



Annual Session 2024
September 16-19, 2024 • Tucson, AZ



JOIN US IN TUCSON, ARIZONA

The National Extension Association of Family and Consumer Sciences (NEAFCS) is a professional organization that represents Extension Family and Consumer Science Educators across the United States. It consists of 2,800+ members, including 1,700 active members and 1,100 life members.



NEAFCS's mission is to educate and recognize Extension professionals who impact the quality of life for individuals, families and communities. In doing so, NEAFCS builds leaders for the future; provides innovative professional growth and development opportunities; recognizes and promotes excellence and scholarship in programming; serves members as a nation-wide resource for education, information, networking, and building partnerships; promotes the profession and the mission and goals of the Land Grant University Extension System.

EXHIBITOR SCHEDULE OF EVENTS

Wednesday, September 18, 2024

7:00 AM – 11:00 AM	Exhibitor Move-In* <i>* If additional time is needed please let Elizabeth Lane know so we can arrange Tuesday evening set-up.</i>
11:00 AM – 11:30 AM	Exhibitor Orientation & Lunch
12:00 PM	Exhibit Hall Ribbon Cutting
12:00 PM – 5:00 PM	Exhibit Hall Open (Attendee Lunch in Hall)
1:00 PM – 4:30 PM	Exhibit Forums

Thursday, September 19, 2024

8:00 AM – 10:00 AM	Exhibit Hall Open
8:15 AM – 9:30 AM	Exhibit Forums
10:00 AM – 12:00 PM	Exhibitor Move-out

EXHIBIT TABLETOP PACKAGE INCLUDES:

6ft. skirted table, wastebasket, identification sign and two chairs. Any additional tabletop furnishings and equipment may be ordered by the exhibitor at their own expense through the contracted trade show decorator. An exhibitor kit with order forms, deadlines and additional information will be emailed to each confirmed exhibitor. All shipping and any other additional expenses will be at the expense of the exhibitor.

PAST NEAFCS ANNUAL SESSION REGISTRATIONS

(Full registrations only. Not including exhibitors.)



EXHIBIT FORUM

All registered exhibitors have the opportunity to purchase an Exhibit Forum. Exhibit Forums are scheduled during the Annual Session and allow companies 30 minutes to promote their products, services, programs, research, etc. in a session format. Exhibit Forums will be promoted throughout Annual Session marketing materials including the onsite Program Book. To sign-up for an Exhibit Forum, please complete the application on page 10 and select the appropriate payment option on the Agreement Form enclosed.

HOTEL INFORMATION

THE JW MARRIOTT STARR PASS RESORT & SPA

3800 W. Starr Pass Blvd, Tucson, AZ 85745

All meetings and events, excluding offsite events, will be held at the JW Marriott Starr Pass Hotel & Spa.

Room Rate: \$179 per night (excluding taxes) plus \$17.50 per room night resort fee (discounted)

Resort Fee includes: Daily use of Club at Starr Pass Driving Range for 2 people (rental clubs included), Daily 4pm golf clinic at Club at Starr Pass, enhanced high-speed and wireless internet in the guest room with the ability to connect up to 5 devices, unlimited local and domestic long-distance phone calls, one complimentary dessert per stay in Passaggio or Signature Grill, 1 hour complimentary use of E-bike (applies for 2 guests), and our daily rituals: scheduled morning guided hikes into the Tucson Mountain Park, morning Native-American prayer (Mitakuye Oyasin) and nightly tequila toast in Salud Lobby Lounge. Total value of this package is \$196.00. Covered amenities are subject to change.

Reservation Phone/Link: Make your reservations directly with the resort by calling Reservations Center at 888-527-8989 and letting them know you are with the NEAFCS group. Or make your reservation

online by visiting www.neafcs.org/2024-hotel---travel-information. Reservation Deadline is August 12, 2024 or once the room block has sold out, whichever comes first.

Check-in/Check-out: 4:00 PM/ 11:00 AM

Guaranteed Reservations: All reservations must be accompanied by a first night room deposit or guaranteed by a major credit card.

Cancellations: Individual Cancellation of reservations will be honored up to 72 hours prior to arrival.

Spa: Attendees receive a 15% discount at the Hashani Spa.

Be aware that last-minute cancellations have financial ramifications for the association, so please try to make any changes as early as possible – no later than 4 weeks ahead if possible. When our block has sold out and attendees are holding additional rooms, this will require other attendees to book outside our room block at a higher rate. When attendees cancel their additional rooms that they were "holding", this now opens up a room in our block that the association is held liable to fill or will incur attrition fees.



