



# EXHIBITOR REGISTRATION FORM & CONTRACT

NACAS 42<sup>nd</sup> Annual Conference • November 7-10, 2010

The Broadmoor, Colorado Springs, CO

Exhibit Function: November 8-9, 2010

This is a registration contract to exhibit at the NACAS Annual Conference, to be held at the The Broadmoor, Colorado Springs, Colorado, November 7-10, 2010.

CONTACT NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
(name of company rep in charge of conference exhibit)

COMPANY NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

Web Address \_\_\_\_\_

Principal Product or Service \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature Date  
By signing above, I agree to abide by these rules and regulations.

(See Exhibit Rules and Regulations on page 2)

- ▶ A standard draped display booth 10' X 10' will be furnished with a 7" x 44" identification sign for your company.
- ▶ NACAS supports Business Partner-sponsored Hospitality Rooms (strictly optional).

If you are planning such an event, please indicate preferences and contact the NACAS National Office:

YES event date \_\_\_\_\_ time \_\_\_\_\_

- ▶ NACAS offers its Business Partners various sponsorship opportunities for activities/programs during the conference.

If interested in sponsorship, please indicate:

YES activity/program \_\_\_\_\_

Accept our application for: (check one)

- NACAS Member who exhibited at Hawaii 2009 conference: \$1,900 per booth
- NACAS Member who did NOT exhibit at the Hawaii 2009 conference: \$2,095 per booth
- Non-member: \$2,500 per booth

Booth(s) location preference: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

NOTE: After June 30, 2010, full amount must accompany application. Before June 30, \$1,000 deposit per booth required to secure booth(s). Full amount is due within 90 days of receipt of executed contract.

Credit Card: (indicate one)  VISA  MASTERCARD  AMEX

Card # \_\_\_\_\_ Expires \_\_\_\_\_

Signature (reqd) \_\_\_\_\_ Date \_\_\_\_\_

Pay 100% OR  Pay deposit only

For NACAS use only

Amount paid \_\_\_\_\_ Check \_\_\_\_\_

Date received \_\_\_\_\_

- No refunds will be made after August 27, 2010.
- A \$250 fee will be charged if booth is canceled prior to August 27, 2010.
- Booth fee allows for up to five company representatives per booth.
- Only one company per booth.
- Mail completed application along with credit card information or check payable to:

NACAS  
P.O. Box 5546, Charlottesville, Virginia 22905-5546  
PH: 434-245-8425 • FAX: 434-245-8453

NACAS FED. ID# 16-0999-454

# 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.