

EXHIBITOR, SPONSOR, & ADVERTISEMENT  
APPLICATION & REGISTRATION FORM



**2016 Leadership Educators Institute**

December 11 – December 13, 2016  
Long Beach, California (Renaissance Long Beach Hotel)

**Exhibitor Registration Deadline: *November 11, 2016***  
**Conference Website: <https://www.naspa.org/events/2016LEI>**

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](mailto:skesek@naspa.org)) by **November 11, 2016**. Organization name, Web site address and company description will be listed in the program guide (if received by **November 11, 2016**).

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**Exhibit Packages (Please Select one)**

**Package 1**

\_\_\_\_\_ Registration Fees for up to four (4), Table Top \$2,000  
Full Page Ad in Program Guide

**Package 2**

\_\_\_\_\_ Registration Fees for two (2), Table Top \$1,600  
Full Page Ad in Program Guide

**Package 3**

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

**Package 4**

\_\_\_\_\_ Registration Fee for one (1), Table Top \$1,000

**Gold Conference Sponsor:** \$5,000

\_\_\_\_\_ Gold Conference Sponsors will be recognized as **top-level supporting sponsors** with the below benefits:

- Company name, logo and hyperlink on conference web site
- Full page ad in program guide
- Up to six (6) conference registrations
- Exhibit table booth opportunity
- Recognition as a gold conference sponsor in the program guide
- Sign and verbal recognition at the event

**Silver Conference Sponsor:**

\$2,500

\_\_\_\_\_ Silver Conference Sponsors will be recognized as **silver-level conference sponsors** with the below benefits:

- Company name, logo and hyperlink on conference web site
- Half page ad in program guide
- Up to four (4) conference registrations
- Exhibit table booth opportunity
- Recognition as a silver conference sponsor in the program guide
- Sign and verbal recognition at the event

**Exhibitors/Sponsor Program Listing:**

Along with your application, please e-mail your 50-word company description and your program guide ad (300 dpi or higher) to [skesek@naspa.org](mailto:skesek@naspa.org) by **November 11, 2016**.

**Exhibit Specifics Include:**

One 8’ table, two folding chairs, one waste basket, program book, mailing 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 two weeks 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).**

**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      Select 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 11, 2016. No refunds will be made after November 11, 2016.*

Please fill out this registration form and e-fax back (all 3 pages) to **202-204-8443** or e-mail to [skesek@naspa.org](mailto:skesek@naspa.org).

Please send checks to:  
NASPA, 111K Street, 10<sup>th</sup> Floor, NE, Washington, DC 20002

Questions?  
Contact Szymon Kesek at 202-903-0657 or via e-mail at [skesek@naspa.org](mailto:skesek@naspa.org)

Thank you for supporting NASPA!