

## 2005 NETA Conference Exhibit Hall and Hospitality Suite Application

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Please complete this form and keep a copy for your records. Return with full payment by **December 1, 2004**. Once NETA receives your form, you will be sent confirmation including information on the hotel, shipping, and audiovisual rental. *NETA retains the right to refuse any organization that conflicts with the mission of NETA or its members.*

\_\_\_\_\_ We hereby apply for a Hospitality Suite at the 2005 NETA Conference. In finalizing this application, we accept the guidelines listed below:

1. Hospitality Suites are available from 9:00 – 11:00 p.m. on Monday, January 24.
2. Hospitality Suites are not sleeping rooms and can only be reserved for the event.
3. Food and beverages, electricity, audiovisual, and telephone/Internet needs are available upon request at an additional fee.
4. No security will be provided during Hospitality Suite hours and NETA will not be held liable for any losses or damages.
5. Hospitality Suites will be assigned based on space availability on a first-come, first-served basis.
6. Hospitality Suite sponsors will be included in the conference agenda and may provide (1) promotional item to be included in the tote bag.
7. All promotional mailings, emails, or other correspondence, must be pre-approved by NETA.
8. NETA will not refund fees for cancellation of Hospitality Suites after December 1, 2004.

\_\_\_\_\_ We hereby apply for exhibit space at the 2005 NETA Conference. In finalizing this application we accept the guidelines listed below:

1. A standard booth will include (1) 6-foot table skirted and draped, with 2 chairs.
2. Electricity, audiovisual, and telephone/Internet needs are available upon request at an additional fee.
3. No security will be provided during the exhibit and NETA will not be held liable for any losses or damages.
4. Spaces will be assigned on a first-come, first-served basis.
5. The vendor receives one complimentary registration including all conference meal events and recognition in the official conference agenda.
6. Vendors are not permitted to hold any pre-planned functions at their booth, including receptions.
7. All promotional mailings, emails, or other correspondence, must be pre-approved by NETA.
8. NETA will not refund fees for cancellation of booth space after December 1, 2004.

### Vendor Showcase Times

Sunday, January 23	Set up	12:00 noon – 6:00 p.m.
Monday, January 24	Exhibit Hours	8:00 a.m. – 5:00 p.m.
Tuesday, January 25	Exhibit Hours	10:00 a.m. – 5:00 p.m.
Wednesday, January 26	Tear down	9:00 a.m. – 12:00 noon

Company/Organization Name \_\_\_\_\_

Primary Contact \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_ Website \_\_\_\_\_

*The contact information above is how the company/organization will be listed in conference materials. If you would prefer a different listing, please provide that information.*

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Exhibit Hall (\$1,100/\$1,400)

Hospitality Suite (\$400/\$750)

Vendor Breakfast Session (\$450/\$650) *attach proposal*

**Payment:**       Check enclosed       Invoice me for \$ \_\_\_\_\_

Charge \$ \_\_\_\_\_ to my     VISA     MasterCard  
Card # \_\_\_\_\_

Exp. \_\_\_\_\_ V-Code\* \_\_\_\_\_

Name on the card \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to: NETA, PO Box 50008, Columbia, SC 29250 or fa