



NACAS 42nd Annual Conference

The Broadmoor
Colorado Springs, Colorado

Exhibit Dates: November 8-9, 2010
www.nacas.org

Exhibitor Forms Packet

- Part 1 - Booth Personnel Name Badges
- Part 2 - Meal & Event Tickets
- Part 3 - Food & Beverage
- Part 4 - Revised Exhibit Rules & Regulations

Please sign this page indicating that you have read and agree to abide by the exhibit rules and regulations and that you have completed all forms.

Return this along with ALL other signed documents no later than September 30, 2010.

Printed Name

Company

Signature

Date



NACAS Exhibitor Registration
PO Box 5546
Charlottesville, VA 22905-5546
Phone: 434-245-8425
Fax: 434-245-8453
marcia@nacas.org

Exhibitor Forms

Part 1 of 4 – Booth Personnel Name Badges

Company: _____ Booth #(s) _____

- Please be sure all persons attending the conference are registered in advance, preferably by September 30, 2010.
- Complete a separate listing if you have more than one booth. Booth fee allows for up to FIVE representatives per booth and includes Exhibit Hall meal tickets.
- Please notify NACAS in advance of any known changes.
- Name badges are required to enter the exhibit area.
- Please complete and fax to 434-245-8453 NO LATER THAN SEPTEMBER 30, 2010.

Company Representatives Attending:

(For more than five representatives per booth, there is a \$50 fee for each extra representative.)

	Name	Title	Address	Email
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

- Exhibitor Registration will be in the Broadmoor Hall.
- Name badges may be picked up at the conference registration desk.
- Registration Desk is open Saturday, 11 a.m.-6 p.m.; Sunday, 8 a.m.-5 p.m.; Monday, 7:15 a.m.-5 p.m. & Tuesday, 7:30 a.m.-Noon.
- Exhibit Hall open Monday 12-4 p.m., Tuesday 8-10 a.m..
- See Conference Schedule for details at www.nacas.org.

Please complete & fax or email to the Registration Team NO LATER THAN September 30, 2010.

Fax: 434-245-8453 Email: marcia@nacas.org

Exhibitor Forms

Part 2 of 4 – Meal & Event Tickets

Fill in this section if you need meal or function tickets or to pay for additional representatives.

Please print or type. Tickets may be ordered in multiples under one name; however, ALL FEES ARE PER PERSON.

Name _____ Title _____

Company _____

Address _____ City _____ State _____ Zip _____ + _____

Phone _____ FAX _____ E-Mail _____

Meals

ON OR BEFORE OCT 8/ OCT 9 OR LATER

- Awards Reception, Sunday, November 7# _____ @ \$50/\$60 = _____
- Regional Breakfast, Monday, November 8# _____ @ \$45/\$55 = _____
- Extra tickets for Lunch in the Exhibit Hall, Monday, November 8# _____ @ \$40/\$50 = _____
- Extra tickets for Breakfast in the Exhibit Hall, Tuesday, November 9# _____ @ \$40/\$50 = _____
- Presidents' Luncheon, Tuesday, November 9# _____ @ \$50/\$60 = _____
- Gala Event, Tuesday, November 9.....# _____ @ \$110/\$110 = _____
- Select 3 meal function tickets of your choice from above (excluding Gala Event)# _____ @ 3 for \$100 = _____

Additional Networking Events

- Saturday, November 6, 2 - 6 p.m. & Sunday, November 7, 8-10 a.m.
- Pre-conference Workshop A, FEMA Certification.....# _____ @ \$95/\$120 = _____
- Sunday, November 7, 8-10 a.m.
- Pre-Conference Workshop B Broadmoor Customer Service.# _____ @ \$50/\$75 = _____

Additional Representatives

- Exceeding 5 people per booth# _____ @ \$50/\$70 = _____

TOTAL PAID \$ _____

Cancellations: If the exhibitor desires to cancel part or all of the contracted space, the exhibitor must do so in writing by certified mail. No refunds will be made after August 27, 2010. A \$250 fee will be charged if booth is cancelled prior to August 27, 2010.

METHOD OF PAYMENT	
Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX
Card # _____	Expires _____
Signature (required) _____	
<input type="checkbox"/> Check Enclosed	\$ _____
NACAS Federal ID Number: 16 0999 454	

Please complete & fax or email to the Conference Registrar NO LATER THAN SEPT 30, 2010.

If payment is made by check, fax form by deadline and mail form with check to:

**NACAS Exhibitor Registration
PO Box 5546
Charlottesville, VA 22905-5546**

**Call 434-245-8425 for clarification.
Fax: 434-245-8453 Email: marcia@nacas.org**

Exhibitor Forms

Part 3 of 4 – Food and Beverage

Important Information on order food and beverage at The Broadmoor.

Ordering: Fill out the form in the service kit completely; including payment information, location equipment is required, date and times equipment is needed and return with your payment to your Conference Catering Manager, at least two weeks prior to your event date in order for us to adequately meet your requirements.

Pricing: Please note any additional specific requirements. Availability and additional costs may be obtained from your Conference Catering Manager.

Payment: Payment must be made in advance by credit card. **Requests will not be honored until payment is received.** On site orders will be charged at a 20% higher rate.

