

**EXHIBITOR
& SPONSOR
PROSPECTUS**
2016

**Minneapolis, Minnesota
May 22 - 25, 2016**



**National VOAD
Conference 2016**

Up North: Set Your Sights on Collaboration

Exhibit

2016 National VOAD Conference

May 22 - 25, 2016

Hyatt Regency Minneapolis

1300 Nicollet Mall

Minneapolis, MN 55403

PARTICIPATE

May 22 12:00 PM - 5:00 PM
Exhibit Set Up

May 23 8:00 AM - 5:00 PM
Exhibits Open

8:00 AM - 11:00 AM

New: Exhibitor Meet & Greet

May 24 8:00 AM - 5:00 PM
Exhibits Open

3:00 PM - 3:45 PM

New: Coffee with Exhibitors

May 25 8:00 AM - 12:00 PM
Exhibits Open

8:00 AM - 9:30 PM
Expo Continental Breakfast

12:00 PM - 4:30 PM
Exhibit Dismantle

ENGAGE

Meet face-to-face with conference attendees in our spacious exhibit hall.

NEW THIS YEAR: We have some scheduled events in the Exhibit Hall to drive traffic to YOUR booth! During the Exhibitor Meet & Greet, attendees will have a chance to visit with exhibitors and also enter for chance to win a prize at this specific time. Refreshments will be made available so it will be the spot to be!

NVOAD Member Booth: \$600

NVOAD Partner Booth: \$850

Other Organization Booth: \$1,000

- 10x10 booth with pipe and drape
- Identification sign
- 6' Draped Table
- Two chairs
- Wastebasket
- One Complimentary Conference Registration

SPECIAL NEWS:

This year's Silent Auction will be held in the Exhibit Hall - WATCH OUT! The Exhibit Hall will be a high traffic area.

Note: Audio Visual, electrical, internet, and supplemental needs and services for your exhibit are not included in our exhibit package but may be arranged directly with the Exhibit Service Company. An Exhibitor Service Kit will be emailed to you once your confirmed Exhibit Agreement is received by the NVOAD Conference Office.

Exhibitor Registration Form

Contact Name: _____

Organization: _____

Organization Name (as listed on ID Sign): _____

Address: _____

City _____ State _____ Zip _____

Phone: _____

Fax: _____

Email: _____

Product/Service to be Exhibited: _____

Preference for Booth Location: _____

Representative(s) Exhibiting:

** Please list the full names of the representatives attending. Each exhibit booth includes 2 exhibitor representatives which have full access to all events held in the Exhibit Hall. One of those attendees can receive free registration to the full NVOAD Conference. Please specify this person below. Any additional exhibit representatives are an additional \$50 each. Additional conference registrations can be made through the National VOAD website.*

Exhibitor Representative One (will receive free registration as well): _____

Exhibitor Representative Two _____

Exhibitor Representative Three _____

Exhibitor Representative Four _____

Check Desired Level:

- | | |
|---|------------|
| <input type="checkbox"/> Member Exhibitor Booth | \$600.00 |
| <input type="checkbox"/> Member Additional Exhibitor Booth | \$525.00 |
| <input type="checkbox"/> Partner Exhibitor Booth | \$850.00 |
| <input type="checkbox"/> Partner Additional Exhibitor Booth | \$750.00 |
| <input type="checkbox"/> All Other Organizations Exhibitor Booth | \$1,000.00 |
| <input type="checkbox"/> All Other Organizations Additional Exhibitor Booth | \$850.00 |

Payment Information

- Check [payable to 'National VOAD']
 Visa
 MasterCard
 Discover
 American Express

Total \$

Card Number

Expiration Date CVV

Card Holder's Name

Card Holder's Signature

CONDITIONS OF CONTRACT |

By execution of this agreement, Exhibitor agrees to lease space at the National VOAD Conference. The signee agrees to all terms outlined in the Exhibit Terms and Conditions included. National VOAD also reserves the right to alter locations or exhibitors or booths, if deemed to be in the best interest of the exhibition. The contract is subject to all rules and regulations of the National VOAD and to all conditions under which space at the Hyatt Regency Minneapolis has made available to the National VOAD conference. Exhibitors agree to abide by all applicable fire, utility, and building codes. This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed, except as otherwise provided in this instrument. The laws of New the State of Minnesota shall govern this agreement. This contract is subject to the terms and conditions stated on each page. By signature on this contract exhibitor agrees to abide by the contract terms and conditions and National VOAD Rules and Regulations.

