



EXHIBITOR CONTRACT

33rd Annual NACADA Conference, Grand Hyatt San Antonio
Exhibition Dates: September 30—October 3, 2009



Name of Firm _____
 Contact Person _____ Email _____
 Address _____
 City/State/Zip _____
 Phone _____ FAX _____ Firm Web Site _____

Authorized Signature	Print Name	Title
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Booth Representatives:

1 _____ Email _____
 2 _____ Email _____

Exhibit Packages (check option—see package descriptions at www.nacada.ksu.edu/annualconf/2009/exhibitors.htm):

***NACADA offers a 10% discount on exhibitor packages if this contract is received at the Executive Office by May 15, 2009.**

<input type="checkbox"/> Package #1 - \$1,300* <small>*Discounted to \$1,170 if received by 5/15/09 Includes \$650 non-refundable deposit No refunds after September 15, 2009</small>	If you checked Package #1, #2, or #3: Send a firm description (50-word maximum) to be printed in the conference program to bmartin@ksu.edu. If you checked Package #1 only: Send firm description, a URL address, and .jpg file of your logo to bmartin@ksu.edu to add your firm's web link to NACADA's web site. <input type="checkbox"/> Check box for Package #1 only: Optional presentation to promote your product/service on October 1, 2, or 3. A presentation time will be assigned to you on a first-come, first-served basis. Presentations will be listed in the conference 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, 2009. <u>Deadline is July 1, 2009</u> for optional presentation to appear in Conference Program – contracts received after July 1 are accepted on a space-available basis.
<input type="checkbox"/> Package #2 - \$700* <small>*Discounted to \$630 if received by 5/15/09 Includes \$350 non-refundable deposit No refunds after September 15, 2009</small>	
<input type="checkbox"/> Package #3 - \$500* <small>*Discounted to \$450 if received by 5/15/09 Includes \$250 non-refundable deposit No refunds after September 15, 2009</small>	
<input type="checkbox"/> Add'l. booth reps - \$150/ea. <small>(email additional rep names to bmartin@ksu.edu)</small>	

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, 2009**. The program book is 8.5"x11", spiral-bound. **Check option below.**

<input type="checkbox"/> Quarter-page - Free with Package #1; \$200 otherwise <small>3.25" x 4.75" - portrait orientation only</small>	<input type="checkbox"/> Half-page - \$300 <small>7.5 x 4.875" - landscape orientation only</small>	<input type="checkbox"/> Full-page - \$500 <small>7.5 x 10"-portrait orientation only</small>
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Method of Payment: Check Credit Card

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

Credit Card Number _____	Exp. Date _____
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Conference Sponsorship (check the box of the item you wish to sponsor or co-sponsor):

Send contract and fee to: **NACADA San Antonio Exhibition** **(Credit card – FAX to 785/532-7732)**
2323 Anderson Avenue, Suite 225
Manhattan, KS 66502-2912

Tote Bags	Opening Reception	Poster Session Breakfast	Breakfast Buffet	Internet Café	Soda Station (in exhibit area for participants)
<input type="checkbox"/> \$13,500	<input type="checkbox"/> \$70,000	<input type="checkbox"/> \$70,000	<input type="checkbox"/> \$70,000	<input type="checkbox"/> \$7,000	<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.

By signing this contract, Exhibitor shall be fully responsible to pay for any and all damages to property owned by Grand Hyatt San Antonio, its owners or managers that results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Grand Hyatt San Antonio, 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 Grand Hyatt San Antonio 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.