EXHIBITOR, SPONSOR, & ADVERTISEMENT APPLICATION & REGISTRATION FORM
2016 NASPA Symposium on Military-Connected Students

February 04 – February 06, 2016
Orlando, FL (Hilton Orlando Lake Buena Vista)

Exhibitor Registration Deadline: January 7, 2016
Conference Home Page: https://www.naspa.org/events/2016smcs

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 ckeck@naspa.org) by January 7, 2016) Organization Name, Web Site Address and Company Description will be listed in the program guide (if received by January 7, 2016).

Exhibit Packages (Please Check one)

Package 1

_______ Registration Fees for up to four (4), Table Top Full Page Ad in Program Guide $1,800

Package 2

_______ Registration Fees for two (2), Table Top Full Page Ad in Program Guide $1,400

Package 3

_______ Registration Fee for one (1), Table Top 1/2 Page Ad in Program Guide $1,000

Package 4

_______ Registration Fee for one (1), Table Top $850
Sponsorship Packages (Above exhibit, advertisement, and registration fees 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 website.
- Full page ad program guide. (Program guide ad included).
- 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 mailing 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 website.
- Full page ad program guide. (Program guide ad fee included).
- 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 mailing 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 ad (300 dpi or higher) via e-mail to skesek@naspa.org by January 7, 2016.

**EXHIBITOR HOURS & MOVE IN:**

**Move in:** Friday, February 5, 2016 7:30 am – 8:00 am

**Exhibit Hours:**
Exhibit hours are from 8:00 am to 3:45 pm on Friday, February 5, 2016. (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, February 5, 2016 8:00 am – 3:45 pm

8:00 am – 9:00 am (Continental Breakfast)

11:45 am – 12:45 pm (Complimentary Lunch)

**Exhibitor Move-Out:**
Friday, February 5, 2016 3:45 pm

Exhibitors may not begin dismantling until 3:45 pm on Friday, February 5, 2016. 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, 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 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 Hilton Orlando Lake Buena Vista. 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
Please note that a handling fee of $5.00 applies to the first five pounds with $0.50 charged for each additional pound. Multiple packages within a single shipment should be sequentially numbered, i.e., 1 of 3, 2 of 3, 3 of 3. It may be helpful to make note of individual package contents to ensure that itemized records of all materials are available in the event of damage or non-receipt. All materials should be addressed as follows:

Hilton in the Walt Disney World® Resort
1751 Hotel Plaza Boulevard
Lake Buena Vista, FL 32830
HOLD FOR (Your Name)
2016 NASPA Symposium on Military-Connected Students
February 04 – February 06, 2016

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 January 7, 2016. No refunds will be made after January 7, 2016.
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

Questions? Contact Szymon Kesek at 202-903-0657 or via e-mail at skesek@naspa.org
Thank you for supporting NASPA!