BECOME AN ANNUAL SESSION DONOR (SEE FORM ON PAGE 10)

Your gift will support the general activities and contribute to the overall success of Annual Session. You can donate money in any amount, or donate in-kind goods or services. A promotional package will be offered to each donor based on the level of support.

THE JW MARRIOTT STARR PASS RESORT & SPA TUCSON BALLROOM

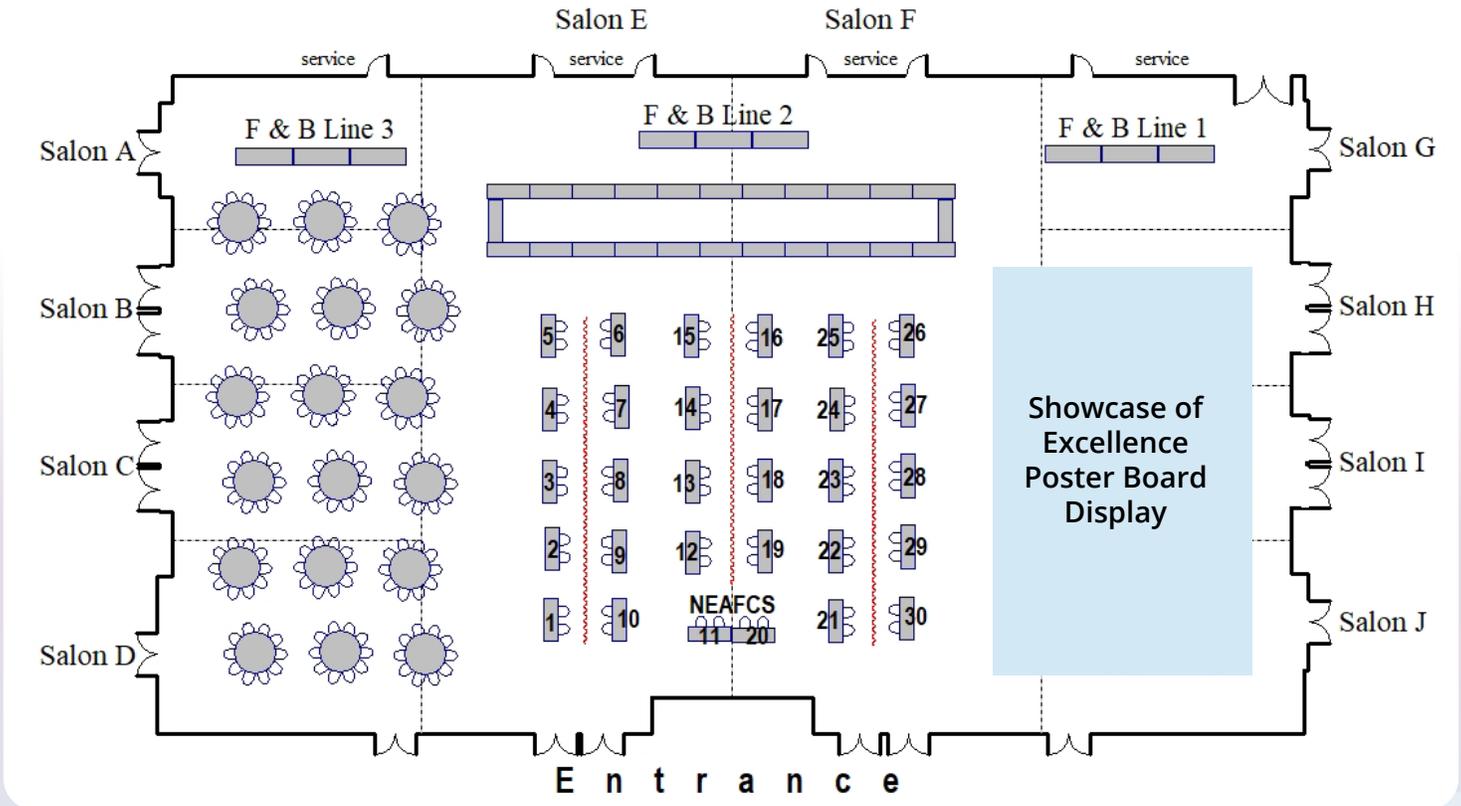


EXHIBIT DIMENSIONS:

8' X 10' Tabletops – Height of any part of the display may not exceed 8' from the floor or the display come forward by more than 10'. All exhibits must fit in the space provided and cannot exceed each 8'x10' space. This provision will be strictly enforced.

