

2020 NACADA Region Conference Exhibitor Information and Contract

On behalf of NACADA, we invite you to consider exhibiting at our Region Conferences.

Attendees at NACADA's ten regional conferences are advisors/counselors, faculty, and academic and student affairs administrators representing two-year, four-year, and graduate level institutions of higher education. They work in advising, testing, registration, student support services, assessment, and special needs, as well as in career planning and placement offices. Visit nacada.ksu.edu for more information on NACADA and the ten regions.

This is an excellent opportunity for you to introduce and display your services or products to conference delegates who are instrumental in implementing change and using new products and services on campus. Our membership is involved in all areas influencing student success at institutions of higher education throughout the country. We provide an excellent chance for you to meet face-to-face with the decision-makers in such areas as integrated software, study abroad programs, career planning and placement, distance learning, enhancing student retention, textbooks, student record and tracking systems and all other areas influencing student success.

For additional exposure, NACADA also offers exhibitors the chance to co-sponsor conference events, meal functions, or registration materials. Unable to staff an exhibit table but would be interested in having your information available? Opt for the "ad only" and make sure the participants can connect to your website or you!

If your company is interested in reaching academic advisors and administrators at colleges and universities, complete the contract to reserve your table and/or ad space. Please do not hesitate to call if you need additional information. We hope that you will join us as an exhibitor at our Regional Conferences! For more information on the Regional Division, visit nacada.ksu.edu/Community/Regions.aspx.

Register at least 30 days prior to the conference!

Region	Date	City/State/Province	Contact & email
Region 1 Northeast	March 11-13, 2020 (Wednesday-Friday)	Mystic, CT	Christyn Carey - c1carey@bridgew.edu
Region 2 Mid-Atlantic	April 27-29, 2020 (Monday-Wednesday)	Norfolk, VA	Tanya Wineland - winelandt2@vcu.edu Quentin Alexander - alexanderqr@longwood.edu
Region 3 Mid-South	April 20-22, 2020 (Monday-Wednesday)	Lexington, KY	Casey Shadix - casey.shadix@uky.edu
Region 4 Southeast	March 1-3, 2020 (Sunday-Tuesday)	Tampa, FL	La'Tevia Lowe - lalowe@usf.edu
Region 5 Great Lakes	March 30-April 1, 2020 (Monday-Wednesday)	Milwaukee, WI	Michelle Gross - magross@stritch.edu
Region 6 North Central	April 29-May 1, 2020 (Wednesday-Friday)	Iowa City, IA	Kate Mersch - katherine-mersch@uiowa.edu
Region 7 South Central	February 27-29, 2020 (Thursday-Saturday)	Springfield, MO	Nikki Brown - n_brown2@fhsu.edu
Region 8 Northwest	March 12-14, 2020 (Thursday-Saturday)	Victoria, BC Canada	Janine Mayers - jmayers@uvic.ca
Region 9 Pacific	April 23-25, 2020 (Thursday-Saturday)	Palm Springs, CA	Nakita Renee Lea - nakita.lea@ucr.edu
Region 10 Rocky Mountains	May 20-22, 2020 (Wednesday-Friday)	Loveland, CO	Karen St. Clair - kstclair@sheridan.edu

2020 NACADA Region Conference Exhibitor Agreement

Please complete this fillable form electronically. Submit your application to debra3@ksu.edu. Apply at least 30 days prior to the conference. (After that date, ad space/recognition in printed materials cannot be guaranteed.)

NACADA Region _____ (If you wish to exhibit at multiple conferences, please complete a form for each conference.)

Name of firm _____ **Contact person** _____

Address _____ **City, State/Province, Zip** _____

Phone _____ **Email** _____ **Website** _____

Booth Rep. 1 _____ **Email** _____

Booth Rep. 2 _____ **Email** _____

	\$600 - Exhibit table only	Includes table, access to conference sessions, and meals for up to two booth reps.
	\$700 - Exhibit table + ad	Includes table, access to conference sessions, and meals for up to two booth reps plus 1/4 page ad in the conference program. (See below for ad information.)
	Presentation or Demonstration Select one exhibit option above + \$500	Not all regions offer this option. A/V equipment may be an additional charge. You will need to abide by the NACADA Commercial Presenters Policy.
	Ad only option (If you select this options, indicate the ad size.)	\$100 - ¼ page ad - 3.5"w x 4.75"h \$200 - ½ page ad - 7.25"w x 5"h (horizontal not vertical) \$400 - full page ad - 7.25"w x 10"h NOTE: You are responsible for the content of the ad. Ads must be proofed, black and white, and submitted as a jpeg or gif.

Type your 50-word maximum description to be printed in the program. (Leaving this blank will indicate that you do not want a description in the program.) <https://nacada.ksu.edu/Portals/0/Community/Regions/Documents/NACADACommercialPromotionPolicy.pdf>

- Your name and logo will be listed on the conference website, and linked to your website after payment is received.
- Please email your logo to debra3@k-state.edu.
- Exhibitors must carry insurance. *Neither NACADA nor the hotel maintains insurance to cover exhibitors' property or liability claims. Exhibitor agrees to hold harmless NACADA, the hotel, and any employees or officers against any liability arising from the exhibitor or agents, as well as any damage or personal injury caused by the exhibitor or agents thereof.*
- Request for cancellation must be directed in writing to NACADA by email to debra3@ksu.edu. No refunds within two weeks of the first day of the conference.

By signing, I agree that I am authorized to represent the company listed.

Name
Signature

Method of payment

You may fill out the form, print, and mail it with a check to 2323 Anderson Avenue, Suite 225, Manhattan, KS 66502-2912. Or you may submit your application by email to debra3@ksu.edu and be billed. There will be a link on the invoice to pay online. Purchase orders are not accepted. (NACADA's FEIN #48-1114759)