



2014 Performing and Visual Arts College Fair 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. (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 PVA College Fair is canceled, the registrant agrees to hold NACAC and its agents blameless and to accept the credit policy agreed upon by the NACAC Board of Directors.

2014 PVA 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 Performing and Visual Arts 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

Check here if an this is your first time attending a NACAC College Fair

TABLE 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 30 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	ONLY 1 TABLE PER FAIR	
Chicago	Sunday, September 21	14PCH	
St. Louis	Monday, September 22	14PSL	
Nashville	Tuesday, September 23	14PNA	
Washington D.C.	Sunday, September 28	14PDC	
Atlanta	Monday, September 29	14PAT	
Ft. Lauderdale	Tuesday, September 30	14PFL	
Philadelphia	Monday, October 6	14PPH	
New York City	Tuesday, October 7	14PNY	
Boston	Wednesday, October 8	14PBO	
Interlochen	Sunday, October 12	14PIN	
Cincinnati	Monday, October 13	14PCI	
Minnesota	Tuesday, October 14	14PMN	
Houston	Monday, October 20	14PHO	
Dallas	Tuesday, October 21	14PDA	
Denver	Wednesday, October 22	14PDE	
Las Vegas	Thursday, October 23	14PLV	
Los Angeles	Saturday, October 25	14PLA	
San Francisco	Sunday, October 26	14PSA	
Portland	Monday, October 27	14PPO	
Seattle	Tuesday, October 28	14PSE	

Field of Study (check all that may apply):

<input type="checkbox"/> Dance	<input type="checkbox"/> Film	<input type="checkbox"/> Fine/Visual Art
<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Music	<input type="checkbox"/> Musical Theater
<input type="checkbox"/> Photography	<input type="checkbox"/> Theater	<input type="checkbox"/> Other:

COST:

Fair(s) # of fairs ___ x \$275 = TOTAL COST \$ _____
After July 10

GRAND TOTAL ENCLOSED \$ _____

ELIGIBILITY:

NACAC invites colleges, universities, other postsecondary institutions, or programs offering curricular study leading to a degree or diploma to participate in the Performing and Visual Arts program. In addition, contracts will be considered from arts festivals, studios, and other programs that train students in the arts.

METHOD OF PAYMENT:


- 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/pva.

Performing and Visual Arts 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 two 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 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 Performing and Visual Arts Exhibitor Manual will be available online July 24, 2014.**

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 three 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 filling out 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.

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

- To receive a full refund/credit (less processing fees), cancelations must be received on or before July 10, 2014.
- A 50 percent refund (less processing fees) will be processed if request is received between July 11 and up until one month prior to fair date.
- No refunds or credits will be processed for requests received within one month of the fair date.
- All refunds and credits are subject to a \$25 processing fee.

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.