



REGION
DIVISION

2024

EXHIBITOR & SPONSOR OPPORTUNITIES

2024 NACADA Region Conference Exhibitor and Sponsor Information and Contract

On behalf of NACADA, we invite you to consider exhibiting or serving as a sponsor at our Region Conferences.

Attendees at NACADA's Region 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 the chance to sponsor conference events, meal functions, or materials. Unable to staff an exhibit table but would be interested in having your information available? Opt for an ad opportunity allowing participants to connect to your business or institution!

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

DEADLINE FOR EXHIBIT, ADS, AND SPONSORSHIPS: 2 WEEKS PRIOR TO THE CONFERENCE

Region	Date	City/State/Province	Contact & email
Region 1 Northeast	February 20-22, 2024 (Tuesday-Thursday)	Providence, RI	Derek Pooley - dkpooley@syr.edu
Region 2 Mid-Atlantic	April 3-5, 2024 (Wednesday-Friday)	Atlantic City, NJ	Timothy Saarinen - tsaarinen29@vt.edu
Region 3 Mid-South	April 15-17, 2024 (Monday-Wednesday)	Greenville, SC	Jessica Garcia - jgarcia6@clermson.edu
Region 4 Southeast	February 25-27, 2024 (Sunday-Tuesday)	New Orleans, LA	Michelle Green - amgreen@jsu.edu
Region 5 Great Lakes	March 25-27, 2024 (Monday-Wednesday)	Milwaukee, WI	Jackie Schofield - jaclyn.schofield@und.edu
Region 6 North Central	March 25-27, 2024 (Monday-Wednesday)	Milwaukee, WI	Jackie Schofield - jaclyn.schofield@und.edu
Region 7 South Central	February 25-27, 2024 (Sunday-Tuesday)	New Orleans, LA	Michelle Green - amgreen@jsu.edu
Region 8 Northwest	March 4-6 (Monday-Wednesday)	Boise, ID	Tammie Archibald - tammiearchibald@cw.edu
Region 9 Pacific	March 17-19 (Sunday-Tuesday)	San Jose, CA	Diana ElAlami - delalami@unr.edu
Region 10 Rocky Mountains	March 20-22 (Wednesday-Friday)	Tucson, AZ	Meredith Parker - mvparker@arizona.edu

Exhibitor Opportunities

NACADA's Region Division offers two types of exhibit opportunities:

1. Exhibit Table
2. Exhibit Table and Concurrent Session Presentation

Exhibit Table Details

- **Display table**
- **Conference registration for one rep.:**
Access to conference sessions and the virtual app; conference meals and breaks
- **Company logo and website link** (*on region web site*)
- **Company email address** used to connect with participants in the virtual app.
- **URL** for "Additional Information" button (linked to company's website) in virtual app
- **Mailing list of delegate physical addresses** (*one-time use – see guidelines on page 11; email addresses are excluded; sent two weeks prior to the conference*)
- **Price: \$750**
- **One additional booth rep. registration: \$325**

NACADA accepts exhibitors who have products or services that are of educational interest to academic advisors. NACADA reserves the right to determine the eligibility of any company, product, or service for inclusion as an exhibitor. NACADA also reserves the right to remove or prohibit any exhibitor or representatives that, in its opinion, are not adhering to the established guidelines for conference exhibitors.

Exhibit Table and Concurrent Session Presentation/Demonstration Details

Exhibit Table benefits plus:

- **1-hour Concurrent Session Presentation or Demonstration**
- **Price: \$1,250**
- **One additional booth rep. registration: \$325**

Not all regions offer this option. A/V equipment may be an additional charge. Exhibitors/presenters will need to abide by the [NACADA Commercial Presenters Policy](#). Presentation title, 50-word abstract, and presenter names included in NACADA's virtual app. Sessions limited; first-come, first-served basis.

Type your 50-word maximum description to be included in the virtual conference app. (Leaving this blank will indicate that you do not want a description in the app.)

*Your description will be reviewed by NACADA for compliance with IRS guidelines.

Ad Opportunities

Ad opportunities may be purchased in addition to exhibitor packages and/or sponsorships if applicable.

