

2010 NGMA ANNUAL TRAINING CONFERENCE

www.ngma.org

INTEGRATING THE NEW GRANTS
MANAGEMENT BODY OF KNOWLEDGE
(GMBok) INTO PROFESSIONAL PRACTICE

APRIL 26-28, 2010 • HILTON EXECUTIVE MEETING CENTER • ROCKVILLE, MD

31st Annual Training Conference Exhibitor Agreement & Show Guidelines

EXHIBITOR – PRIMARY CONTACT INFORMATION

Exhibiting Company Name & URL (as they will appear in collateral, Web-site and program brochures/guides)

Company _____ URL _____

Primary Contact Person Name _____ Title _____

Telephone (_____) _____ Email Address _____

Street Address _____ City _____ State/Province _____ Postal Code _____

TABLE-TOP EXHIBIT INFORMATION

\$1,350* Table-Top Exhibit

- (1) Six-foot skirted table and two chairs
- (3) Complimentary "booth staff" registrations for set-up, booth presence and tear-down. Meals are not included.
- 150-word company description in the *On-Site Program Guide*
- URL link and corporate logo on NGMA's Web-site AND company name and URL listed in conference collateral (upon receipt of payment)
- Opportunity to register at the early conference registration fee pricing.

* Internet, electricity and telephone services are at the expense of Exhibitor, unless otherwise provided for in an NGMA Alliance Partnership agreement.

** Meal plans are available for an additional fee and include breakfast, snacks, refreshments and lunch.

EXHIBITING CONDITIONS

Assignment of Exhibit Space – Assignment of space is made on a first-paid basis, after NGMA Alliance Partners have been assigned space. An exhibit floor plan will be available February 1, 2010. Only one company per booth allowed on-site.

Registration – All exhibitors must pre-register for the Conference. Each exhibitor is allowed three (3) booth staff personnel during the Conference.

Cancellation – All cancellations must be in writing. If cancellation is received on or before February 1, 2010, a 25% refund can be made. After February 1, 2010, no refund can be made regardless of reason. NGMA agrees to hold exhibit space pending receipt of a signed agreement & payment.

Arrangement & Maintenance of Exhibits – Exhibit shall be arranged so as to avoid obstructing the general view of other exhibits in the exhibit area. Exhibits must be self-contained with the table-top area assigned. Chairs, furniture, or exhibit materials cannot be placed outside the booth area. No interference with normal traffic flow and infringement of neighboring exhibits will be permitted. Displays developed for a standard 10-foot conference booth are not allowed.

Liability Insurance – NGMA and the Hilton shall not be held responsible for the safety of exhibits and property owned or rented by Exhibitor against fire, theft, or property damage, or for accidents to Exhibitors or their employees from any cause prior to, during or subsequent to the period covered by the exhibit agreement. Exhibitors shall obtain, at their own expense, adequate insurance against any such injury, loss or damage.

AGREEMENT SIGNATURE

I hereby apply for exhibit space at NGMA's 31st Annual Grants Management Training Conference, April 27-28, 2010, Hilton Executive Meeting Center, Rockville, MD, and have read, understand and agree to abide by all conditions stated in this agreement.

Printed Name _____ Title _____

Authorized Signature _____ Date _____

PAYMENT INFORMATION

Total Enclosed: \$1,350.00 One-Day Meal Plan \$40.00 Two-Day Meal Plan \$65.00

Check (Made payable to NGMA)

Credit Card (You may securely fax your application if paying by credit card.) American Express Visa MasterCard

Credit Card Number _____ Expire Date _____ Signature _____

SEND AGREEMENT & PAYMENT TO: National Grants Management Association, 11654 Plaza America Drive, #609, Reston, VA 20190-4700 USA
Fax: 703 476 5556 • Email: exhibit@ngma.org • www.ngma.org