Printed Name

Signature Date

Please sign and return this form with full payment (checks made payable to "National VOAD"):

National VOAD Conference
Attn: Melanie Talley
8550 United Plaza Blvd.
Suite 1001
Baton Rouge, LA 70809
Phone: (225) 408-4459
Fax: (225) 408-4422

Sponsor

National Voluntary Organizations Active in Disaster (VOAD) was founded in 1970 in response to the challenges disaster organizations experienced following Hurricane Camille, which hit the Gulf Coast in August, 1969. Each of the 50 States and 5 Territories have VOADs and/or COADs (Community Organizations Active in Disaster). State VOADs operate independently, they enter into a cooperative agreement with National VOAD to ensure that the State VOADs operate with similar principles and values as the National organization. VOAD Members effectively communicate, coordinate, cooperate, and collaborate with one another to ensure maximum efficiency in the face of disaster.

We hope you will consider supporting the 2016 NVOAD Conference by sponsoring one of the below options. Please check desired Sponsor Level:

General Conference Sponsorship Levels:

Executive **\$10,000.00 and Up**

- Name and Logo listed in Conference Program
- Banner AD in Conference APP
- Signage at Event
- Complimentary Exhibit Booth
- 5 Complimentary Conference Registrations

Partner **\$7,500.00**

- Name and Logo listed in Conference Program
- Banner AD in Conference APP
- Signage at Event
- Complimentary Exhibit Booth
- 4 Complimentary Conference Registrations

Supporter **\$5,000.00**

- Name listed in Conference Program
- Banner AD in Conference APP
- Signage at Event
- Complimentary Exhibit Booth
- 3 Complimentary Conference Registrations

Patron **\$2,500.00**

- Name listed in Conference Program
- Banner AD in Conference APP
- Signage at Event
- Complimentary Exhibit Booth
- 2 Complimentary Conference Registrations

Friend **\$1,500.00**

- Name listed in Conference Program
- Banner AD in Conference APP
- Signage at Event
- 2 Complimentary Conference Registrations

NEW THIS YEAR!

We are offering co-sponsorship of the below plenary sponsorship opportunities. Consider going in with another organization in sponsoring a plenary event!
*Limitations Do Apply

Plenary Sponsorship Opportunities:

<input type="checkbox"/> Welcome Luncheon (Monday, May 23)	\$25,000.00 *Up to 3 co-sponsors
<input type="checkbox"/> Awards Dinner (Monday, May 23)	\$30,000.00 *Up to 4 co-sponsors
<input type="checkbox"/> Plenary Breakfast (Tuesday, May 24)	\$12,500.00 *Up to 2 co-sponsors
<input type="checkbox"/> Plenary Luncheon (Tuesday, May 24)	\$25,000.00 *Up to 3 co-sponsors
<input type="checkbox"/> Plenary Luncheon (Wednesday, May 25)	\$25,000.00 *Up to 3 co-sponsors
<input type="checkbox"/> Closing Reception (Wednesday, May 25)	\$8,000.00 *Up to 2 co-sponsors

Benefits of Plenary Sponsorship:

- Name and Logo listed in Conference Program
- Banner AD in the conference app
- Listed sponsor in all conference media and materials
- Signage at sponsored session
- Opportunity to briefly address conference attendees
- Complimentary Exhibit Booth (One per plenary sponsorship)
- 5 complimentary Conference Registrations (Five per plenary sponsorship)

Additional Sponsorships:

<input type="checkbox"/> Lanyards	\$2,500
<input type="checkbox"/> Coffee Breaks	\$3,000
<input type="checkbox"/> Conference App	\$5,000

Additional Sponsorship Benefits:

- Name listed in Conference Program & Conference APP
- Signage at conference

Sponsor Registration Form

Contact Name: _____

Organization: _____

Organization Name (as listed in Program):

