



NACSW Convention 2018 Exhibit Agreement

Please return with full payment of fees by **October 5th, 2018.**

Please make a copy for your files.

EXHIBITS

Name of Organization _____
Contact Person _____ Position Title _____
Name of Person(s) Staffing the Exhibit Table _____
Email _____ Phone _____ Fax _____
Address _____

EXHIBIT SPACE REQUEST (Check One)

- For-profit (\$450)
 Non-profit (\$375)
 NACSW *Organizational* Member (\$188)

PLEASE NOTE

- Exhibits at NACSW conventions are primarily table top exhibits.
- Exhibitors requiring electricity should contact the Sheraton Hartford Hotel at Bradley Airport directly.
- Once your agreement form and payment are received and processed at our office, we will send an email with set-up details and schedule.

PAYMENT FOR EXHIBIT TABLE

- Check enclosed (*Make checks payable to: NACSW*)

OR

- Credit Card Information: Visa Mastercard American Express

Cardholder Name _____
Credit Card # _____ Exp.Date ____/____ CVV/Security Code: _____
Billing address, if different than address provided above: _____

EXHIBITOR REGISTRATION AND PAYMENT ARE DUE BY 10/5/18. Mail: NACSW, PO Box 121, Botsford, CT 06404-0121. Email: info@nacsw.org
There will be an additional \$25 fee for any registrations or payments received after 10/5/18.

TERMS AND RULES

Exhibitor's Registration: Each exhibitor must check in with the Convention 2018 registration desk prior to setup. Each exhibitor will receive a badge allowing one complimentary registration to the convention (including workshops/plenary speakers, but not including the Saturday Banquet). Any additional exhibitor representatives will receive a name badge allowing complimentary attendance at the Thursday and Friday plenary sessions only. It is the responsibility of the exhibitor to alert NACSW of any additional representatives that will be staffing the exhibit. Convention registration will be provided for the contact person listed on this form, unless other arrangements are made with the NACSW office.

Sales Tax: Exhibitors who plan to offer items for sale must contact Connecticut Department of Revenue to determine the need to register and/or pay sales tax. Fulfilling state tax laws is the sole responsibility of the exhibitor.

Exhibit Staffing: Exhibits are to be staffed during the majority of open exhibit hall hours.

Electricity/Electronic Equipment: Arrangements must be made with the Sheraton Hartford Hotel at Bradley Airport for use of equipment requiring electrical hookups. The cost of electricity is the responsibility of the exhibitor. Loss, damage, or power surge is the exhibitor's responsibility.

Copyright Fees: The exhibitor is solely responsible for securing any approvals and paying applicable copyright fees.

Security: The exhibit area will be closed overnight and at some designated times. Exhibitors need to secure valuable items when the exhibit area is closed or exhibits are not staffed.

Exhibitor Shipments: Exhibitors are encouraged to transport supplies to the hotel, as space for shipping is limited. Exhibitors wanting to ship materials must make arrangements with the Sheraton Hartford hotel at Bradley Airport for shipping and storage. NACSW cannot be responsible for delivery or storage of shipments.

Cancellation: Any request for cancellation and refund must be made in writing to NACSW no later than October 5, 2018. NACSW will refund money paid, minus a \$25 service charge, after the conference is over. An exhibitor will not receive a refund if a cancellation is requested after October 5, 2018.

Late Registration: Exhibitors wishing to register for space after the October 5, 2018 deadline must add \$25 to the appropriate registration exhibitor's rate. Registrations and payments must be received by October 11th, 2018 to be included in the convention promotional materials.

Set-up: *If exhibitor space is not set up by Friday morning, October 26th, 2018, NACSW reserves the right to use or reassign that space. Set-up may begin on Thursday, October 25th, 2018 at 12:00 noon.*