

2010 NSCAA Convention - January 14-16 – Philadelphia, PA

EXHIBITOR BADGE REQUEST MEMO

TO: 2010 NSCAA Convention Exhibitors
FROM: Chris Burt, Exhibits and Marketing Manager
RE: 2010 Exhibitor Badge Requests

Enclosed is the 2010 Exhibitor Badge Request form. Please read all of the information below carefully as there are changes from previous years.

- For each 10' by 10' booth space rented, an Exhibitor may request four (4) badges. Additional badges are issued at a cost of \$30.00 each in advance and \$50 on-site. Mail payment to: Exhibitor Badge Request, 800 Ann Avenue, Kansas City, KS 66101. Must receive payment no later than December 5, 2009.
- Exhibitor Badges are for company representatives only. They are NOT TRANSFERABLE. They allow entrance into the EXHIBIT HALL ONLY and they DO NOT constitute a convention registration.
- Only ONE (1) General Convention Registration Badge will be provided for each company, regardless of booth size.
- The entire Badge allotment for a company may be distributed to a single representative of that company. PLEASE NOTE THAT THE REPRESENTATIVE MUST SIGN FOR ALL BADGES AND THE NSCAA WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN BADGES.
- There will be a \$50.00 charge for: 1) each additional badge issued on-site; 2) any changes made to the initial Badge request after the initial deadline or 3) replacements for any lost or stolen Badge.

Badge requests may be submitted by any of the following means:

Mail: Chris Burt
Exhibits & Marketing Manager
800 Ann Avenue
Kansas City, KS 66101

PLEASE TYPE or PRINT
NAMES LEGIBLY!!

E Mail: cburt@nscaa.com

COMPANY NAME MUST BE ON FORM

Fax: 913/362-3439

BADGE REQUEST FORMS ARE DUE NO LATER THAN DECEMBER 5, 2009

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EXHIBITOR BADGE REQUEST FORM

The allotment is four (4) Exhibit Hall Badges per 10' by 10' space. Additional Badges cost \$30.00 each in advance and \$50 on-site. Payment must be received before Badges are issued. Exhibit hall passes only allow access into the exhibit hall. Each exhibitor will receive one full convention registration badge, regardless of the size of their booth. Additional convention registration badges may be purchased for \$100 each.

PLEASE TYPE OR PRINT NAMES LEGIBLY

--Please List COMPANY NAME Above--

1. _____	11. _____
2. _____	12. _____
3. _____	13. _____
4. _____	14. _____
5. _____	15. _____
6. _____	16. _____
7. _____	17. _____
8. _____	18. _____
9. _____	19. _____
10. _____	20. _____

There will be a \$50 per badge charge for any additional badge(s) requested on-site or for any changes to the badge request which require issuing badge(s) at the convention. The NSCAA cashier must receive payment before badge(s) will be issued. The NSCAA convention cashier will accept cash, an approved company check or MasterCard, Visa, Discover or American Express as payment. **IMPORTANT: Exhibit hall badges are not transferable.**

Please return this form no later than December 5, 2009

Chris Burt
800 Ann Avenue
Kansas City, KS 66101
Fax: 913/362-3439
Email: cburt@nscaa.com