

## Exhibit &/or Program Advertising Opportunity

# NACADA

## The Global Community for Academic Advising

On behalf of NACADA, we would like you to consider the benefits of having your organization exhibit at our **Region Conferences**.

Attendees at NACADA's ten regional conferences are advisors/counselors, faculty, and academic and student affairs administrators representing two-year, four-year, and graduate level higher education institutions. They work in advising, testing, registration, student support services, assessment, special needs, and career planning and placement offices. More information on our professional association is available at our web site: [www.nacada.ksu.edu](http://www.nacada.ksu.edu).

This is an excellent opportunity for you to introduce and display your services or products to conference delegates who are instrumental in implementing change and using new products and services on campus. Our membership is involved in all areas influencing student success at institutions of higher education throughout the country. We provide an excellent chance for you to meet face-to-face with the decision-makers in such areas as integrated software, study abroad programs, career planning and placement, distance learning, enhancing student retention, textbooks, student record and tracking systems and all other areas influencing student success.

For additional exposure, NACADA also offers exhibitors the chance to co-sponsor conference events, meal functions, or registration materials. Unable to staff an exhibit booth but would be interested in having your information available? Opt for the "ad only" and make sure the participants can connect to your website or you!

If your company is interested in reaching academic advisors and administrators at colleges and universities, complete the contract to reserve your booth and/or ad space. Please do not hesitate to call if you need additional information. We hope that you will join us as an exhibitor at our Regional Conferences! Visit our region webpages to see more region information: <http://www.nacada.ksu.edu/Community/Regions.aspx>.

### **Register 30 days prior to the conference!**

Region	Date	City/State	Exhibit Coordinator & email
Northeast Reg 1	March 9-11, 2016	Portland, ME	Patrick Cate- <a href="mailto:pcate@plymouth.edu">pcate@plymouth.edu</a>
Mid-Atlantic Reg 2	March 16-18, 2016	Hyattsville, MD	Johnika Dreher- <a href="mailto:dreherjk@pgcc.edu">dreherjk@pgcc.edu</a>
Mid-South Reg 3	April 20-22, 2016	Chattanooga, TN	Jeff Elliott- <a href="mailto:jeff.elliott@utk.edu">jeff.elliott@utk.edu</a>
Southeast Reg 4	March 16-18, 2016	Orlando, FL	Rita Simpson- <a href="mailto:rita.simpson@ucf.edu">rita.simpson@ucf.edu</a>
Great Lakes Reg 5	April 6-8, 2016	Toronto, Ontario	Rhonda Christian- <a href="mailto:rhonda.christian@durhamcollege.ca">rhonda.christian@durhamcollege.ca</a>
North Central Reg 6	May 11-13, 2016	Omaha, NE	Amy Dillard- <a href="mailto:adillard@iwcc.edu">adillard@iwcc.edu</a>
South Central Reg 7	Feb 29-2, 2016	Manhattan, KS	Robert Pettay- <a href="mailto:pet7@ksu.edu">pet7@ksu.edu</a>
Northwest Reg 8	January 20-22, 2016	Seattle, WA	Nova Schauss- <a href="mailto:nova.schauss@oregonstate.edu">nova.schauss@oregonstate.edu</a>
Pacific Region 9	TBA	Anaheim Area, CA	Sean Nemeth- <a href="mailto:nemeth@brandman.edu">nemeth@brandman.edu</a>
Rocky Mtns Reg 10	May 23-25, 2016	Santa Fe, NM	Pier Quintana- <a href="mailto:pier.quintana@sfcc.edu">pier.quintana@sfcc.edu</a>

**W:\REGIONAL DIVISION\1 Regional Divison WEB Pages Folders\2 FORMS on Leadership Regional Division Region Leader Resourcesdoc/ Exhibit Advertising and Contract 2016**

# NACADA REGIONAL EXHIBITOR CONTRACT 2016

Apply at least **30 days** prior to the conference.

After that date we cannot promise ad space or recognition in the printed materials.

Region \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

Name of Firm \_\_\_\_\_

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

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

Phone \_\_\_\_\_ FAX \_\_\_\_\_ Firm web site \_\_\_\_\_

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

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

**Note: Payment due with contract. Includes \$200.00 non-refundable deposit.**

<input type="checkbox"/> <b>\$500.00 Exhibit Table only:</b>	Includes table, access to conference sessions and meals for up to 2 booth reps.
<input type="checkbox"/> <b>\$600.00 Exhibit Table + Ad package</b>	Includes table, access to conference sessions and meals for up to 2 booth reps and <b>1/4 page ad</b> in program. Portrait orientation – 3.5" x 4.5". NOTE: If you are submitting an ad – it must be proofed, jpeg or gif format, black and white.
<input type="checkbox"/> <b>\$1100.00 Exhibit Table + Ad package + Co-sponsor of conference activity or materials</b>	Includes table, access to conference sessions and meals for up to 2 booth reps and <b>1/2 page ad</b> in program. Portrait orientation – 3.5" x 9". NOTE: If you are submitting an ad – it must be proofed, in jpeg or gif format, black and white. NOTE: Contact conference chair to determine co-sponsor details.
<input type="checkbox"/> <b>If you want to give a presentation, please check here.</b>	<b>Not all regions offer this option.</b> A/V equipment may be at an additional charge. You will need to abide by the NACADA Commercial Presenters Policy located at <a href="http://www.nacada.ksu.edu/About-Us/By-Laws-Policies/Association-Policies.aspx">http://www.nacada.ksu.edu/About-Us/By-Laws-Policies/Association-Policies.aspx</a> <b>(0P- 01)</b>

1. **Attach a 50-word maximum description** to be printed in the program.
2. **Attach a link sentence**, if you want us to link NACADA's web site to your firm's web site.
3. Exhibitors must carry insurance. *Neither NACADA nor the Hotel maintains insurance to cover Exhibitors' property or liability claims. Exhibitor agrees to hold harmless NACADA, the Hotel, 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.*
4. Request for cancellation of space must be directed in writing to NACADA by email to Diane Matteson at [matteson@ksu.edu](mailto:matteson@ksu.edu). No refunds within 2 weeks of the conference.

## Method of Payment:

**Check** Checks payable to NACADA, in US dollars on US bank.

Send check to: Region \_\_\_\_\_ Exhibit \_\_\_\_\_  
NACADA, 2323 Anderson Ave, Ste. 225, Manhattan, KS 66502

**Credit Card** ---Visa, MC or American Express accepted. (You must mail, FAX to 785-532-7732 or phone credit card information to 785-532-5717. **NACADA cannot accept credit card information electronically.**

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

**Credit Card** \_\_\_\_\_  
Number \_\_\_\_\_ CVV \_\_\_\_\_ Exp. Date \_\_\_\_\_