EXHIBIT AND CORPORATE SPONSORSHIPS

Sponsorships are available on a calendar year only (January-December)

Pages 5 - 8 include information on the NEAFCS Corporate Sponsor Program. To see Annual Session specific sponsorships see page 9.

The Corporate Sponsor program allows for collaboration with like-minded organizations whose purpose is to help advocate the mission of NEAFCS including building awareness of FCS and its members, and to share evidence and science-based information with its members that are useful in their professional work with the public.

NEAFCS Corporate Sponsors are limited to a select group of companies/organizations offering products, educational programs, resources and/or services in health, financial management, food and nutrition, food safety, healthy homes and environments, family life and technology, that our members can utilize in their programs for individuals, families and their communities.

All Corporate Sponsors must be current NEAFCS members in good standing.

EXHIBITOR SINGLE TABLETOP – \$1,000

Non-Profit 501(c)(3) Organizations – \$500

First Time Exhibitor – \$650

- Single 6 ft. tabletop which includes one 6ft. skirted table, two chairs, wastebasket, and ID sign
- Two (2) Complimentary Exhibitor Representatives
- Post Conference Attendee Mailing List
- One-time Highlight on Social Media Channels Promoting Company
- Company listing in onsite Annual Session program book
- *Add an Exhibit Forum for \$150*

SUPPORTER – \$1,000

Non-Profit 501(c)(3) Organizations – \$500

- Logo recognition on NEAFCS website rotating image banner with link to Supporter's website (visible on every page of the website)
- NEAFCS Supporter recognition on all monthly NEAFCS Network emails, and Annual Session marketing materials and event signage (to include logo and/or listing of name)
- Recognition in the Journal of NEAFCS as an NEAFCS Supporter
- One-time Highlight on Social Media Channels Promoting Company

ADVOCATE – \$3,000

- Logo recognition on NEAFCS website rotating image banner with link to Advocate's website (visible on every page of the website)
- NEAFCS sponsor recognition on all monthly NEAFCS Network emails, and Annual Session marketing materials and event signage (to include logo and/or listing of name)
- Recognition in the Journal of NEAFCS as an NEAFCS Sponsor
- Opportunity to include one (1) informational article or video in the NEAFCS Network.
 - Specs: 500 words or less or 10-minute video or less, subject to approval from National Office
 - Deadline: Must be received by the National Office on the first of the month in which the article will be published, as scheduled by the National Office.
- One (1) Annual Session complimentary single exhibit table top package (includes one 6 ft. skirted table, two chairs, wastebasket, and ID sign)
- Two (2) complimentary exhibit hall representatives (access to exhibit hall activities and meals only)
- Logo recognition on NEAFCS Annual Session webpage with link to website
- Logo, company information, and resource links on Corporate Sponsor webpage
- Quarter page advertisement in onsite Annual Session program book (Sponsor to provide artwork)
- Post conference attendee mailing list
- Pre or post conference attendee e-blast
- One-time Highlight on Social Media Channels Promoting Company
- *Add an Exhibit Forum for \$150*

EXHIBIT AND CORPORATE SPONSORSHIPS, CONTINUED

Sponsorships are available on a calendar year only (January-December)

CHAMPION – \$5,000

- Logo recognition on NEAFCS website rotating image banner with link to Advocate's website (visible on every page of the website)
- NEAFCS sponsor recognition on all monthly NEAFCS Network emails, and Annual Session marketing materials and event signage (to include logo and/or listing of name)
- One (1) exclusive email blast sent to all NEAFCS members highlighting your company/organizations products, services, resources, etc. anytime during the calendar year based on availability.
- Recognition and quarter page ad in the Journal of NEAFCS as an NEAFCS Sponsor (Sponsor to provide artwork)
- Opportunity to include two (2) informational articles or videos in the NEAFCS Network.
 - Specs: 500 words or less or 10-minute video or less, subject to approval from National Office
 - Deadline: Must be received by the National Office on the first of the month in which the article will be published, as scheduled by the National Office.
- One (1) Annual Session complimentary single exhibit table top package (includes one 6 ft. skirted table, two chairs, wastebasket, and ID sign)
- Three (3) complimentary exhibit hall representatives (access to exhibit hall activities and meals only)
- Logo recognition on NEAFCS Annual Session webpage with link to website
- Logo, company information, and resource links on Corporate Sponsor webpage
- Half page complimentary advertisement in onsite Annual Session program book (Sponsor to provide artwork)
- One (1) Announcement in a NEAFCS Email sent to all attendees promoting and highlighting your sponsorship. (This will feature your company logo and a 50-word highlight)
- One (1) full Annual Session registration with option to purchase additional at member rate
- Pre and post conference attendee mailing list
- Pre and post conference attendee e-blast
- Three-minute opportunity to provide remarks at the General Session
- **Complimentary 30-minute Exhibit Forum**
- One (1) 3-minute MAX promo video on website and social media

