



# EXHIBITOR CONTRACT

32<sup>nd</sup> Annual NACADA Conference, Hyatt Regency Chicago

Exhibition Dates: October 1-3, 2008

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

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ FAX \_\_\_\_\_ Firm Web Site \_\_\_\_\_

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

### Booth Representatives:

1 \_\_\_\_\_ Email \_\_\_\_\_

2 \_\_\_\_\_ Email \_\_\_\_\_

Method of Payment:  Check  Credit Card

Checks payable to NACADA-US dollars on US bank; Visa; MC; or AmEx  
Full payment must accompany the Exhibitor Contract

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

**Exhibit Packages (check option):** NACADA offers 10% discount on exhibitor packages if contract received at Executive Office by April 18, 2008

<input type="checkbox"/> <b>Package #1 - \$1,300</b> Includes \$650 non-refundable deposit No refunds after <b>September 15, 2008</b>	<input type="checkbox"/> <b>Package #2 - \$700</b> Includes \$350 non-refundable deposit No refunds after <b>September 15, 2008</b>	<input type="checkbox"/> <b>Package #3 - \$500</b> Includes \$250 non-refundable deposit No refunds after <b>September 15, 2008</b>	<input type="checkbox"/> <b>Add'l. booth reps \$150/ea.</b> (email additional rep names to bmartin@ksu.edu)
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**Advertisement in conference program**—Submit camera-ready B/W copy on coated paper or email a B/W .pdf file of ad to Bev Martin (bmartin@ksu.edu) by **July 1, 2008**. The program book is 8.5"x11", spiral-bound. **Check option below.**

<input type="checkbox"/> <b>Quarter-page - Free with Package #1; \$200 otherwise</b> 3.25" x 4.75" portrait orientation only	<input type="checkbox"/> <b>Half-page - \$300</b> 7.5 x 4.875" landscape orientation only	<input type="checkbox"/> <b>Full-page - \$500</b> 7.5 x 10" portrait orientation only
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**Package #1, #2, #3:** Send a firm description (50-word maximum) to be printed in the conference program to bmartin@ksu.edu.

**Package #1:** Send a URL address and .jpg file of logo to bmartin@ksu.edu to add your firm's web link to NACADA's web site.

**Package #1 only:** Optional presentation to promote your product/service on October 2 or 3. A presentation time will be assigned to you on a first-come, first-served basis. Presentations will be listed in the program. Each exhibitor is responsible for notifying attendees of the presentation time and location. A/V equipment beyond that present in your assigned room must be ordered through the AV provider listed on the NACADA exhibitor web page. Send your 50-word presentation description to bmartin@ksu.edu by **July 1, 2008**.

*Deadline is July 1, 2008* for optional presentation to appear in Conference Program - contracts received after **July 1** accepted on a space-available basis

**Conference Sponsorship** (check the box of the item you wish to sponsor or co-sponsor):

<b>Tote Bags</b> <input type="checkbox"/> \$13,500	<b>Opening Reception</b> <input type="checkbox"/> \$70,000	<b>Poster Session Breakfast</b> <input type="checkbox"/> \$70,000	<b>Breakfast Buffet</b> <input type="checkbox"/> \$70,000	<b>Internet Café</b> <input type="checkbox"/> \$7,000	<b>Soda Station (in exhibit area for participants)</b> <input type="checkbox"/> \$5,000
Actual costs are listed above; exhibitors are invited to co-sponsor any of the above events or items with other exhibitors or with NACADA. Recognition will be provided in the conference program, signage at sponsored events and registration area, and one brochure (restrictions apply) included in tote bags. Contact bmartin@ksu.edu if interested in co-sponsorship					

Send contract and fee to:

NACADA Chicago Exhibition  
2323 Anderson Avenue, Suite 225  
Manhattan, KS 66502-2912

(Credit card - FAX to 785/532-7732)

By signing this contract, Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hyatt Regency Chicago, its owners or managers that results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hyatt Regency Chicago, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability includes all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

Exhibitors must carry insurance. Neither NACADA nor the Hyatt Regency Chicago maintains insurance to cover Exhibitors' property or liability claims. Exhibitor agrees to hold harmless NACADA 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. Any on-site exhibitor sales may be subject to state sales tax; exhibitor is responsible for payment of all state sales tax. Any music played by an exhibitor must be copyright approved.