

NASP 2009 Summer Conferences: *Promoting Competence, Creating Capacity*

Exhibitor Guidelines and Information

Washington, DC: July 13–15, 2009 • *Advocacy: Creating Capacity for the Provision of Quality Services*

Albuquerque, NM: July 20–22, 2009 • *Culturally Competent Practice*

Join more than 200 school psychologists at one or both of NASP’s 2009 Summer Conferences! For the first time, the summer conferences will be completely managed by NASP, and all educational sessions will be NASP, APA, and NBCC approved. Attendees will have ample time for social and professional networking during breaks and meals, and exhibit tables will be strategically placed in high traffic areas to provide you with the utmost visibility. To learn more and to sign-up as an exhibitor, please read the following guidelines and important details:

Schedule: *(subject to change)*

Exhibits will be set up in the foyer outside of the General Session so that attendees will have access to the exhibitors during all break periods. The following schedule applies to both conferences (DC and Albuquerque).

Tuesday (July 14 / July 21)	
6:00–7:00 a.m.	Exhibitor Set-Up
7:00–8:15 a.m.	Registration–Exhibits Open
10:15–10:45 a.m.	Break–Exhibits Open
12:15–1:30 p.m.	Lunch–Exhibits Open
2:45–3:15 p.m.	Break –Exhibits Open
4:45–6:30 p.m.	Networking Reception–Exhibitors Welcome

Wednesday (July 15 / July 22)	
7:30–8:30 a.m.	Registration– Exhibits Open
9:45–10:15 a.m.	Break –Exhibits Open
12:00–1:15 p.m.	Lunch–Exhibits Open
2:45–3:00 p.m.	Break–Exhibits Open
3:00–3:30 p.m.	Exhibitor Tear Down

Each Exhibiting Organization Will Receive:

- (1) 6’ draped table, two chairs, and a wastebasket
- (1) complimentary conference registration
- Inclusion on the NASP Summer Conference website, www.nasponline.org/conventions/summerconf.aspx
- Attendee contact list after the conference (names and mailing addresses only)

Exhibitors are responsible for covering the cost of any additional services, including electricity, internet access, computer rental, etc. Please contact Gina Carlton at gcarlton@naspweb.org or 301-347-1673 for information on how to obtain these services.

Two months prior to the conference, NASP will provide you with detailed information on shipping and other pertinent information.

Table Fees:

- \$500.00 for 1 table at one conference (\$900 for 2 tables at one conference)
- *Multiple location discount:* \$900.00 for 1 table at both conferences (\$1,700 for 2 tables at both conferences)

Special Sponsorship Opportunities:

Sponsorship gets you noticed! Conference sponsorships offer unique marketing opportunities that provide increased visibility to conference attendees. For special recognition in the conference brochure, on NASP's website, and throughout the conference, consider the following level of sponsorship, or customize a sponsorship to match your goals and budget:

- Bronze—Provide neck lanyards or specialized notepads (\$1,250)
- Silver—Sponsor a speaker or refreshment break (\$2,500)
- Gold—Sponsor a breakfast, lunch, or networking reception (\$5,000)

Terms and Conditions:

1. Exhibitors are required to identify the product(s)/service(s) they will exhibit on the application form. NASP reserves the right to determine the eligibility of prospective exhibitors for inclusion in its exposition.
2. All exhibits shall serve the interest of conference attendees. NASP reserves the right to require the immediate removal of any exhibit or portion(s) thereof that, in its sole discretion, it believes to be injurious to its purpose.
3. Exhibitors shall bear responsibility for compliance with all local, city, state, and federal safety, fire, and health laws, ordinances, and regulations, including the policies, rules, and regulations of NASP and the conference hotel regarding the installation and operation of the exhibit.
4. The use of audio equipment and gambling games such as radios, stereos, prize wheels, etc. (excluding TV/VCRs and laptops) must be approved by NASP 30 days prior to the opening of the conference.
5. NASP reserves the right to ask exhibitors to remove, at the exhibitors' expense, specific equipment or any materials that may block neighboring exhibitors' visibility or access to attendees.
6. Unethical conduct or disregard for any rules and regulations stated herein will be considered just reason for NASP to dismiss an exhibitor, his or her representatives, or both from the conference and to prohibit the exhibiting organization from attending future NASP conferences and/or conventions. In this event, no refund shall be made by NASP.
7. Cancellation Policy: All exhibiting organizations cancelling space will be charged a \$50 processing fee. *No refunds will be issued for cancellations received after June 10, 2009.*

To Reserve Space:

Space is limited! NASP will accept completed Exhibit Space Applications on a first-come, first-served basis. *Please note that no space will be assigned until the application/contract and full payment are received by NASP.* Payment may be made by VISA/MasterCard, check, or money order. Checks and money orders must be drawn on a U.S. bank, in U.S. dollars, and made payable to "NASP." Please mail your completed contract and your VISA/MasterCard number and expiration date, check, or money order via the U.S. Postal Service to: NASP Summer Conference Exposition, c/o Sun Trust Bank, P.O. Box 79469, Baltimore, MD 21279-0469. Please note that FedEx, UPS, etc. are not accepted at P.O. boxes. *Please keep a copy of the application as your receipt.*

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Exhibit Space Application and Contract

Exhibit Dates: (Choose one or both)

____ **July 14–15, 2009 • Washington, DC** (Conference Dates: July 13–15, 2009)

____ **July 21–22, 2009 • Albuquerque, NM** (Conference Dates: July 20–22, 2009)

Exhibiting Company: _____

Contact Person: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ **Fax:** _____

E-mail: _____ **Web site:** _____

Name as it should appear on registration badge: _____

Product(s) to be exhibited: _____

Cost of Exhibit Space: (includes admission for one person (per table) to all conference programs)

____ \$500.00 for 1 table at one conference ____ \$900 for 2 tables at one conference

____ \$900.00 for 1 table at both conferences ____ \$1,700 for 2 tables at both conferences

Special Sponsor Recognition: Bronze, Silver, or Gold (See Exhibit Guidelines) \$ _____

I agree to abide by all exhibit terms, conditions, and regulations set forth in the Exhibitor Guidelines.

Signature _____ **Date** _____

Space Reservations will be accepted in the order in which signed contracts are received with full payment. *Please reserve early; spaces at each meeting are limited.* **Cancellation Policy:** All exhibiting organizations cancelling space will be charged a \$50 processing fee. *No refunds will be issued for cancellations received after June 10, 2009.*

Payment must be made by VISA/MasterCard, check or money order. Please note that NASP is unable to accept purchase orders. **Make checks payable to:** National Association of School Psychologists (NASP)
Return signed contract with payment to: NASP Summer Conference Exposition, c/o SunTrust Bank, P.O. Box 79469, Baltimore, MD 21279-0469.

Payment Amount: \$ _____ **Check No.** _____

Exp. Date _____ **VISA** or **MasterCard** **Card #** _____

Name as it appears on credit card _____ **Signature** _____