Website Ad Details

- **Digital ad on the region's website**
(connects to company website)
- **Price: \$200**

Website and Conference App Ad Details

- **Digital ad on the region's website**
(connects to company website)
- **950px W x 380px H scrolling banner ad in conference app** (connects to company website)
- **Price: \$500**

NOTE: You are responsible for the content of the ad. Ads must be proofed and submitted as a JPEG or PNG file.

Sponsorship Opportunities

Businesses/institutions who wish to have an additional level of visibility and recognition may sponsor a conference session, activity, giveaway, etc. Exhibit table package not required for sponsorship eligibility.

All sponsored items require approval of the NACADA Executive Office. A sponsorship agreement delineating specifics about the item/event will be prepared for Sponsor signature. All costs (print, shipping, etc.) associated with sponsored items/events will be charged to the Sponsor. Funds for sponsored items or events will be paid directly to NACADA. NACADA will be responsible for the purchase of items and events from their chosen vendor. If Sponsor prefers a specific vendor, NACADA must approve of vendor prior to NACADA placing order for item/event. Payment of sponsorships must be received within 15 days of signing sponsorship agreement. Some sponsorships may require advance payment as services and/or items are secured prior to the conference; such information will be relayed to the sponsor if advance payment is required.

Per Region Sponsorship

Sponsorship of an event at one Region Conference:

- **Digital ad on the region's website** (connects to company website)
- **950px W x 380px H scrolling banner ad in conference app** (connects to company website)
- **Branded sign at conference event**
- **Mailing list of delegate physical addresses** (*one-time use – see guidelines on page 11; email addresses are excluded; sent two weeks prior to the conference*)
- **Price:**
Conference Break | \$3,000
Conference Reception | \$4,000
Conference Breakfast | \$5,000
Conference Lunch | \$7,500

2024 All-Region Conference Sponsorship

- **Sponsorship of all eight 2024 Region Conferences** (3,500 anticipated attendees)
- **Digital ad on all ten regions' websites** (connects to company website)
- **950px W x 380px H scrolling banner ad in all eight conferences' app** (connects to company website)
- **Mailing list of delegate physical addresses** (*one-time use – see guidelines on page 11; email addresses are excluded; sent two weeks prior to the conference*)
- **Branded giveaway for conference attendees for all eight Conferences** (requires NACADA approval)
- **Price*:**
Name Badges | \$5,000
Pens | \$5,500
Journal/notebook | \$15,000
Bag | \$20,000

All-Region Sponsors must be confirmed by December 1, 2023 to be considered as a sponsor for all 2024 Region Conferences. Opportunities for sponsoring branded items for *individual* Region Conferences are available if no All-Region Sponsor is chosen for that item.

Those interested in being an All-Region Sponsor should contact NACADA to discuss availability and giveaway material selection.

*Price depending on giveaway item chosen. May require additional funding.

In-Kind Donations

Businesses/institutions may also donate goods and/or services for conference drawings and giveaways given throughout the conference.

In-Kind Donations

- Business/institution listed on the conference virtual app.
- **Price: at least \$100 worth of goods/services**

Allied Organization Opportunities

The NACADA Region Division welcomes NACADA Allied Organizations to have a visible presence at Region Conferences and to sponsor a presentation track for conference sessions. Below are opportunities for **Allied Organizations with a current NACADA Allied Membership**.

Allied Organization Opportunities: Exhibitor Table

- **Exhibitor display table**
- **Organization logo and website link** (*on region web site*)
- **Organization email address** used to connect with participants in the virtual app.
- **URL** for “Additional Information” button (linked to organization’s website) in virtual app
- **Price: \$500**

Allied Organization Opportunities: Exhibitor Table & Networking Reception

- **Exhibitor display table**
- **Organization logo and website link** (*on region web site*)
- **Organization email address** used to connect with participants in the virtual app.
- **URL** for “Additional Information” button (linked to organization’s website) in virtual app
- **Networking Reception** hosted by the Allied Organization.
- **Price: Market Value** (dependent on room reservation, AV, and food and beverage costs; contact the Executive Office for further details)

