



NACSW Convention 2015 Exhibit Agreement

Please return with full payment of fees by **October 23, 2015**.

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 (\$420)
- Non-profit (\$368)
- NACSW *Organizational* Member (\$184)

PLEASE NOTE

- Exhibits at NACSW conventions are primarily table top exhibits.
- Exhibitors requiring electricity should contact the Amway Grand Plaza Hotel Convention Service Department directly at (616) 776-6400
- 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 ____/____/____

Billing address, if different than address provided above: _____

EXHIBITOR REGISTRATION AND PAYMENT ARE DUE BY 10/23/15. Mail: NACSW, PO Box 121, Botsford, CT 06404-0121. Email: info@nacsww.org
There will be an additional \$25 fee for any registrations or payments received after 10/23/15.

TERMS AND RULES

Exhibitor's Registration: Each exhibitor must check in with the Convention 2015 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 Michigan 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 Amway Grand Plaza Hotel Convention Service Department at (616) 776-6400 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 the Amway Grand Plaza Hotel Convention Service Department at (616) 776-6400 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 23, 2015. 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 23, 2015.

Late Registration: Exhibitors wishing to register for space after the October 23, 2015 deadline must add \$25 to the appropriate registration exhibitor's rate. Registrations and payments must be received by November 2, 2015 to be included in the convention promotional materials.

Set-up: *If exhibitor space is not set up on Friday morning, November 13, 2015, NACSW reserves the right to use or reassign that space. Set-up may begin on Thursday, November 13, 2015 at 12:00pm.*