) By Check

- a. Make the Check Payable to TAMU Foundation, referencing **Account 57272 (Centennial)** on the memo line
- b. Mail Check to -
Department of Biological and Agricultural Engineering
Attn: Cheryl Yeager
2117 TAMU
College Station, TX 77843-2117

2) By Credit Card (online) – accepting Visa, MasterCard, Discover, American Express

- a. Go to <http://baen.tamu.edu/giving/>
- b. Select “Fund for Excellence – Income” located under Giving Opportunities – Department-Wide Impact
- c. Complete the online form and proceed to the end to enter your credit card information
 - i. Leave gift fund name or number blank
 - ii. Leave pledge number blank
 - iii. Please enter “Centennial” in the additional comments section

If you have any additional questions contact Stormy Kretzschmar (stormyk@tamu.edu, 979-845-6658).

We look forward to you joining us for our Centennial Events including the main event on October 9 – 10, 2015 on campus. For additional details on all of the Centennial Events please visit <http://baen.tamu.edu/centennial/events/>.

Thank you for your support!

Sincerely,
The Department of Biological and Agricultural Engineering.

201 Scoates Hall
2117 TAMU
College Station, TX 77843-2117

Tel. 979.845.3931 Fax 979.862.3442
baen.tamu.edu

BIOLOGICAL AND AGRICULTURAL ENGINEERING CENTENNIAL CELEBRATION SPONSORSHIP & EXHIBITOR REGISTRATION FORM

(Please complete and return by email to Stormy Kretzschmar at stormyk@tamu.edu)

SPONSOR INFORMATION			
Company/organization name:		Sponsorship level:	
First name:	Last name:	Email:	Phone no.:
Street address:		P.O. box:	
City:		State:	ZIP Code:
Would you also like a complementary 10' x 10' exhibit booth? (please check one box):			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you have an insert to place in to the Centennial Celebration swag bags? <i>400 piece maximum</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Your sponsorship comes with complimentary tickets to the Centennial Banquet. Please list the number of tickets you will utilize. _____			
Silver (\$500) – 2 complimentary tickets Gold (\$1,000) – 4 complimentary tickets Technology and Food Fair (\$5,000) – 8 complimentary tickets Banquet (\$10,000) – 12 complimentary tickets			

EXHIBITOR/VENDOR INFORMATION			
Company/organization name:			
First name:	Last name:	Email:	Phone no.:
Street address:		P.O. box:	
City:		State:	ZIP Code:
Brief description of product or technology to be exhibited:			
Will you need electricity access (extra \$50 fee)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you have an insert to place in to the Centennial Celebration swag bags? <i>400 piece maximum</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be distributing any food products to guests?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Tent needs: <input type="checkbox"/> I plan on bringing my own tent (specify size): <input type="checkbox"/> I prefer to have a booth in the covered exhibition tent			
Length:	Width:	Height:	(A 10'x10' space, a 6' table, and 2 chairs included)

PAYMENT METHOD – SEE PAGE 1 OF ATTACHMENT FOR DETAILS
<i>Payment for sponsorship and exhibitors should be made by check or credit card and must be received by September 30, 2015.</i>