Allied Organization Opportunities: Session Track Sponsorship

- **Exhibitor display table**
- **Organization logo and website link** (*on region web site*)
- **Organization email address** used to connect with participants in the virtual app.
- **URL** for “Additional Information” button (linked to organization’s website) in virtual app
- **Session selection** for organization-endorsed sessions (sessions selected from accepted conference sessions). Selected sessions will be labeled in the conference app as endorsed by the Allied Organization.
- **Room reservation** for organization meeting (with additional fee)[^]
- **Price: Starting at \$15,000**

NACADA accepts exhibitors who have products or services that are of educational interest to academic advisors. NACADA reserves the right to determine the eligibility of any company, product, or service for inclusion as an exhibitor. NACADA also reserves the right to remove or prohibit any exhibitor or representatives that, in its opinion, are not adhering to the established guidelines for conference exhibitors.

[^]A room can be reserved for the Allied Organization to host a meeting open to conference attendees. Room reservation rates will be charged **in addition** to the sponsorship base price.

Type your 50-word maximum description to be included in the virtual conference app. (Leaving this blank will indicate that you do not want a description in the app.)

*Your description will be reviewed by NACADA for compliance with IRS guidelines.



2024 NACADA Region Conference Exhibitor, Sponsor, Ad, and In-Kind Donation Contract

Name of Firm		Region Conference
Contact Person		Email (required)
Address		
City		State Zip Code
Business Phone	Personal Phone	Firm Website
Exhibit Representatives Be sure to include email addresses so we may contact exhibit representatives.		
Representative #1		Email (required)
Representative #2 (Extra Cost)†		Email (required)

Exhibitor Packages

- Exhibit Table** \$750
*includes \$200 non-refundable deposit
- Exhibit Table and Presentation**..... \$1,250
*includes \$200 non-refundable deposit
- Additional Representative** \$325

†Additional Exhibit Representatives: One representative included in the Exhibit Table package.
One additional booth rep. registration: \$325

I have read and agree to Exhibitor Package guidelines. _____
Please initial

Refund requests must be submitted in writing to sschrader@ksu.edu. No refunds within 2 weeks of the first day of conferences.

Ad Packages

- Website Ad only**..... \$200
*includes \$50 non-refundable deposit
- Website and Conference app ad only** \$500
*includes \$50 non-refundable deposit

Refund requests must be submitted in writing to sschrader@ksu.edu. No refunds within 2 weeks of the first day of conferences.

I have read and agree to Ad Package guidelines. _____
Please initial

Sponsorship Packages

Per-Region Sponsorship \$3,000-\$7,500
*includes \$200 non-refundable deposit

Item:

Cost:

All-Region Sponsorship \$5,000-\$20,000
*includes \$200 non-refundable deposit

Item:

Cost:

I have read and agree to Sponsorship Package guidelines. _____
Please initial

Sponsorships: Please confer with Stefani Schrader with the NACADA Executive Office for the development of a sponsorship agreement for the item/event sponsored before sending payment: sschrader@ksu.edu

Refund requests must be submitted in writing to sschrader@ksu.edu. No refunds within 2 weeks of the first day of conferences.

For sponsorship packages: a fee of \$200 is non-refundable. Any incurred costs for materials ordered are non-refundable.

In-kind Donations

Monetary Donation..... \$ _____

Product or Giveaway..... \$ _____

Item specifics: _____

I have read and agree to In-Kind Donation guidelines. _____
Please initial

Donations of at least \$100 are listed in the conference app.

For in-kind/goods and services donations: these donations are non-refundable except in the case of event cancellation by NACADA.

Allied Organization Opportunities

Exhibitor Table..... \$500
*includes \$200 non-refundable deposit

Exhibitor Table & Reception \$Market Value
*includes \$200 non-refundable deposit

Session Track Sponsorship..... \$15,000
*includes \$200 non-refundable deposit

I have read and agree to Allied Org. guidelines. _____
Please initial

Refund requests must be submitted in writing to sschrader@ksu.edu. No refunds within 2 weeks of the first day of conferences.

