NACSW Convention 2022 Exhibit Agreement

Please return with full payment of fees by **October 14th, 2022**
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_____Zip_____

EXHIBIT SPACE REQUEST *(Check One)*

[ ] For-profit ($485)

[ ] Non-profit ($405)

[ ] NACSW *Organizational* Member ($205)

PLEASE NOTE:
Exhibits at NACSW conventions are primarily table top exhibits.

- Simple WIFI comes with about 3Mbps per connection: **$xx.xx (per device/per day)**
- Superior WIFI comes with 7Mbps per connection: **$xx.xx (per device/per day)**
- **Contact Name** to come

Exhibitors requiring electricity should contact the DoubleTree Hilton Hotel directly.

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 10/14/2022. Mail: NACSW, 6601 W. College Dr., Palos Heights, IL 60463.

- **Email:** convention@nacsw.org Once your agreement form and payment are received and processed at our office, we will send an email with set-up details and schedule.

There will be an additional $30 fee for any registrations or payments received after 10/14/22.

TERMS AND RULES

Exhibitor's Registration: Each exhibitor must check in with the Convention 2022 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 California 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 DoubleTree Hilton Oak Brook, IL 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 and when 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 contact the DoubleTree Hilton Hotel to arrange 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 14, 2022. NACSW will refund money paid, minus a $30 service charge, after the conference is over. An exhibitor will not receive a refund if a cancellation is requested after October 14, 2022.

Late Registration: Exhibitors wishing to register for space after the October 14, 2022 deadline must add $30 to the appropriate registration exhibitor's rate. Registrations and payments must be received by October 14, 2022 to be included in the convention promotional materials.

Set-up: *If exhibitor space is not set up by Friday morning, October 28th 2022, NACSW reserves the right to use or reassign that space. Set-up may begin on Thursday, October 27th at 12:00 noon.*