Address:

City _____ State _____ Zip _____

Phone: _____

Fax: _____

Email: _____

If sponsorship includes complimentary booth(s),

Product/Service to be Exhibited: _____

Preference for Booth Location: _____

Representative(s) Exhibiting:

Exhibitor Representative One (will receive free registration as well):

Exhibitor Representative Two:

If sponsorship includes complimentary conference registrations,

Name: _____

Name: _____

Name: _____

Name: _____

*Additional conference registrations can be made through the NVOAD website

Payment Information

- Check [payable to 'National VOAD']
- Visa
- MasterCard
- Discover
- American Express

Total \$ _____

Card Number

Expiration Date _____ CVV _____

Card Holder's Name

Card Holder's Signature

CONDITIONS OF CONTRACT |

National VOAD retains the right to reject sponsors at its sole discretion. If sponsorship includes an exhibit booth, the signee agrees to all terms outlined in the 2016 NVOAD Exhibit Agreement found on the NVOAD website. National VOAD also reserves the right to alter locations or exhibitors or booths, if deemed to be in the best interest of the exhibition. The contract is subject to all rules and regulations of the National VOAD and to all conditions under which space at the Hyatt Regency Minneapolis has made available to the National VOAD conference. Exhibitors agree to abide by all applicable fire, utility, and building codes. This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed, except as otherwise provided in this instrument. The laws of New the State of Minnesota shall govern this agreement. This contract is subject to the terms and conditions stated on each page. By signature on this contract exhibitor agrees to abide by the contract terms and conditions and National VOAD Rules and Regulations.

Printed Name

Signature _____ Date _____

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Exhibit Terms & Conditions

TABLE SPACE

Space is available on a first-come, first-served basis, with preference given to the level of vendor participation.

Every effort will be made to comply with preferences as to location requested by the Exhibitor. However, show management reserves the right to make the final determination of all spaces assignments and reserves the right to reconfigure exhibit space in the best interests of the conference.

EXHIBIT SPACE

Exhibit fee includes (1) 6' skirted table, (2) chairs, (1) wastebasket and identification sign. If you have special requirements such as large equipment or elaborate display, please contact the National VOAD office to receive additional information.

PAYMENT POLICIES

Payments are due before April 22nd to ensure that your company is listed in the conference materials as an exhibitor. Payments received after this date will not guarantee exhibitors a listing in the conference program booklet. No one will be allowed to exhibit unless the exhibit fee is paid. National VOAD reserves the right to cancel and resell any space not paid in full by April 22, 2016.

CANCELLATION OF EXHIBIT SPACE

All cancellations must be submitted in writing to National VOAD at melanie@nvoad.org prior to April 15, 2016, the entire fee will be refunded. Cancellation refunds after April 15, 2016 will be on a case by case basis.

EXHIBIT SERVICES

Exhibit tables and amenities will be provided by the Exhibit Service Company. An exhibitor kit will be provided and will provide online ordering for additional exhibitor services. Questions regarding any services or equipment needed should be addressed to the Exhibit Service Company or the National VOAD Conference Office.

USE OF EXHIBIT SPACE

Exhibit space is assigned on the express understanding that it is to be used solely for display of the Exhibitor's products and services that the Exhibitor offers for sale to the disaster relief and response industry. No exhibit material may extend beyond the boundaries of the exhibit space or exceed the height restrictions for the type of booth. Dismantling and packing exhibits is not permitted until 12:00 pm on May 25th.

REPRESENTATIVES ATTENDING

Each exhibit booth includes 2 exhibitor representatives which have full access to all events held in the Exhibit Hall. One of those attendees can receive free registration to the full NVOAD Conference. Any additional exhibit representatives are an additional \$50 each.

CONDITIONS OF CONTRACT

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This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed, except as otherwise provided in this instrument. The laws of the State of Minnesota shall govern this agreement.

By execution of this agreement exhibitor agrees to lease space at the National VOAD 2016 Conference. This contract is subject to the terms and conditions stated on each page. By signature on this contract exhibitor agrees to abide by the contract terms and conditions and National VOAD Rules and Regulations.