PLEASE READ AND SIGN THE CONTRACT LISTED ON THE FOLLOWING PAGES.

Payment:

Check

Invoice

Checks payable to NACADA | U.S. Dollars from U.S. Bank – Visa, MC, AMEX, Discover

Invoice payments:

Email the completed form to sschrader@ksu.edu and request to be billed.

A link will be provided in which to pay online. Purchase orders are not accepted. **DO NOT SEND CREDIT CARD INFORMATION VIA EMAIL FOR PAYMENT.**

Mail Contract and Check to:

NACADA Region Division – Exhibitor/Sponsor 2024
2323 Anderson Avenue, Suite 225
Manhattan KS 66502

Cancellations must be received in writing **within two weeks of the conference start date** to receive partial refund.

Exhibitor, Sponsorship, Ad, Donation Guidelines and Information

Guidelines for Use of NACADA Region Conference Participant List

Purchasers of a NACADA Region's Exhibit Table package receive that region's conference participant list of physical mailing addresses for the exhibitor's **one-time** use to advertise products or services to registrants two weeks prior to the conference. The list excludes participants who do not wish to receive mailings or do not want directory information released. Please do not share the NACADA participant list with other individuals or institutions.

NACADA adheres to the CAN-SPAM Act and does not release email addresses of its members or event participants. NACADA discourages the sending of emails by exhibitors as these emails may imply, directly or indirectly, the endorsement of exhibitor products or services by NACADA. The NACADA participant list is the property of NACADA. Exhibitors that abuse any of these guidelines will not be granted the privilege to participate at future NACADA events.

NACADA reserves the right to request and review all exhibitor correspondence sent to participants prior to the mailing and to revise/refuse any content that may reflect a NACADA endorsement of the exhibitors' products or services.

You may receive scam calls or emails about purchasing NACADA participant lists. Please ignore these scam offers as NACADA does not authorize outside entities to sell participant lists.

Additional Exhibit Representatives

An Exhibit Table package includes conference registration for one representative. If you require additional exhibit representatives, the price is **\$325**. Contact sschrader@ksu.edu with names and email addresses to register additional representatives. Registrations for additional exhibit representatives will not be refunded within 30 days of the conference. Request for refund of additional exhibitor registration fees must be made in writing prior to the early registration deadline.

Exhibit Space Assignment

Exhibitors receive a reserved table and seats for all registered exhibit representatives. Table locations are determined by hotel and conference staff. Table reservations are first-come, first-served.

Hotel Accommodations

Hotel accommodation information is available on each Region Conference [website](#). If you receive telephone calls or emails from outside entities offering hotel rooms for sale, these are scam calls and are not authorized by NACADA. ALWAYS refer to the NACADA Region Conference websites for hotel room information and book within NACADA's room block to obtain conference rates.

Concurrent Session Presentation/Demonstration

For these presentations, the Region Conferences Proposal Selection team will coordinate the time and location of the presentation. If you require a laptop computer and appropriate connection cables for your presentation, **please bring these items with you** (dongles, adapters, chargers, etc.).

A dedicated internet connection will not be provided by NACADA in the presentation rooms. Conference WI-FI will be available. It is recommended to save all presentations to computers/etc. to guard against poor internet connectivity.

AV/Equipment Needs

NACADA does not supply any AV or other electronic equipment for exhibitors and/or sponsors.

Advertising Packages

For those purchasing an ad, ads are due at the time of purchase and must be submitted electronically to sschrader@ksu.edu. NOTE: you are responsible for the content of the ad. Ads must be proofed and submitted as a JPEG or PNG file. There are no refunds for canceled ads.

Shipping Materials to Conference

NACADA is not responsible for shipping exhibitor or sponsor supplies to the conference(s).

Security

NACADA does not provide security services for exhibitor areas. It is always recommended and expedient to take any personal items with you when you leave your exhibit area. NACADA is not responsible for lost or stolen items.

