



Fall 2014 National College Fair Booth Registration Agreement

This area for office use only.

The NACAC National Office will acknowledge this agreement and direct future correspondence to the primary contact person listed below. Faxed and mailed reservations may take up to 10 business days to process. (Please print or type).

Institution: _____

Member Number: _____

Address: _____

City/State/Zip/ Country: _____

Web Address: _____

Primary Contact* _____

Title: _____

Phone: _____

Fax: _____

Email: _____

*The individual listed as the primary contact will receive all correspondence for the event and leads after the event. If the person listed needs to be changed at a later date, contact dmtcenter@nacacnet.org.

Billing Information (if different than above)

Institution: _____

Member Number: _____

Address: _____

City/State/Zip/ Country: _____

Contact Person: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

If a National College Fair is cancelled, the registrant agrees to hold NACAC and its agents blameless and to accept the credit policy agreed upon by the NACAC Board of Directors.

Fall 2014 NCF Booth Participant's Agreement

I have read and agree to all of the registration policies for the National College Fairs program described in this form and exhibitor guidelines. I comply with Cancellation guidelines and understand in order to receive a refund or credit I must notify NACAC of the Cancellation in writing by the stated deadlines. I accept responsibility of forwarding any exhibitor information received during the National College Fairs season to all representatives of my institution who will be attending those fairs. I, my institution, and its representatives acknowledge that we have read and understood the policies of the NACAC National College Fairs and the NACAC Statements of Principles of Good Practice: www.nacacnet.org/policies.

SIGNATURE:

(Signature required for processing): _____

Print Name: _____

Title: _____

Institution: _____

Date: _____

Check here if an Institutional Membership Application will accompany this form

BOOTH SIGN: A booth sign will be provided. Print or type the name and location of your institution in the following spaces exactly as you wish your booth sign to read. (Limit institution name to 45 letters and spaces—slogans and text in all CAPS are not permitted).

Institution Name

City and State (Country if outside the US)

Registration includes one scanner per booth.

Location	Dates		Regular Rate Member/ Non-Member (Circle One)	# of Booths	Amount (# booths x rate)
Cincinnati	September 14	14FCIN	\$590 / \$790		
Birmingham	September 14	14FBIR	\$590 / \$790		
Indianapolis	September 16	14FIND	\$590 / \$790		
Louisville	September 21	14SLOU	\$590 / \$790		
Chicago	September 27	14FCHI	\$590 / \$790		
Greater Phoenix	September 28	14FPHO	\$590 / \$790		
Milwaukee	September 28	14FMIL	\$590 / \$790		
New Orleans	September 30	14FNOR	\$590 / \$790		
Baton Rouge	October 1	14FBAT	\$590 / \$790		
Greater Washington, DC	October 2-3	14FWAS	\$590 / \$790		
Long Island	October 5	14FLIS	\$590 / \$790		
Kansas City	October 5-6	14FKAN	\$590 / \$790		
Minnesota	October 7-8	14FMIN	\$590 / \$790		
Jacksonville	October 11	14FJAC	\$590 / \$790		
Orlando	October 12	14FORL	\$590 / \$790		
Denver	October 18	14FDEN	\$590 / \$790		
St. Louis	October 19	14FSTL	\$590 / \$790		
Greater Ft. Lauderdale	October 21	14FFTL	\$590 / \$790		
Philadelphia	October 26	14FPHI	\$590 / \$790		
Baltimore	October 27-28	14FBAL	\$590 / \$790		
Boise	October 29	14FBOI	\$590 / \$790		
Seattle	October 31-November 1	14FSEA	\$590 / \$790		
Portland	November 2-3	14FPOR	\$590 / \$790		
Spokane	November 5	14FSPO	\$590 / \$790		
Atlantic City	November 13	14FATC	\$590 / \$790		
Grand Total Enclosed \$					

Eligibility

NACAC invites any Title IV eligible and accredited college, university, other postsecondary institution, or program offering curricular study leading to a degree or diploma to participate in the National College Fair program.

