

EXHIBITOR/SPONSOR APPLICATION & REGISTRATION FORM



2013 NASPA Region I Conference

November 17–20, 2013 • Samoset Resort, Rockport, ME

Registration Deadline: *Friday, October 11, 2013*

Conference Home Page: <http://naspa.org/regions/regioni/conference.cfm>

Section I – Advertising and Exhibiting Options

Advertising

<input type="checkbox"/>	¼ page advertisement in conference program booklet	\$125.00
<input type="checkbox"/>	½ page advertisement	\$200.00
<input type="checkbox"/>	In-App Sponsorship in Guidebook (new for 2013)	\$225.00
<input type="checkbox"/>	Full page advertisement	\$275.00
<input type="checkbox"/>	Add \$50 per ¼ page ad space for full color add on back cover	\$50.00
<input type="checkbox"/>	Inclusion of promotional materials in conference packets	\$275.00
<input type="checkbox"/>	Branding on Region I Conference website - includes company logo with external hyperlink http://www.naspa.org/regions/regioni/conference.cfm	\$125.00

Booth & Advertising (Please ask about pricing for sole sponsorship opportunities)

<input type="checkbox"/>	* Booth + ¼ page advertisement + Branding on Conference website	\$625.00
<input type="checkbox"/>	* Booth + ½ page advertisement + Branding on Conference website	\$675.00
<input type="checkbox"/>	* Booth + Full page advertisement + Branding on Conference website	\$725.00
<input type="checkbox"/>	* Booth + Full page full color advertisement on back cover + Branding on Conference website	\$775.00
<input type="checkbox"/>	* Add In-App Sponsorship in Guidebook to any of the above Booth & Advertising options	<input type="checkbox"/> \$175
<input type="checkbox"/>	Booth + Full page advertisement + Branding on Conference website + Coffee Break + In-App Sponsorship in Guidebook	\$1700.00
<input type="checkbox"/>	Booth + Full page advertisement + Branding on Conference website + In-App Sponsorship in Guidebook + Speaker Sponsorship (up to 2 sponsors per speaker)	\$2200.00
<input type="checkbox"/>	Booth + Full page advertisement + Branding on Conference website + In-App Sponsorship in Guidebook + Banquet Sponsorship (up to 2 sponsors)	\$3150.00

Section I Subtotal \$

Section II – Organizational Information

Company Description/Advertisements

Please e-mail your program booklet ads (high resolution 300 dpi or higher PDF or JPEG) to Rod Waters at rwaters@suffolk.edu. In order to be included in the program book, participants must send program booklet ads before the end of the day on Friday, October 11, 2013

Section III – Onsite Company Contacts for Registration

Member ID _____

Organization Name _____

Mailing Address _____

City, State, & Zip _____

Telephone _____ Website _____

Onsite Contact (1) Name and Title _____

E-mail address _____

Onsite Contact (2) Name and Title _____

E-mail address _____

Section IV– Meals

Each Sponsor receives registration and meals for a total of two individuals. Should you require meals for additional participants, please indicate that information below.

Do you plan on attending the Opening Reception on Monday, November 18th? Yes No

Do you plan on attending the Business Luncheon on Tuesday, November 19th? Yes No

Do you plan on attending the Awards Banquet on Tuesday, November 19th? Yes No

Do you plan on attending the Closing Brunch on Wednesday, November 20th? Yes No

To purchase an *additional ticket(s)* for any of these events, please indicate the quantity

Off-Site Reception	Qty: _____	x	\$15	=	_____
Business Luncheon	Qty: _____	x	\$35	=	_____
Awards Banquet	Qty: _____	x	\$50	=	_____
Closing Brunch	Qty: _____	x	\$35	=	_____

Section IV Subtotal **\$**

Section V – Regional Logistics

Exhibit Specifics Include:

- One 8' table
- Two folding chairs
- One wastebasket
- Program Book
- Mailing List of Delegates
- Two (2) Conference Registrations

