

MYT Transitions 2023 Conference **November 14th-16th – Billings Hotel & Convention Center**

VENDOR FAIR APPLICATION

LOCATION: Billings Hotel & Convention Center

1223 Mullooney Lane – Billings, MT

SET-UP TIME: 7:00 AM- 9:00 AM, Nov. 15, 2023

MYT VENDOR FAIR WILL TAKE PLACE: November 15, 2023 from 9:30 AM- 5:00 PM

The Vendor Fair will be held on **Wednesday, November 15, 2023** only and will end at 5:00 PM. Vendors will set up in the conference area of the hotel. This area is not a locked and secure area, so please do not leave anything of value unattended at your table.

This conference will be attended by youth with disabilities, their parents, secondary education teachers and a variety of service providers. The Vendor Fair is intended to give this wide range of people an introduction to the variety of services available for supporting transition goals in employment, education, recreation, independent living, health management and personal advocacy.

We ask that vendors be willing to initiate conversations and visit with youth and families, hear their stories and concerns and then offer them input as to how the vendors' services might support their transition goals. Youth and families, especially, are new to the world of adult services and service providers, and often are not sure what questions to ask or what would be helpful to their particular circumstances. Please ask questions, enjoy conversations, and enjoy the process of determining how you might be helpful.

Please be prepared to have handouts and/or other tangible materials for approximately 150 participants to collect. However, you will be notified by November 1st, 2023 of the actual conference registration number.

NOTE: For individuals, schools or agencies requesting to sell products at the vendor fair, please note this in the service description below. MYT aims to maintain the educational and information intentions of the vendor fair and we understand that self-employment strategies and ideas are very important. Once this application has been received, you will be contacted and asked to complete an informational form and have it available for conference attendees to learn from your experience.

For your agency's information to be included in the conference packet, Vendor Applications must be received by 5:00 PM on Friday, Oct. 13, 2023. Vendor space cannot be guaranteed after that date.

2023 VENDOR INFORMATION

PLEASE LIST INFORMATION AS YOU WOULD LIKE IT TO APPEAR IN THE CONFERENCE REGISTRATION PACKET.

Company/ Agency: _____

Contact Person: _____ Title: _____

Address: _____

City, State, Zip: _____

Nature of Business/Organization: _____

Telephone: _____ Email: _____

Require Electricity? ☐ Yes ☐ No Website: _____

AGENCY OR SERVICE DESCRIPTION: *(this description will be provided to conference attendees as part of their registration packet).* **Please don't leave this blank and be as specific and descriptive as possible.**

In helping youth prepare for the vendor fair, **what are two questions they could ask you to find out how you can support their transition planning?**

1. _____

2. _____

Does your agency serve all of Montana? ☐ Yes ☐ No

If not, please summarize service delivery area:

Please answer the following questions:

VENDOR REGISTRATION COST:

MYT's cost for hosting the vendor fair is \$30/table. We value and appreciate each of our vendors and are not requiring a fee to participate. **However**, if you or your agency is in the position to pay the \$30 for this opportunity to meet with Montana families and partners, it would be greatly appreciated.

I/My agency will pay a \$30 vendor fee:

☐ Yes ☐ No

CONFERENCE ATTENDANCE:

Additionally, if you plan to attend any other part of the conference in addition to participating in the vendor fair, **YOU MUST register and pay as a conference participant**. The MYT Conference offers a reduced rate for up to two (2) people per vendor. You can find this and all other conference information at: www.montanayouthtransitions.org

I/My agency staff will be attending the conference in addition to the vendor fair:

☐ Yes ☐ No

Questions and Inquiries:

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Email: montanayouthtransitions@gmail.com
1617 Euclid Ave, Helena, MT 59601

Please return the completed form to the above email or mailing address.

**For your agency's information to be in the conference packet,
Vendor Applications must be received by 5:00 PM on Oct. 13, 2023.**

Thank you!