

Agreement: Exhibiting Company agrees to abide by the 2024 Exhibit Rules and Regulations, which are made a part of this agreement by reference and available to view at www.arteducators.org/events/national-convention/exhibiting-with-naea.

Exhibit Space Fees

Booths will cannot be assigned until full payment is received.

- Exhibit space fee is \$2,895 per 10ft x 10ft space.
- Corner location of exhibit space is an additional \$100 per corner.
- Exhibit spaces are available in multiples of 10ft spaces, or as islands (minimum 4 spaces per island). Island spaces are an additional \$400 (for four corner booths).

Exhibit Space Size: _____ ft x _____ ft

Exhibit Space Rate: Number of 10ft x 10ft spaces requested _____ x \$2,895 = **Total Space Fee \$** _____

Corner Exhibit Space Location (optional): + \$100 x # of corners..... = **Total Space Fee \$** _____

Total Due \$ _____

Booth Locations

NAEA reserves the right to reconfigure the Exhibit Hall floor plan or relocate an exhibitor at any time. Booth spaces will be assigned in the order in which they are received. Premium sponsors receive priority selection.

- Please specify if there is a company that you would prefer to be near: _____
- Please specify if there is a company that you would prefer NOT to be near: _____
- ☐ I represent an AICAD Member School.

Contact Information

This contact will be designated as the official NAEA National Convention contact to receive all exhibit-related materials and communications.

Contact Name _____ Title _____

Company _____

Street _____ City _____ State _____ Zip/Country Code _____ Country _____

Phone _____ Cell Phone _____ Email _____

Website _____

Cancellations

- 50% of the total space rental fee will be retained for cancellations or space reductions received by December 31, 2023.
- 100% of the space rental fee will be retained for cancellations or space reductions received after December 31, 2023.
- All cancellations or requests for a reduction in exhibit space must be submitted in writing to Barbara Fett, NAEA Exhibits Manager, at exhibits@arteducators.org.

Exhibiting Company agrees that the Rules and Regulations on the following page are an integral and binding part of this agreement and agrees that the e-mail address and mailing address on this agreement will be shared with organizations assisting in the production of the NAEA National Convention. Additionally, you agree to observe [NAEA Exhibitor Guidelines on Preventing Cultural Appropriation](#).

Signature _____

Title _____

Date ____ / ____ / ____

**Submit this form to Barbara Fett, NAEA Exhibits Manager,
at exhibits@arteducators.org.**

Total Payment

Total Payment \$ _____

☐ Check

Checks may be made payable to NAEA and mailed to:

Exhibits, NAEA National Convention, 901 Prince Street, Alexandria, VA 22314

☐ Credit

NAEA will send a payment invoice via email for credit card payments to the accounts payable contact listed below.

Required:

Accounts Payable Contact _____

Accounts Payable Phone _____

Accounts Payable Email _____