

NAFEPA Spring Conference 2019

SPONSOR & VENDOR TERMS AND CONDITIONS

ADDITIONAL SPONSORED ACTIVITIES

All companies wishing to sponsor private functions for conference attendees such as meetings, special events, sales presentations, social hours, dinners or receptions during the NAFEPA Conference must plan such activities during non-conference hours.

ADS FOR CONFERENCE PROGRAM

Ads in the program are based on sponsorship levels and must be print ready and received no later than Wednesday, February 15, 2019. Print ready ad layouts are to be sent to Bobby Burns at info@nafepa.org.

ASSIGNMENTS

Allocation of exhibit tables at the conference is at the sole discretion of the NAFEPA organization. Preference is given to the highest sponsor levels and date of contract submission.

LIABILITY INSURANCE

Vendors must provide evidence of their own liability insurance to be submitted prior to the conference.

MOVE IN

Vendors will be allowed to move in on Sunday, March 17, 2019 between the hours of 6:30 PM & 9:00 PM as well as 6:00 AM on Monday, March 18, 2019. Making arrangements for delivery to the vendor area is the responsibility of the vendor. The UPS Store located in the Omni Shoreham Hotel is not regularly open on Sunday. Please contact the UPS Store to make arrangements for pickup.

PAYMENT

Full payment must be received by January 31, 2019. A \$100 late fee will be added to payments received after that date. Confirmation will be sent by email within one week of receipt of contract and check. All sponsorship purchases are nonrefundable. If paying by check, please mail to NAFEPA, P.O. Box 880, Jacksonville, AL 36265

SHIPPING OF MATERIALS TO OMNI SHOREHAM HOTEL

Materials for vendor table(s) must be shipped to the UPS Store located in the Omni Shoreham Hotel. UPS Store information is found in the Vendors Details at a Glance under Shipping of Materials to Omni Shoreham Hotel.

WEBSITE LISTINGS

Sponsorship listing and linking (if applicable) will be completed within one month of receipt of completed contract and full payment.