



## NACSW Convention 2024 Exhibit Agreement

Please return with full payment of fees by **August 31, 2024**.

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 (\$600)
- Non-profit (\$475)
- NACSW *Organizational* Member (\$250)

#### PLEASE NOTE:

Exhibits at NACSW conventions are primarily table top exhibits. Simple WIFI comes complimentary with convention participation. WIFI access codes will be provided onsite. 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: \_\_\_\_\_

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**EXHIBITOR REGISTRATION AND PAYMENT ARE DUE BY 8/31/24. Mail: NACSW, 6601 W. College Dr., Palos Heights, IL 60463.**

- Email: [convention@nacsw.org](mailto: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 8/31/24.*

### TERMS AND RULES

**Exhibitor's Registration:** Each exhibitor must check in with the Convention 2023 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 Pennsylvania 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 Pittsburgh, PA 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 storage 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 8/31/24. 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 9/16/24.

**Late Registration:** Exhibitors wishing to register for space after the 8/31/24 deadline must add \$30 to the appropriate registration exhibitor's rate. Registrations and payments must be received by 8/31/24 to be included in the convention promotional materials.

**Set-up:** *If exhibitor space is not set up by Friday morning, October 11<sup>th</sup>, 2024, NACSW reserves the right to use or reassign that space. Set-up may begin on Thursday, October 10<sup>th</sup> at 12:00 noon.*