INVESTOR – \$7,000

- Logo recognition on NEAFCS website rotating image banner with link to Advocate's website (visible on every page of the website)
- NEAFCS sponsor recognition on all monthly NEAFCS Network emails, and Annual Session marketing materials and event signage (to include logo and/or listing of name)
- One (1) exclusive email blast sent to all NEAFCS members highlighting your company/organizations products, services, resources, etc. anytime during the calendar year based on availability.
- Recognition and half page ad in the Journal of NEAFCS as an NEAFCS Sponsor (Sponsor to provide artwork)
- One (1) Webinar Sponsor (shown below)
- Opportunity to include three (3) informational articles or videos in the NEAFCS Network.
 - Specs: 500 words or less or 10-minute video or less, subject to approval from National Office
 - Deadline: Must be received by the National Office on the first of the month in which the article will be published, as scheduled by the National Office
- One (1) Annual Session complimentary single exhibit table top package (includes one 6 ft. skirted table, two chairs, wastebasket, and ID sign)
- Four (4) complimentary exhibit hall representatives (access to exhibit hall activities and meals only)
- Logo recognition on NEAFCS Annual Session webpage with link to website
- Logo, company information, and resource links on Corporate Sponsor webpage
- Full page complimentary advertisement in onsite Annual Session program book (Sponsor to provide artwork)
- One (1) Announcement in a NEAFCS Email sent to all attendees promoting and highlighting your sponsorship at convention. (This will feature your company logo and a 50-word highlight)
- Two (2) full Annual Session registrations with option to purchase additional at member rate
- Pre and post conference attendee mailing list
- Pre and post conference attendee e-blast
- Five-minute opportunity to provide remarks at the General Session
- **Complimentary 30-minute Exhibit Forum**
- Banner ad on homepage of NEAFCS website, size determined by National Office (Sponsor to provide artwork)
- One (1) 3-minute MAX promo video on website and social media
- Complimentary Partner Membership for current year (includes one individual membership)

ADD-ON SPONSORSHIPS

Corporate Sponsors will be given preference for add-ons. Sponsorships are available on a calendar year only (January-December)

NEWSLETTER SPONSOR

Feature your company/organization with a linked image or video that will be posted to the top of the newsletter. In addition, this same image or video will be displayed on the NEAFCS Network email announcement sent to members which includes the link to the current newsletter.

The NEAFCS Network is a monthly electronic newsletter for members. The NEAFCS Network is sent to over 2,800 members around the 15th of each month. The NEAFCS Network includes informational articles relevant to the profession, other alliance updates, member benefits, committee work, member updates, upcoming meeting information and much more! Newsletters are permanently archived on the NEAFCS website and available to all members at any time.

Rate:

\$50 per issue or
\$500 for the year (12 issues)

Specs:

- Videos must be uploaded and hosted by the person providing them (YouTube hosting preferred).
- An image should be provided for the video thumbnail and/or the image for the ad itself.
- The image provided should be .png or .jpeg.
- The size should be 1920x1080.
- Ads must be saved as high resolution PNG or JPG file, optimized for web.
- Deadline: Ad must be received within 5 days of the scheduled newsletter.
- Availability: One (1) opportunity available per issue/month.

WEBINAR SPONSOR

Sponsor an NEAFCS educational webinar and allow us to recognize you as a partner in the profession. As a webinar sponsor, your company/organization will be featured throughout the life of the webinar. All NEAFCS Webinars are available on the Webinar Archive page for perpetuity.

