

## EXHIBITOR CONTRACT

28<sup>th</sup> Annual NACADA National Conference  
Cincinnati Convention Center, Cincinnati, Ohio  
October 6–9, 2004

Name of firm \_\_\_\_\_

Name of booth rep. 1 \_\_\_\_\_ email \_\_\_\_\_

Name of booth rep. 2 \_\_\_\_\_ email \_\_\_\_\_

Name of contact person \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Firm web site \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Title \_\_\_\_\_

Method of Payment:  Check  Credit Card \_\_\_\_\_  
Number \_\_\_\_\_ Exp. \_\_\_\_\_

**To register, send fee and contract to:** NACADA Cincinnati Exhibit  
2323 Anderson Avenue, Suite 225  
Manhattan, KS 66502–2912

1. **Fee: Exhibit Package \$1,000.00, due with contract.** Includes \$500.00 non-refundable deposit. No refunds after 9/15/04. Checks payable to NACADA, in US dollars on US bank. Visa, MC, and AmEx also accepted. Send card number and expiration date.

2. **Send a (50-word maximum) firm description** to be printed in the conference program to baker@ksu.edu.

3. **Send a link sentence** to baker@ksu.edu if you want us to link NACADA's web site to your firm's web site.

**Optional: If you wish to include an advertisement in the on-site conference program, please check the box** and submit a 3.25" wide by 4.75" long camera-ready copy in black and white on coated paper by **July 1**. You may instead email a single color, B/W .pdf file of the advertisement to Rhonda Baker at baker@ksu.edu.

**You may purchase a larger advertisement. Check one of the options below.** All advertisements are due by **July 1, 2004**. The program book is 8.5" × 11", spiral-bound. Larger ads will be sold in two dimensions:

Half Page (7.5" × 4.875") cost: \$200.00  Full Page (7.5" × 10") cost: \$300.00

**Optional: Check here if you wish to use one of the conference meeting rooms for a presentation to more fully promote your product/service on October 7<sup>th</sup> from 4:30–5:15 p.m. Presentations will be listed in the program, but attendees will not sign-up in advance.** You will be responsible for reminding attendees who visit your booth of the presentation. For additional A/V equipment for this session beyond what is already in the room, contact the exhibit decorator.

**Deadline July 1, 2004** for the optional firm advertisement or the optional presentation to appear in the on-site Conference Program. Contracts received after July 1 will be accepted on a space-available basis.

### Other options:

**Unstaffed Exhibit.** \$400 fee; unused materials or display cannot be returned at the close of the conference. NACADA will provide a mailing address upon receiving the contract.

**Conference Sponsorship:** check the box of the sponsorship you are interested in:

- |  |   |
|--|---|
| <input type="checkbox"/> Opening Reception—\$2,000     | <input type="checkbox"/> Poster Session Lunch—\$3,000 |
| <input type="checkbox"/> Continental Breakfast—\$2,000 | <input type="checkbox"/> Internet Café—\$3,000        |
| <input type="checkbox"/> Refreshment Break—\$1,500     | <input type="checkbox"/> Tote Bags—\$2,000            |

Exhibitors must carry insurance. Neither NACADA nor the Cincinnati Convention Center maintains insurance to cover Exhibitors' property or liability claims. Exhibitor agrees to hold harmless NACADA, the Cincinnati Convention Center, and any employees or officers of same against any liability arising from and all damage or personal injury caused by the Exhibitor or agents thereof.