



# Exhibit Space Application/Contract

## NASP 2022 ANNUAL CONVENTION

February 15–18, 2022 • Hynes Convention Center • Boston, MA



PLEASE PRINT CLEARLY OR TYPE ALL INFORMATION. Keep a copy of this form for your records. Fed. Tax ID No. \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

### EXHIBIT BOOTH(S)

**The Exhibit Hall is not carpeted; exhibiting companies MUST provide carpet for their own booths!**

**Complimentary Convention Registrations:** (Excluding exhibitors who qualify for reduced nonprofit rates.) Exhibiting organizations will receive two complimentary convention registrations for on-site representatives, plus one additional complimentary registration for every additional 10' x 10' booth purchased with a maximum of four total. Registration information will be provided in your booth confirmation letter. See Exhibitor Prospectus for further information.

**Booth Support:** Exhibiting organizations will receive four booth support passes per booth (limit of 10 per company). Details on obtaining booth support passes will be mailed to confirmed exhibitors.

**Description of Product/Services:** Please submit a description (25 word limit) to be included in the Exhibit Hall Handbook distributed on site. Email the description immediately to Marcia Harvey at [mharvey@naspweb.org](mailto:mharvey@naspweb.org) and include a copy with the contract. **There can be no exceptions.**

**Space applications must be received by 12/15/21, for organizations to be listed in the Exhibit Hall Handbook.**

List booth number choices: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_  
5th \_\_\_\_\_ 6th \_\_\_\_\_

10' x 10' Standard Booth(s) @ \$1,550/booth \$ \_\_\_\_\_ 10' x 10' Premium Booth(s) @ \$1,700/booth \$ \_\_\_\_\_

20' x 20' Premium Booth @ \$6,800 \$ \_\_\_\_\_ 20' x 30' Premium Booth @ \$10,200 \$ \_\_\_\_\_

**Booth Total \$** \_\_\_\_\_

No refunds on exhibit space after December 1, 2021

I would like my booth to be incorporated within the Recruitment Center section of the Exhibit Hall, if possible.

**TAKE-ONE TABLES** @ \$250/item \$ \_\_\_\_\_ (One copy of materials must be submitted with this application.) **Take-One Total \$** \_\_\_\_\_

### SPONSORSHIPS

Please indicate whether you would like to be called to discuss sponsorship opportunities and the benefits available to sponsors.  Yes  No

This contract for the above listed activities in conjunction with the NASP 2022 Annual Convention constitutes the applicant's agreement to abide by the guidelines and regulations included on this form and in the Exhibitor Prospectus.

Authorized Cardholder's Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

For information about booth assignments, please email Exhibits Coordinator Jeanette Rodriguez at [jeanette.rodriguez8@gmail.com](mailto:jeanette.rodriguez8@gmail.com).

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 2022 Convention, P.O. Box 79469, Baltimore, MD 21279-0469. FedEx, UPS, etc. are not accepted at P.O. Boxes.

Please note that NASP is unable to accept purchase orders.

**BOOTH TOTAL** \$ \_\_\_\_\_

**TAKE-ONE TABLE TOTAL** \$ \_\_\_\_\_

**CONTRACT TOTAL** \$ \_\_\_\_\_  
(Payment in full due with contract.)

**State Sales & Use Tax ID#** \_\_\_\_\_

**City Tax ID#** \_\_\_\_\_

**Check Number** \_\_\_\_\_ **Check Date** \_\_\_\_\_

**Credit Card Number** \_\_\_\_\_

VISA or  MasterCard **Exp. Date** \_\_\_\_\_

**Name as it appears on credit card** \_\_\_\_\_

**\$100 cancellation processing fee.**

**No refunds for cancellations on exhibit space rental after December 1, 2021.**