Payment Terms & Cancellation Policy

For security reasons, credit card information CANNOT be accepted via email. Exhibitor, sponsor, and ad fees must be paid prior to exhibit space reservation and/or marketing begins. Sponsorship funding must be paid within 15 days of signing sponsorship agreement.

Acceptable forms of payment: Check and Invoice (Purchase orders are not accepted.)

Check payments: please mail checks to the address provided on page 10.

Invoice payments: Email the completed form to sschrader@ksu.edu and request to be billed. A link will be provided in which to pay online.

Written cancellations must be sent to the NACADA Executive Office at sschrader@ksu.edu; telephone cancellations will not be accepted.

For exhibitor packages: a fee of \$200 is non-refundable.

For sponsorship packages: a fee of \$200 is non-refundable. Any incurred costs for materials ordered are non-refundable.

For Allied Organization packages: a fee of \$200 is non-refundable as well as any incurred room rental, AV, and/or food and beverage costs.

For ad packages: a fee of \$50 is non-refundable.

For in-kind/goods and services donations: these donations are non-refundable except in the case of event cancellation by NACADA.

Refunds will not be made for cancellations (for booths and/or rep. attendance) **emailed within two weeks** of the first day of the conference.

Registrations for additional exhibit representatives will not be refunded within two weeks of the first day of the conference. Any request for refund of additional registrations must be made in writing prior to the deadline. Refunds will be issued after the conference.

In the unlikely event that NACADA would cancel the event prior to its start date, the exhibitor fee will be fully refunded. NACADA assumes no responsibility for other expenses exhibitors and sponsors may have incurred in relation to such cancellation.

Registration

Please complete and sign the following pages to register as an exhibitor, sponsor, ad purchaser, or in-kind donor. If you have any questions about exhibiting at a 2024 NACADA Region Conference, contact Stefani Schrader with the NACADA Executive Office at sschrader@ksu.edu.

Exhibitor and Sponsor Contract

2024 Region Conferences

Name of Exhibitor/Sponsor: _____

IN CONSIDERATION of participating as an Exhibitor and/or Sponsor for a 2024 NACADA Region Conference,

_____ (Exhibitor/Sponsor) hereby agrees as follows:

Indemnification

Each party to this agreement shall indemnify, and hold harmless, the other for any and all damages to property or injuries to persons, to the extent such damages or injuries are the result of actions or omissions by the party or their agents or employees. Exhibitor further agrees to be responsible to pay for any and all damages to property owned by the Region host hotel and/or convention center and its owners/managers, to the extent such damages result from any act or omission of Exhibitor or its agents or employees. Neither NACADA nor the Region Conference host hotel and/or convention center maintain insurance to cover claims against Exhibitor, therefore, if Exhibitor desires to be insured for such claims, it must obtain its own insurance. Any on-site Exhibitor sales may be subject to state sales tax; Exhibitor is responsible for payment of all state sales tax. Any music played by an Exhibitor must be copyright approved.

The Exhibitor shall indemnify and hold harmless NACADA and its publications from and against any and all claims, damages, losses and liabilities, including reasonable attorney's fees and costs, arising out of the publication of the Exhibitor's advertisement or the acceptance of the Exhibitor's request to exhibit at a NACADA event.

Exhibitor hereby releases, quitclaims and forever discharges NACADA or the Region Conference host hotel and/or convention center and their representatives, officers, agents, and employees, from any loss, damage, theft, destruction or other harm or injury to any personal property which the Exhibitor places on or about the premises of the Region Conference hotel and/or convention center.

Disclaimer of Endorsement

Acceptance of advertisements from an Exhibitor shall not be construed as any type of endorsement of the advertising, the advertiser, the Exhibitor, or the advertiser's or Exhibitor's organization, product, system, or service, by NACADA.

NACADA reserves the right to review all correspondence sent to the Region Conference participant mail list by the Exhibitor prior to mailing and to revise or refuse any content shared that refutes NACADA's policies.

