

NCASF^{AA} Exhibitor Policy

GENERAL GUIDLINES:

1. The NCASF^{AA} President shall appoint the Agencies Committee Chairperson. The Chairperson shall work closely with the Budget and Finance Committee Chairperson, the NCASF^{AA} Treasurer and the Conference Committee Chairperson(s) to coordinate activities and funding.
 2. Exhibitors shall be established for the NCASF^{AA} fiscal year, July 1 – June 30.
 3. There will be no sponsored activities during any scheduled events conducted by NCASF^{AA}.
 4. Previous and potential Exhibitors will be sent the NCASF^{AA} Exhibitor Form in the summer of each year.
 5. There will be two Tiers of Exhibitors:
 - a. Tier One Exhibitor - \$3000 (Two Conferences, Fall AND Spring): A Tier One Exhibitor is a full fiscal year Exhibitor and will receive :
 - i. An exhibit table at both the fall and spring NCASF^{AA} conference;
 - ii. Recognition in the fall and spring conference programs;
 - iii. Marketing Materials included in the conference packets and other NCASF^{AA} events and activities (i.e. Support Staff Workshops, Leadership Symposium)**;
 - iv. Recognition on the NCASF^{AA} website**;
 - v. A link on the NCASF^{AA} website**;
 - vi. One extra Exhibit Table of the same size for a bigger and extra exhibitor space, if requested by the Exhibitor, for an additional **\$1000**. ***The extra table and Exhibitor space is based on available space in the Exhibitor area of the conference hotel and is limited to availability and awarded on a first come first serve basis;
 - vii. Half-page Advertisement (8 ½ x5) in the NCASF^{AA} Newsletter**.
 - b. Tier Two Exhibitor - \$1750 (One Conference only, Fall OR Spring): A Tier Two Exhibitor is an Exhibitor for less than the full fiscal year and will receive:
 - i. An exhibit table at one NCASF^{AA} conference, either the fall or spring conference;
 - ii. Recognition in either fall or spring conference program that the company exhibits;
 - iii. Recognition on the NCASF^{AA} website**.
- ** Benefit is optional to Exhibitor, and is not required.
6. NCASF^{AA} membership and Conference Registration is not required to be an Exhibitor. Association membership is required to serve on any type of NCASF^{AA} committee.
 7. All Exhibitors wishing to be an Association Member of NCASF^{AA} must pay the yearly Membership Fee as stated in Article IV, Section 2 of the NCASF^{AA} Bylaws.
 8. All Exhibitors wanting to attend conference sessions, meals, and all other conference functions must complete the NCASF^{AA} Conference Registration Form and pay the NCASF^{AA} conference registration fee.

9. Registered Tier One Exhibitors must pay the NCASF AA Treasurer their Exhibitor Fee **by October 1** unless other arrangements have been made with the Agencies Chairperson. Registered Tier Two Exhibitors must pay their Exhibitor Fee by **October 1**, if exhibiting at the fall conference, or **March 15**, if exhibiting at the spring conference.
10. Registered Tier One Exhibitors who pay their exhibitor fee by a priority date of **September 15**, will be placed in a lottery for prime exhibit location as well as the exhibit table order in the Exhibitor area. *The remaining Tier One Exhibitors who pay their exhibitor fee after the priority date will be placed in a separate lottery for the remaining Tier One table locations in the Exhibitor area.*

Two lotteries will take place each year, the first before the fall conference and the second before the spring conference. The lotteries will be conducted by the Agencies Chair and witnessed by at least one member of the NCASF AA Executive Board, who is an "Active Member" of NCASF AA.

Registered Tier Two Exhibitors exhibit tables will be assigned based on the date of their paid Exhibitor Fee on a first come, first serve basis for the remaining Exhibit space after the Tier One tables have been assigned.

11. Ads in b/w jpeg (size 8 ½ x5) for the NCASF AA Newsletter will be limited to Tier One Exhibitors.
12. No random drawings for prizes will be allowed during any NCASF AA sponsored event or activity. Items or giveaways of nominal value (\$10 or less) are allowed at the conference Exhibitor's tables.
13. NCASF AA will make available a general student scholarship fund available for corporate donations at the two NCASF AA Conferences. The student scholarships will be awarded to attending institutions at the closing of the fall and spring conferences via random drawing.

The scholarships will be awarded in increments of \$500. Any remaining funds will be carried over until the next scheduled conference.

Scholarship donations and payments will be separate and in addition to the Exhibitor Fee and must be paid to the NCASF AA Treasurer, and should be received no later than 10 working days prior to each conference.

14. In the event of a merger between two or more exhibitors during the NCASF AA fiscal year. No refund of the Exhibitor Fee to the no longer existing exhibitor will occur.
15. The Executive Board reserves the right to deny an Exhibitor the opportunity to pay for Exhibitor space at the association conferences. Generally, this would occur when an Exhibitor appears, by action and/or words, to not be in concert with the Association's goals and objectives.