Estimated attendance: 50 - 100

Benefits of Sponsoring:

- Your logo and link to company website on the NEAFCS Webinar webpage, promotional eblasts to members, and social media promotion.
- Sponsorship recognition during opening and closing remarks for live webinar.
- Sponsor will receive a complete list of registered participants including name and affiliate only.
- Free recording of the event.

Select from one of the options below.

Option 1 - Select an Already Established Webinar

Don't have the time or resources to create your own webinar? Sponsor an already scheduled member webinar. These webinars are already established with a speaker and topic. We will place your logo on all marketing materials and promotional emails. Sponsorship recognition will also be provided during the opening and closing remarks of the live webinar.

Option 2 - Create Your Own Webinar

You would be required to submit a webinar topic for review using our online form. Once approved, we will work with you to showcase your expertise. NEAFCS will provide the Zoom platform and marketing plan. We will place your logo on all marketing materials and promotional emails. Sponsorship recognition will also be provided during the opening and closing remarks of the live webinar.

Rate: **\$250**

Specs:

- 45 minutes of presentation with 10 minutes for Q&A, practice session prior to webinar if needed
- Deadline: 60-days prior to the desired webinar date
- Availability: 4



ADD-ON SPONSORSHIPS, CONTINUED

Add-ons are available to Advocate, Champion and Investor Sponsors only.

MEMBER TARGETED VIRTUAL FOCUS GROUP SPONSOR

Focus groups must be specific to NEAFCS member programming. The request for each focus group will be reviewed and approved. Focus groups will include:

- 30 minutes to showcase your product, service, program, etc. via an electronic platform
Date and time of focus group will be mutually agreeable by Sponsor and NEAFCS
- Two (2) promotional emails to targeted group to include company name and logo
Limited participation set by sponsor and/or NEAFCS
- Opportunity to send a follow-up survey to participants (up to 5 questions) – NEAFCS would send on sponsors behalf
- Compensation for the participants are not included in this package. The sponsor will be responsible for compensating participants directly.

Rate: **\$1,000**

JOURNAL OF NEAFCS - ELECTRONIC ADVERTISEMENT

Journal of the National Extension Association of Family & Consumer Sciences is published annually by NEAFCS. It is a refereed journal on Extension Family and Consumer Sciences research and program evaluation. Content includes members' research, applied research and program impacts. Journal of the NEAFCS also includes award winners' reports. The Journal is sent to over 2,800 members.

The Journal is available for viewing online with the option to download for print.

Rates:

Full page – **\$200**

Half page – **\$150**

Quarter page – **\$100**

Specs:

- Full page – 8.5x11,
- Half page – 7.5x4.75,
- Quarter page - 3.625"x4.875"
- Deadline: June 1st
- Availability: First-come, first-served based on availability

CONNECTING WITH COLLEAGUES SPONSOR

NEAFCS launched a new networking opportunity for its members to connect on various topics. Members meet via Zoom for 1-hour. These networking sessions are open to all members to come to learn and share.

Estimated attendance: 50-150

Benefits of Sponsoring:

- Your logo and link to company website on the NEAFCS Connecting with Colleagues webpage, promotional emails to members, and social media promotion
- Sponsor will receive a complete list of registered participants including name and affiliate only
- Free recording of the event
- Session is archived on the NEAFCS website
- Sponsorship recognition during opening and closing remarks for live webinar

Rate: **\$150** (Availability: 4)

GUIDELINES FOR NEAFCS CORPORATE SPONSORS

The Corporate Sponsor program allows for collaboration with like-minded organizations whose purpose is to help advocate the mission of NEAFCS including building awareness of FCS and its members, and to share evidence and science-based information with its members that are useful in their professional work with the public.

NEAFCS Corporate Sponsors are limited to a select group of companies/organizations offering products, educational programs, resources and/or services in health, financial management, food and nutrition, food safety, healthy homes and environments, family life and technology, that our members can utilize in their programs for individuals, families and their communities.

NEAFCS reserves the right, at its sole discretion, to not accept sponsorship from companies whose message NEAFCS deems controversial and/or contrary to the goals, ethics and mission of NEAFCS. Mention of any company, service or product does not constitute endorsement by (a) NEAFCS, (b) any state Extension organization, or (c) the Cooperative Extension system.

All Corporate Sponsors must be current NEAFCS members in good standing.

Questions? Contact NEAFCS Executive Director Danielle Jessup at djessup@executiveoffice.org or (850) 205-5638.