ADA Compliance

Exhibitor represents and warrants: (1) the exhibit will be accessible to the full extent required by law, (2) that its exhibit will comply with the Americans with Disabilities Act (ADA) and with any regulations implemented by the Act, and (3) that it shall indemnify and hold harmless and defend NACADA or the host hotel/conference center, their owners, operators, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents from and against any and all claims and expenses including reasonable attorney's fees and litigation expenses that may be incurred by or asserted against NACADA or the Region Conference host hotel and/or convention center their owners, operators, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents on the basis of Exhibitor's breach of this paragraph or noncompliance with any of the provisions of ADA. NACADA shall provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by Exhibitor, provided that Exhibitor gives reasonable advance written notice to NACADA of such needs. Exhibitor shall be responsible for the cost of any auxiliary aids and services (including engagement of and payment to specialized service providers, such as sign language interpreters).

Exhibit Space/Logistics

Unless otherwise stated on the registration form, all exhibit fees must be pre-paid. Neither exhibit space nor ad space nor sponsorship can be reserved until payment is received. Checks, Visa, MasterCard, American Express, and Discover are all acceptable forms of payment. Payment shall be made in U.S. currency. Payment for any additional costs incurred by

NACADA on behalf of Exhibitor must be paid 30 days from the invoice date. We reserve the right to cancel an order due to delinquency. Exhibiting rates are subject to change without notification.

NACADA's assignment of exhibit space is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. Assignments will be made only after receipt of the Exhibitor Contract and the appropriate exhibit fees. After assignment, space location may not be changed, transferred, or canceled except by written request and with the subsequent approval of NACADA. Notwithstanding the above, NACADA reserves the right to make the space assignment and to change, at its sole discretion, any such assignments as it deems necessary.

The Exhibitor agrees that their exhibit shall be admitted into the conference and shall remain from day to day solely on strict compliance with all the rules herein described. NACADA and the Region Conference host hotel and/or convention center reserve the sole right to reject, eject, or prohibit any exhibit in whole or in part, or any Exhibitor with cause. If an exhibit or Exhibitor is ejected for violation of these rules or for any other stated reason (with cause), no return of exhibit fees shall be made.

Restrictions on space rental: Exhibitor may not sublet, subdivide or assign his/her space, nor any part thereof, nor purchase multiple space for the purpose of subletting or assigning to third parties, nor permit in their space non-exhibiting companies' representatives without the express written permission of NACADA. Only companies or individuals who have contracted directly with NACADA shall be allowed in the conference as an Exhibitor. Failure to comply with this provision may be sufficient cause for NACADA to require the immediate removal of the exhibit and/or the offending Exhibitor at the expense of the Exhibitor. Failure to comply may also result in forfeiture of all further rights to exhibit at the NACADA Region Conferences in the future. NACADA may lease any space so forfeited to another Exhibitor and retain all revenues collected.

Set-up of all exhibits is expected to be completed by the Exhibitor. Exhibitor agrees that all personal property will be removed from the conference space at the close of the conference. No exhibit shall be packed, removed, or dismantled prior to the close of exhibits without permission from NACADA.

Exhibitor is required to maintain the daily cleanliness of their exhibit area. Exhibitors or their agents shall not injure or deface any part of the building, the booths or booth contents, equipment, or décor. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. Exhibitor representatives are expected to dress appropriately (business casual) during all exhibit hours (includes move-in and move-out hours).

Exhibitors are responsible for making their pre- and post-Conference shipping arrangements.

All demonstrations, sales activities, and distribution of circulars and promotional material must be confined to the limits of the Exhibitor's assigned space. All equipment for display or demonstration must be placed within the assigned exhibit area to attract observers to the area.

Should Exhibitor engage in retail sales from Exhibitor's designated space, Exhibitor shall be responsible for complying with all local and state requirements for a business license and sales tax remittance.

In the interest of the NACADA Region Conferences, the Exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of participants, exhibitors, or invited guests from the educational sessions during the official hours of the sessions.

Cancellation

Under the terms of this agreement, NACADA is reserving the exhibit space described in the exhibit package for the registered Exhibitor's use. In the event that an Exhibitor would need to cancel their registration, written notification must be sent to sschrader@ksu.edu; telephone cancellations will not be accepted.

