EXHIBITOR, SPONSOR, & ADVERTISEMENT APPLICATION & REGISTRATION FORM
2015 NASPA Multicultural Institute

December 10 – December 12, 2015
Hyatt Regency Miami - Miami, Florida

Exhibitor Registration Deadline: November 6, 2015
Conference Home Page: https://www.naspa.org/events/2015NMI
Questions? Call Szymon Kesek at 202-903-0657 or via e-mail at skesek@naspa.org

Onsite Contact (1) Name/Title__________________________ E-Mail Address__________________________

Onsite Contact (2) Name/Title__________________________ E-Mail Address__________________________

Onsite Contact (3) Name/Title__________________________ E-Mail Address__________________________

Onsite Contact (4) Name/Title__________________________ E-Mail Address__________________________

Organization Name Exhibiting__________________________________________________________
Mailing Address__________________________________________________________
City, State, & Zip__________________________________________________________
Organization Phone__________________________ Website Address__________________________

(50 word or less company description (please e-mail to skesek@naspa.org) by November 6, 2015) Organization Name, Web Site Address and Company Description will be listed in the program guide (if received by November 6, 2015).

Exhibit Packages (Please Check one)

Package 1

_______ Registration Fees for up to three (3), Table Top Full Page Ad in Program Guide Guidebook Banner Ad $2,000

Package 2

_______ Registration Fees for two (2), Table Top 1/2 Page Ad in Program Guide Guidebook Banner Ad $1,600

Package 3

_______ Registration Fee for one (1), Table Top 1/2 Page Ad in Program Guide $1,200

Package 4

_______ Registration Fee for one (1), Table Top $1,000
Sponsorship Packages (Above exhibit, advertisement, registration fees and session included in gold or silver sponsorship).

Gold Conference Sponsor: $5,000

_________ Gold Conference Sponsors will be recognized as a top-level supporting sponsor with these below benefits.

- Company name, logo and hyperlink recognizing on conference web site.
- Full page ad in program guide. (Program guide ad included).
- Guidebook Banner Ad.
- Up to six (6) conference registrations included.
- Exhibit table booth opportunity (booth fee included).
- Recognition as a gold conference sponsor in program guide.
- Sign and verbal recognition at the event.
- Eligibility to sponsor a major speaker at the event or speak as a featured speaker (if speaking session needs to be filled)
- Attendee list one month prior to the conference. (after early bird deadline).
- Gold level includes sponsorship of opening keynote speaker or opening reception at event.

Silver Conference Sponsor: $2,500

_________ Silver Conference Sponsors will be recognized as a silver-level conference sponsor with these below benefits.

- Company name, logo and hyperlink recognizing on conference web site.
- 1/2 page ad in program guide. (Program guide ad fee included).
- Guidebook Banner Ad.
- Up to four (4) conference registrations included.
- Exhibit table booth opportunity (booth fee included).
- Recognition as a silver conference sponsor in program guide.
- Sign and verbal recognition at the event.
- Attendee list one month prior to the conference. (after early bird deadline).
- Silver level includes sponsorship of a break at event.

Exhibitors/Sponsor Program Listing: Along with your application, please e-mail your 50-word company description and your program guide and/or guidebook banner ad via e-mail to skeseck@naspa.org by November 6, 2015.

EXHIBITOR HOURS & MOVE IN:

Opening Reception Thursday, December 10, 2015 5:30 pm – 7:00 pm
(Exhibitors Welcome)

Move in: Friday, December 11, 2015 7:00 am – 8:00 am

Exhibit Hours:
Exhibit hours are from 8:00 am to 6 pm on Friday, December 11, 2015. (Note: You may choose to remain at your tables during the entire exhibit hours or you may staff it just during the receptions and conference breaks).

Friday, December 11, 2015 7:30 am – 5:00 pm
8:00 am – 9:00 am (Complimentary breakfast)
12:00 pm – 1:30 pm (Conference Break – Lunch on your own)

Exhibitor Move-Out:
Friday, December 11, 2015 6:00 pm
Exhibitors may not begin disman
tling until 6:00 pm on Friday, December 11, 2015. **NASPA assumes no responsibility for products left unattended at the end of the conference.**

**Exhibit Specifics Include:** One 8’ table, two folding chairs, one waste basket, program book, list of attendees (in excel format).

**PRE-REGISTRATION LIST:**
A pre-registration list is available to all companies participating. The registration list will be emailed one month before the conference. Registration mailing lists will be sent in Microsoft Excel format. *(Note: this will be an attendee mailing list only. Phone numbers and e-mails of attendees are not included on this excel list).*

**REGISTRATION INFORMATION:** Exhibitor registration and check-in will be at the Hyatt Regency Miami. 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 at the appropriate rate.

**Shipping Information**
If you are shipping booth materials to the Hyatt Regency Miami, please ship them to the address listed below.

Hyatt Regency Miami  
C/O Len Machado, Senior Event Planning Manager  
For: NASPA Multicultural Institute, Attn: Tiki Ayiku  
400 South East Second Avenue  
Miami, FL 33131  
Box ____ of ________  
Phone: 305.679.3053

**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**

- [ ] Check  
- [ ] Money Order  
- [ ] Credit Card  
  Circle type:  
  [ ] Visa  
  [ ] MasterCard  
  [ ] American Express

Cardholder Name  
__________________________

Cardholder Address  
__________________________

Credit Card Number  
__________________________

Expiration Date  
__________________________ Invoice Needed? _________

Cardholder Signature  
__________________________

Total Exhibitor Registration:  $ __________________________

**NOTE:** **Exhibit Registration deadline is November 6, 2015. No refunds will be made after November 6, 2015.**

Please fill out this registration form and e-fax back (all 3 pages) to 202-204-8443 or scan and e-mail to skesek@naspa.org.  
Please send checks to:  
NASPA, 111K Street, 10th Floor, NE, Washington, DC 20002  
Thank you for supporting NASPA!