ANNUAL SESSION SPONSORSHIPS

In addition to the various General Convention Sponsorships and exhibit tabletop space, NEAFCS offers a wide variety of additional sponsorships which are available to both exhibiting and non-exhibiting companies.

PRE-CONFERENCE BREAKFAST SPONSORSHIP

\$1,000 (1 available)

- Sole sponsorship of the Monday Pre-Conference Breakfast
- Recognition on signage during breakfast
- Sponsor recognition on all marketing materials and signage at the Annual Session
- Sponsor recognition in the Annual Session Program Book

WEDNESDAY EXHIBIT HALL LUNCH SPONSOR

\$3,000 (1 available)

- Sole sponsor of the Wednesday lunch
- Recognition on signage during lunch
- Announcement as sponsor during lunch to promote Tabletop location and company
- Sponsor recognition on all marketing
- Sponsor recognition in the Annual Session Program Book

ATTENDEE LANYARDS

\$1,000 (1 available)

- Sole sponsorship of the NEAFCS Attendee Lanyards
- Company logo (along with NEAFCS logo) printed on lanyards given to all attendees.
- Sponsor recognition on all marketing materials and signage at the convention

REGISTRATION BAG INSERT

\$500 (multiple available)

- One (1) marketing piece to be placed in attendee onsite conference bag

IN-DEPTH SESSION TRANSPORTATION SPONSOR

\$1,000 - \$6,000 (multiple available)

If we receive a sponsor, this will assist in reducing the cost of In-Depth Session Tickets for attendees.

- Company logo on all in-depth session tickets (sole sponsor only)
- Recognition on signage at event
- Recognition on bus signage
- Sponsor recognition on all NEAFCS Annual Session marketing
- Sponsor recognition in Annual Session Program Book



NEAFCS 2024 ANNUAL SESSION • SEPTEMBER 16 - 19, 2024 • TUCSON, AZ
NEAFCS EXHIBIT FORUM AND/OR DONOR APPLICATION

Attach a separate document for descriptions below if needed.

EXHIBIT FORUM PRESENTER INFORMATION

Name: _____

Title/Position: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

EXHIBIT FORUM PRESENTATION INFORMATION

If you have elected to present an Exhibit Forum, please complete the following information for review and approval. Please return this page with your Exhibitor Application and Terms and Agreement by email to the NEAFCS National Office at elane@executiveoffice.org. Please put "2024 NEAFCS Annual Session Application" in the subject line.

Title of Presentation: _____

Short Description for promotional use (30 words or less): _____

Full Description including proposed information to be included in the Session (i.e. new products, new research, etc.) (300 words or less):

ANNUAL SESSION DONOR INFORMATION

If you wish to be an Annual Session Donor, please complete the following information. Your gift will support the general activities and contribute to the overall success of Annual Session. A promotional package will be offered to each donor based on the level of support.

For monetary donations, please complete the payment information section on the agreement form enclosed.

Monetary Donation Amount: \$ _____ OR In-Kind Donation (include description below)

In-Kind Donation Description: _____

NEAFCS 2024 ANNUAL SESSION • SEPTEMBER 16 - 19, 2024 • TUCSON, AZ

SPONSOR / EXHIBITOR AGREEMENT

Company: _____

Contact Name: _____ Title: _____

Contact Email: _____ Contact Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Website: _____

Email Address (for publicity purposes): _____

Description of Products and Services (50 words or less to be used in Annual Session Program Book):

TABLETOP LOCATION(S) DESIRED

Please note: NEAFCS will be assigning Tabletop preference to companies on a first come, first serve basis. If your company requests a tabletop that is already assigned, NEAFCS will have the right to reassign your company to the next best available tabletop.

1st choice: _____ 2nd choice: _____ 3rd choice: _____

If possible, do not place our Tabletop(s) next to the following companies (please list specific names): _____

EXHIBIT REPRESENTATIVES

Each exhibit Tabletop purchase provides for two (2) representatives and two (2) tickets for complimentary meals serviced in the Exhibit Hall. Please provide the names of those who will be representing your company/organization in the Exhibit Hall at the Annual Session.

