



2010 NACSW Convention Exhibit Agreement

Please return with full payment of fees by **October 22, 2010**.
Please make a copy for your files.

Exhibits:

Name of Exhibitor _____

Contact Person _____ Position Title _____

Address _____

Phone _____ Fax _____ Email _____

Exhibit Space Request (Check One):

For-profit (\$395) *Exhibitors requiring electricity should contact the hotel for price information and reservations

Non-profit (\$340)

NACSW Organizational Member (\$170)

Payment for Exhibit Booth:

Check enclosed _____ (Make checks payable to: NACSW)

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 22, 2010.
Mail: NACSW, PO Box 121, Botsford, CT. 06404-0121-Fax: 203-270-8780-Email: info@nacsw.org

Terms and Rules:

Exhibitor's Registration: Each exhibitor must check in with the 2010 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 Award Banquet). Any additional exhibitor representatives will receive a name badge allowing complimentary attendance to plenary sessions only. It is the responsibility of the exhibitor to alert NACSW of any additional representatives that will be attending plenary sessions. 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 the North Carolina State Controller's Office 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 hotel 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 hotel for shipping and storage. NACSW will not 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 9, 2009. NACSW will refund money paid, minus a \$25 service charge, after the conference is over. An exhibitor will forfeit all money paid if a cancellation is requested after October 22, 2010.

Late Registration: Exhibitors wishing to register for space after the October 22, 2010 deadline must add \$25 to the appropriate registration rate.

If exhibitor space is not set up by the announced opening time on the first full Convention day (Friday, November 12, 2010), NACSW reserves the right to use or reassign that space. Set-up may begin on Thursday, November 11, 2010, at 12:00pm.