



## 2013 NACSW Convention Exhibit Agreement

Please return with full payment of fees by **September 27, 2013**.

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 (\$410)

\_\_\_\_ Non-profit (\$352)

\_\_\_\_ NACSW Organizational Member (\$176)

#### PLEASE NOTE

- Exhibits at NACSW conventions are primarily table top exhibits.
- Exhibitors requiring electricity should contact the Sheraton Atlanta Hotel directly at 404.659.6500.

### 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

Billing address, if different than address provided above: \_\_\_\_\_

**FULL PAYMENT FOR EXHIBIT SPACE MUST BE RECEIVED BY September 27, 2013.**

**Mail: NACSW, PO Box 121, Botsford, CT 06404-0121. Email: [info@nacsw.org](mailto:info@nacsw.org)**

### TERMS AND RULES

**Exhibitor's Registration:** Each exhibitor must check in with the 2013 Convention 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 to two 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 given to 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 Georgia 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 Atlanta Hotel (404-659-6500) 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 space is 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 Atlanta Hotel (404-659-6500) 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 September 27, 2013. 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 September 27, 2013.

**Late Registration:** Exhibitors wishing to register for space after the September 27, 2013 deadline must add \$25 to the appropriate registration exhibitor's rate.

**Set-up:** If exhibitor space is not set up by the announced opening time on the first full convention day (Friday, October 18, 2013), NACSW reserves the right to use or reassign that space. Set-up may begin on Thursday, October 17, 2013, at 12:00pm.