Name 1: _____ Phone: _____ Email: _____

Name 2: _____ Phone: _____ Email: _____

EXHIBIT TABLETOP OPTIONS (Please check all that apply)

- Single Tabletop – \$1,000 First Time Exhibitor – \$650 Non-Profit Tabletop* – \$500 *for 501(c)(3) non-profit organizations with less than \$500,000 annual operating budget, OR University Extension Program, OR small "in region" business exhibiting for the first time at Annual Session

CORPORATE SPONSORSHIPS (Please check all that apply)

- Investor – \$7,000 Champion – \$5,000 Advocate – \$3,000 Supporter – \$1,000 Supporter Non-Profit Org. – \$500

ADD-ON SPONSORSHIPS (Please check all that apply)

- Journal of NEAFCS - Electronic Advertisement: Full page – \$200 Half page – \$150 Quarter page – \$100
Premium Homepage Sponsor: \$50 / month -or- \$500 / year | Newsletter Sponsor: \$50 / month -or- \$500 / year
Webinar Sponsor: \$250 | Connecting with Colleagues Sponsor: \$150 | Member Targeted Virtual Focus Group Sponsor: \$1,000

ANNUAL SESSION SPONSORSHIPS (Please check all that apply)

- Pre-Con. Breakfast – \$1,000 (1 available) Exhibit Hall Lunch – \$3,000 (1 available) Attendee Lanyards – \$1,000 (1 available)
 Attendee Bag Insert – \$500 (multiple available) In-Depth Transportation – \$_____ (multiple available)

ANNUAL SESSION PROGRAM BOOK ADVERTISEMENT (additional purchase)

- Full Page Ad \$200.00 Half Page Ad \$150.00 Quarter Page Ad \$100.00

OTHER (Please complete the enclosed form)

- Exhibit Forum – \$150.00 Partner Member Exhibit Forum – \$100.00 Annual Session Donor \$_____ or In-Kind Donation

TOTAL PAYMENT DUE (including Sponsorships, Space, Advertising, and/or Donation): \$ _____

PAYMENT INFORMATION

Check enclosed (made payable to NEAFCS) Check # _____ Check Amount: \$ _____

Credit card (complete the following information) Visa MC AMEX Charge Amount: \$ _____

Card #: _____ Exp. Date: _____ CVV Code:* _____

Name on Card: _____ Signature: _____

Billing Address & Zip Code: _____

*This is the 3 digit number found next to the signature panel on the back of the card. AMEX ONLY - This is the four digit number found on the front of your card.

Upon completion, please return along with payment to the National Extension Association of Family & Consumer Sciences, 325 John Knox Rd, Ste L103, Tallahassee, FL 32303, by fax to (850) 222-3019 or by email to elane@executiveoffice.org. For additional questions or requests, please contact Elizabeth Lane at (850) 205-5638 or email at elane@executiveoffice.org.

NEAFCS TERMS OF EXHIBITOR / SPONSOR AGREEMENT

AGREEMENT: The following terms shall become binding upon acceptance of this agreement between the applicant and his/her employees and the National Extension Association of Family & Consumer Sciences (NEAFCS), the meeting and exhibits host. The failure of a NEAFCS to enforce any provision of this Agreement shall not constitute a waiver of such provision or the NEAFCS' right to enforce such provision or any other provision in the future.

ASSIGNMENT: Exhibit space and sponsorship will be assigned based on the date contract is received with payment in full. In the case of multiple contracts received on the same date, priority will be given to those exhibitors/sponsors who have previously participated with NEAFCS.

PUBLIC POLICY: Exhibitors are charged with knowledge of all ordinances and regulations pertaining to taxes, health prevention, over-the-counter sales, customs and public safety while participating in this event. Compliance with such laws is mandatory for exhibitors and the responsibility of the exhibitor.

DISMANTLING: No part of an exhibit shall be removed during show hours. Exhibits must be kept intact until 10:00 a.m. on Thursday, September 19, 2024. All exhibits must be dismantled and removed by 12:00 p.m. on Thursday, September 19, 2024; otherwise NEAFCS reserves the right to remove the exhibit at the exhibitor's expense.

EXHIBIT DIMENSIONS: 8' X 10' Tabletops – Height of any part of the display may not exceed 8' from the floor or the display come forward by more than 10'. All exhibits must fit in the space provided and cannot exceed each 8'x10' space. This provision will be strictly enforced.

COMPLIANCE: The Exhibitor assumes responsibility for compliance with all pertinent ordinances, regulations, and codes of local, state, and federal governing bodies; together with the rules and regulations of the operators and/or owners of the property wherein the exhibit is held. Cloth decorations must be flameproof. Wiring must comply with facility, fire department and Electrical Underwriters' rules. The Exhibitor will abide by and comply with the rules and regulations of NEAFCS authorized contractors and local unions operating at the exhibition facility.