EXHIBITOR HOURS & MOVE IN:

Arrival & Set-up Preference:

- Monday, November 18 any time between 9:00 AM – 5:00 PM
- Tuesday, November 19 by 8:00 AM

Main Exhibit Hours: Tuesday, November 19, 2013 8:00 AM – 4:00 PM

Exhibitor Move-Out: Tuesday, November 19, 2013 4:00 PM

Wireless Internet:

- I require wireless internet access in the exhibit hall on Monday, November 18, 2013
- I require wireless internet access in the exhibit hall on Tuesday, November 19, 2013

Silent Auction Donation:

- I would like to donate an item/s to this year's Silent Auction fundraiser. Please email Rod Waters at rwaters@suffolk.edu to have your item/s included in this year's auction.

NASPA assumes no responsibility for products left unattended at the end of the conference.

REGISTRATION INFORMATION:

Exhibitor registration and check-in will be at the Samoset Resort. Your conference badge is your admission ticket to other conference events and sessions that do not charge special fees. Other individuals who wish to attend the conference will need to register for the conference at the appropriate rate.

HOTEL RESERVATIONS:

You should plan to make your reservations as early as possible. Most conference activities will take place at the conference hotel. A block of rooms is held for conference attendees at the single/double occupancy rate of \$140.00 (not including local taxes).

In order to make reservations, contact the Samoset Resort at 1-800-341-1650 and please refer to Group Name: NASPA or National Association Student Personnel Administrators. Reservations may also be made online by using the following link: <http://www.samosetresort.com>.

Hotel reservations must be made by Friday, October 18, 2013.

Samoset Resort
220 Warrenton Street
Rockport, Maine 04856

PROPERTY RESPONSIBILITY/INSURANCE:

You are responsible for insuring the safety of your personnel and your exhibit materials from theft, damage, accident, fire and other such causes. Exhibitors who desire to carry insurance must do so at their own

expense. All property of the exhibitors is understood to remain in their own care, custody and control in transit to and from the confines of the exhibit area, as well as while it is on the floor. Security and storage space will not be provided.

NASPA and their agents are not responsible for losses incurred, theft or damage to materials.

Payment Method

This agreement confirms that (company name) _____ has agreed to sponsor the 2013 NASPA Region I Conference in the amount of \$ _____.

Company Contact: _____

Company Name: _____

Contact Phone #: _____

Contact E-Mail: _____

Method of Payment: _____

Sponsorship \$: _____

Invoice Needed? _____

To ensure maximum recognition, full payment must be received by Friday, November 1, 2013. In requesting this sponsorship, I understand that NASPA will be responsible for securing the goods/services selected unless otherwise agreed.

Organization Representative

NASPA Representative

Date

Date

Check

Money Order

Invoice Needed? _____

Section I Payments SubTotal: _____

Section IV Meals SubTotal: _____

Total Registration: \$ _____

Two easy steps to register:

- **Step 1:** Let regional exhibit/sponsorship coordinator know you are attending via e-mail.
- **Step 2:** Registration forms accompanied by a check or needing an invoice should be mailed to the following mailing address:

NASPA REGIONAL CONFERENCES, SPONSOR PAYMENT
Attn: Daniel Anzueto
111 K Street, NE
10th Floor
Washington, DC 20002

**Registration using a credit card should be faxed to the following number:
202-898-5737**

***NOTE: Sponsor Registration deadline is Friday, October 11, 2013.
No refunds will be made after Friday, October 11, 2013***



Please complete the registration form and fax back to 202-898-5737

Please send checks to:

NASPA, 111 K Street, 10th Floor, NE, Washington, DC 20002

Questions? Please call Rod Waters, Region I Conference Sponsorships Chair at 617-305-1774 or via e-mail at rwaters@suffolk.edu

Thank you for supporting NASPA!