For exhibitor packages: a fee of \$200 is non-refundable.

For sponsorship packages: a fee of \$200 is non-refundable. Any incurred costs for materials ordered are non-refundable.

For Allied Organization packages: a fee of \$200 is non-refundable as well as any incurred room rental, AV, and/or food and beverage costs.

For ad packages: a fee of \$50 is non-refundable.

For in-kind/goods and services donations: these donations are non-refundable except in the case of event cancellation by NACADA.

Refunds will not be made for cancellations postmarked or emailed **within two weeks of the first day of the conference**. In the unlikely event that NACADA would cancel this event prior to its start date, the Exhibitor fee will be fully refundable. NACADA assumes no responsibility for other expenses Exhibitor may have incurred in relation to such cancellation. Exhibitor may make substitutions to their registered representative without penalty.

NACADA may cancel or postpone this program because of insufficient enrollment or other unforeseen circumstances. If the program is canceled or postponed, registration fees will be refunded, but NACADA cannot be held responsible for other costs, charges or expenses including cancellation/change charges assessed by airlines or travel agencies. Registration fees will not be cancelled, and refunds will not be issued if the program is held but the registrant is unable to attend due to travel delays or cancellations caused by inclement weather, or due to other extraordinary circumstances beyond the control of NACADA. If NACADA should cancel its event, Exhibitors should confer with hotels and transportation directly regarding their cancellation policies. Requests to cancel must be made directly with the hotel or transportation company.

Waiver by either party of any term or condition or breach shall not constitute a waiver of any other term of condition or breach of this agreement. The rights of NACADA shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of NACADA.

In the event any provision of this agreement is held invalid or unenforceable, then neither the remaining provisions of this agreement or other applications of the provisions involved shall be affected thereby.

The undersigned individual represents and warrants that they have authority to enter into this agreement on behalf of the company or organization represented and hereby agrees to the terms set forth in this agreement.

2024 NACADA Region Conferences: Health and Safety Guidelines and the Assumption of Risk and Waiver of Liability

Please review the [NACADA Health & Safety Practices](#) and the [NACADA Assumption of Risk and Waiver](#). When you register, you will acknowledge that you have read these and agree to follow these practices.

By registering for this event, you acknowledge and understand all risks associated with possible exposure to and contraction of COVID-19, and are voluntarily participating in the event for your own benefit, the value of which is sufficient consideration for your voluntary execution of this agreement. You further acknowledge that you understand and assume the risk that exposure to and contraction of COVID-19 may result from the actions, omissions, or negligence of yourself and others, including, but not limited to, NACADA employees, officers, representatives, agents, and any others present at the NACADA event(s). Additionally, you agree to release and hold harmless NACADA and its employees, officers, representatives, and agents from any and all alleged and/or actual liability, claims, actions, lawsuits, damages, or losses of any kind which arise out of or result from attendance at and participation in NACADA event(s). You understand and agree that this release includes any claims based on the actions, omissions, or negligence of NACADA, its employees, officers, representatives, or agents. Attendee agrees to release and hold harmless NACADA and its employees, officers, representatives, and agents from any and all claims, demands, and causes of action arising out of or relating to your participation in the event you are registering to participate in and use of any associated facilities or hotels.

Notice of Nondiscrimination:

NACADA prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 828 Mid-Campus Drive, Kedzie Hall, Suite 220A, Kansas State University, Manhattan, KS, 66506. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director, ADA Coordinator who may be reached at charlott@k-state.edu or 111 Dykstra Hall, 1628 Claflin Road, Manhattan, KS 66506 785-532-6277 and TTY or TRS 711. Revised October 17, 2023.

This agreement may be delivered by the executing party by facsimile, portable document format (.pdf), electronic signature, or any other electronic transmission and shall be deemed to be an original signature hereto and shall have the same force and effect as the use of manual signatures.

If any provisions contained in this agreement shall be invalid, illegal or unenforceable in any respect, under any applicable law, the validity, legality and enforceability of the remaining provisions contained herein shall not, in any way, be affected or impaired.

Exhibitor/Sponsor/Etc. Signature

Date