Payment must accompany registration form and is required in full before participating in a fair. Check one:

- Check enclosed (Payable to: National Association for College Admission Counseling)
- American Express MasterCard Visa

Credit Card # _____ Exp. Date _____

Signature _____

- Purchase order enclosed (approved purchase order must be attached to NACAC registration form). P.O. # _____

Return forms with payment to:



NACAC, Attn: DMT Center
1050 N. Highland Street, Suite 400, Arlington, VA 22201
or fax 703/373-2372

For details, updates and further exhibitor information, visit www.nacacnet.org/ncf.

National College Fairs Policies

Online registration is available 24 hours a day. Please allow 10 business days to process mailed and faxed registrations.

Confirmations: NACAC will send an email acknowledgement within five business days after the registration has been completed, to the contact listed on the Registration Agreement for the fairs for which you have registered. Exhibitors will receive follow-up information and booth assignments by email, along with a link to access the Exhibitor Manual online. The Exhibitor Manual contains detailed information about each fair, set-up hours, vendor and hotel information. **The Fall National College Fair Exhibitor Manual will be available online, July 24, 2014.**

Membership: Member prices are not retroactive for institutions that join NACAC after submitting a National College Fairs Booth Registration Agreement. Separate university programs from a member institution may participate in the National College Fairs at the member price provided that each program is identified as a part of the parent institution. Programs that are identified separately in the Higher Education Directory must purchase a separate membership to receive the member price. For more information on becoming a member of NACAC, visit www.nacacnet.org/membership.

Lead Retrieval: Lead retrieval services are provided by Technology Resource Corporation (TRC), a company independent from the National Association for College Admission Counseling. TRC will make every reasonable effort to deliver scanned data within two business days from the conclusion of the fair. Should there be any delay exceeding 30 days to deliver the scanned data, the affected exhibitor may be entitled to a refund of the Lead Retrieval service provided. The liability for damages of any cause whatsoever will be limited to the total price of \$50 per occurrence for goods and services provided by TRC.

Each scanner holds a maximum of 10,000 student scans. The scanner may be reset by visiting the TRC service desk during the event at no charge.

If you experience onsite or post-event problems with Lead Retrieval, contact CFA Support Team at 888/601-0200.

A tutorial is given at the fair on how to use the scanner and when the scanner is full. Additional scanners may be ordered by completing the **Additional Scanner Order Form** up to 10 business days in advance of the fair at the charge of \$50 per scanner. After this deadline, the charge is \$60 per scanner. **Additional scanner fees are non-refundable.**

Each exhibitor is responsible for lost or misplaced scanners. The replacement cost is \$600. NACAC will invoice once notified by TRC that the scanner has not been returned.

Cancellation and Refund Guidelines: Cancellation and substitution requests must be submitted in writing on institutional letterhead by either email (dmtcenter@nacacnet.org) or by faxing to 703/373-2372.

Registration Changes, Cancellations and Refunds:

All NACAC National College Fair changes and cancellations must be submitted in writing on institutional letterhead by either email (dmtcenter@nacacnet.org) or by faxing to 703/373-2372. All refunds and credits are subject to a \$25 processing fee.

REGISTRATION CANCELLATION	REFUND
By July 10, 2014	Full credit/refund <i>(minus \$25 processing fee)</i>
After July 10, 2014 – one month prior to fair date	50% credit/refund <i>(minus \$25 processing fee)</i>
Within one month of fair date	No credit/refund

Compliance: Institutions contracting for exhibit space at a National College Fair agree to have a representative from the institution at the table during the scheduled hours of the fair. This representative must be there on time, and agree to abide by the policies outlined in this booklet and by the NACAC Statement of Principles of Good Practice. The Statement is available at the NACAC website, www.nacacnet.org/SPGP.

NACAC reserves the right to refuse the registration of any institution that does not comply with the stated rules and regulations of the fairs. By signing the Participant/Registration Agreements, your institution acknowledges that you have read and understood the policies of the NACAC National College Fairs and the NACAC Statements of Principles of Good Practice.