USE OF EXHIBIT SPACE: Exhibitors shall reflect their company's highest standards of professionalism while maintaining exhibit space during exhibit show hours. No exhibitor shall assign, sublet or share exhibit space.

- Distribution by the Exhibitor of any printed matter, souvenirs or other articles must be confined to the assigned space. No undignified manner of attracting attention will be permitted.
- Food products are prohibited from being distributed or sold at an exhibit Tabletop without prior permission from the NEAFCS National Office. Hotel rules and regulations must be followed at all times.
- Use of the NEAFCS logo by other organizations is prohibited without permission. Contact the NEAFCS National Office for more information.

SECURITY/LIABILITIES/INSURANCE: NEAFCS, the official service contractor, the exhibit facility, their members, representatives and/or employees, shall not be liable or responsible for any injury, loss or damage that may occur to the Exhibitor, or to the Exhibitor's employees or property, from any cause whatsoever, prior, during or subsequent to the period covered by this application/agreement. The Exhibitor agrees to obtain the following insurance coverage: Comprehensive general liability insurance coverage including protective and contractual liability coverage of one million dollars (\$1,000,000.00) per incident, two million

dollars (\$2,000,000.00) in the aggregate for bodily injury and property damage. NEAFCS must be named as an additional insured on the policy. In addition, Exhibitors are advised to carry special insurance to cover exhibit materials against damage and loss, and public liability insurance against injury to the person or property of others. Exhibitor is requested to furnish NEAFCS with a certificate of insurance to by August 12, 2024.

Exhibitors are liable for any damage caused to building, floors, walls, columns, or to standard exhibit equipment or to other exhibitor's property and shall indemnify and hold harmless NEAFCS, the Convention Center, agents, and employees from any and all such losses, or any loss, liability, damage or costs, including court costs and attorney's fees, that NEAFCS may incur in the event of any action related to exhibitors participation.

NEAFCS, its agents and employees, will not be liable for failure to hold the Show as scheduled. Payments for exhibit space, less any expenses incurred in connection with the Show, shall be refunded if the Show is cancelled 90 days or less prior to the opening date due to fire, or any act of God, or public enemy, or epidemic, or any law, or regulation, or public authority, which makes it impossible or impractical to hold the Show.

The exhibit area will be locked at the close of each day for the protection of the exhibits. Only authorized personnel will have access to the exhibit area during non-show hours. The hotel management and NEAFCS will take all reasonable precautions to avoid the loss of exhibitor's property by theft or fire, but under no circumstances shall the hotel management or NEAFCS be responsible for such losses. It is recommended that exhibitors cover their property with suitable insurance. Children are allowed in the exhibit areas. Please take the necessary precautions for their safety as well as for your display.

ADA REQUIREMENTS: Exhibitors are reminded that the Americans with Disabilities Act (ADA) ensure equal access to all participants of NEAFCS meetings. Tabletop spaces must be fully accessible to those with physical disability or sight impairment in compliance with all applicable laws and regulations, including without limitation, the Americans with Disabilities Act (U.S. Public Law 101-336).

REQUIREMENTS:

The following must be included with this form. Exhibitors will not be accepted without this documentation.

- Proof of Insurance (as indicated above)
- Proof of non-profit status (if applicable)

REFUND POLICY: Before July 15, 2024, 50% of this fee is refundable. After that date, this fee will be non-refundable for eligible exhibitors. If the company is ineligible to exhibit, this fee will be refunded.

INSTRUCTIONS TO VALIDATE THIS AGREEMENT:

We, in order to validate this agreement, agree to the following:

1. Payment for the exhibit, sponsorship, exhibit forum, and/or bag insert will be provided with this form.
2. All rules and regulations governing this show, as referenced below will be strictly adhered to.
3. The products/services described below are those that rightfully represent our company and those that we propose to exhibit. Any changes made regarding the products or services to be exhibited will be forwarded to the NEAFCS National Office in writing at least 30 days prior to the show.

We, the undersigned company/organization, do hereby make application to reserve space and participate as an Exhibitor and/or Sponsor in the Show indicated by this agreement. We agree to all rules and regulations governing this show.

CONTRACT AGREEMENT: We understand this agreement becomes a contract when signed by us and accepted by the NEAFCS Conference Planner. We agree to abide by the terms located below. Application will not be accepted without a signature.

Authorized Signature

Printed Name

Date