



2014 NACSW Convention Exhibit Agreement

Please return with full payment of fees by **October 17, 2014**.
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 (\$415)
 Non-profit (\$360)
 NACSW *Organizational* Member (\$180)

PLEASE NOTE

- Exhibits at NACSW conventions are primarily table top exhibits.
- Exhibitors requiring electricity should contact the Double Tree by Hilton Hotel Annapolis directly at 410-224-3150.

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 October 17, 2014.
Mail: NACSW, PO Box 121, Botsford, CT 06404-0121. Email: info@nacsw.org

TERMS AND RULES

Exhibitor's Registration: Each exhibitor must check in with the 2014 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 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 Maryland 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 Double Tree Annapolis (410-224-3150) 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 DoubleTree Annapolis (410-224-3150) 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 17, 2014. 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 17, 2014.

Late Registration: Exhibitors wishing to register for space after the October 17, 2014 deadline must add \$25 to the appropriate registration exhibitor's rate.

Set-up: *If exhibitor space is not set up on Friday morning, November 7, 2014, NACSW reserves the right to use or reassign that space. Set-up may begin on Thursday, November 6, 2014 at 12:00pm.*