Include a copy of the front and back of the credit card.

Please see the [NACAS Exhibitor Service Kit](#) for more information on ordering food.

Name _____ Title _____

Company _____

Are you planning to serve food or beverage in your booth? Yes No

If yes, please specify: _____

Do you need freezer space? Yes No

If so, approximately how much? _____

Do you need preparation space? Yes No

If so, approximately how much and what times? _____

GES contact for shipping questions and ordering booth materials:

Audrey L. Dambek
National Senior Account Representative
GES Exposition Services
5248 South Cicero Ave
Chicago, IL 60638
773.284.4820 Phone
773.284-3979 Fax
adambek@ges.com
www.ges.com

Please complete & fax or email to the Registration Team NO LATER THAN September 30, 2010.

Fax: 434-245-8453 Email: marcia@nacas.org

Exhibitor Forms

Part 4 of 4 – Exhibit Rules & Regulations

1. The standard booth equipment has a drape back wall eight feet high and dividing sidewalls no higher than 36 inches. The rear half of each sidewall of the booths may extend to the height of the back wall. The front half of the sidewall can be no higher than 36 inches to permit side viewing through the booth.
2. No signs or decorative materials may protrude into the aisle or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobbies or exits leading to any fire extinguishing devices.
3. NACAS requests that all exhibitors abide by the standard International Association of Exhibitions and Events (IAEE) Guidelines.
4. All displays must be installed and completely arranged at least two hours in advance of the date and hour officially announced for the opening of the exposition.
5. The deadline for removal of all materials from the Exhibit Hall will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified and cleared for shipment by the appropriate deadline published by the exposition company.
6. All displays must remain intact until the official close of the show. No exhibitor may begin dismantling, move-out or packaging prior to the time of closing shown on the program.
7. Arrangement and payment for transporting goods to and from the exposition, receiving, decorating, and removal of exhibits are the responsibility of the exhibitor.
8. Any firm or organization NOT officially assigned space in the exposition will NOT be permitted to engage in any activities within the exhibit area unless authorized by NACAS.
9. Exhibit Booth Personnel identification shall be restricted to full-time employees of exhibiting organizations or other authorized representatives of exhibiting firms approved by NACAS who are actually “staffing” the exhibit booth during published move-in, show opening and/or move-out hours.
10. All exhibitor personnel shall wear proper badge identification, as provided by NACAS, prominently displayed plus have corporate identification available for viewing by management or the representative of the official contractor for security, at all times.
11. Any clothing with a logo worn by representatives in their booth must relate to that exhibiting company.
12. NACAS shall have the right to limit the number of exhibitor representatives present in any exhibit space, and shall have the right to limit the total number of exhibitor badges that may be included with the cost of each booth.
13. Exhibitors may not conduct business activities in a manner that interferes with easy navigation of the aisle in front of the exhibitor’s booth(s). Demonstrations and sales activities are to be conducted primarily within the exhibitor’s designated booth space.
14. Exhibitors may not share booth space, sublet or assign any portion of their booth(s) to any other company or organization without prior written authorization from NACAS.
15. Exhibitors may not photograph or videotape any product, material, or booth other than the exhibitor’s own. Any photography in the Exhibit Hall must be pre-authorized by NACAS.
16. Exhibitors may not examine, tamper with or remove materials from any booth other than the exhibitor’s own.
17. Entering another exhibitor’s booth without permission is not allowed.
18. Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Any complaints regarding noise levels will be deemed a violation and be dealt with as such.
19. The NACAS Exhibit Hall is designed to provide a showcase for products and services either specifically designed for or customarily used in higher education administration. The program is held strictly as a means of information exchange. Applicants may not make sales or take orders in the exhibit area or within other Annual Conference facilities provided. This provision will be rigorously and strictly enforced.
20. Exhibitors agree not to participate in activities that are disruptive to other exhibitors in the Exhibit Hall. This provision will be rigorously and strictly enforced.
21. The Applicant agrees that NACAS shall have the right to make such rules and regulations or changes in arrangements as it deems necessary and to amend them from time to time. NACAS shall have the final determination and enforcement of all rules, regulations and conditions.
22. Exhibitors are advised to carry appropriate insurance to cover display materials against damage and loss, and public liability insurance against injury to the person and property of others. NACAS does not accept responsibility (or liability) for any losses or damage to person or property in the Exhibit Hall.
23. If, as a courtesy to exhibitors, perimeter security for the Exhibit Hall is furnished during installation, dismantling and show days, this is not and should not be interpreted as a guarantee or indemnity against loss or theft of any kind.
24. Exhibitors shall abide by and observe all federal, state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of the Exhibit Facility (including any union labor work rules). Without limiting the foregoing, exhibitor shall construct its exhibits to comply with the Americans with Disabilities Act.
25. Each exhibitor is charged with knowledge of, and compliance with, all laws, ordinances and regulations pertaining to health, fire prevention, music and public safety while participating in the exhibition.
26. If an exhibitor is in material breach of any of these Exhibit Rules & Regulations or this exhibit space contract, NACAS may terminate the exhibitor’s participation in the NACAS Exhibit Hall without further notice and without obligation to return moneys previously paid by exhibitor.