



University Receptions Agreement 2019 NCFR Annual Conference

Details : ncfr.org/university-receptions

More Conference Marketing Options: ncfr.org/conference-marketing

ORGANIZATION INFORMATION

To be included in the conference program, your agreement and full payment must be received by **Oct. 1, 2019**.

Organization Name _____

*Write organization name **exactly** as it should be listed in conference materials.*

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Email _____ Day Phone _____

Name/email of primary person staffing your table* (*at least one*) _____

***The people staffing your table must register separately for the conference. To attend other conference sessions, a single-day or full-conference registration is required. If attending only to staff your University Receptions table, a guest registration (\$55, admits to receptions only) is permitted.**

Find how to register for the conference at ncfr.org/registration

UNIVERSITY RECEPTIONS TABLE: 4:30–6:30 p.m. Thursday, Nov. 21

___ \$525. Includes draped table, signage, contribution to event food and beverage, listings in conference materials, and access on Nov. 21–22 to a first-come/first-served interview room on site at the conference hotel.

University Receptions is a **two-hour event** on Thursday, Nov. 21, 2019, that showcases university programs. If you are looking instead for an *exhibit booth* where you can engage with conference attendees over multiple days, please see ncfr.org/exhibits.

ORDER SUMMARY + PAYMENT

University Receptions Table \$525

TOTAL \$525

Payment Information

___ **Check** enclosed (payable to NCFR)

___ **Invoice** me (PO # if applicable _____)

___ **Credit Card** (complete fields below or call Sue Baker at 763-231-2884 with credit card information)

Card Number _____

Expiration Date _____ Card Security Code _____

Name on Card _____

Billing Address _____

City/State/Zip _____

Signature for Card _____

Please sign and date below to confirm your order and agree to fulfill payment for the items you have selected on this form.

SIGNATURE:

PRINT SIGNER'S NAME:

DATE:

Submit your completed and signed marketing agreement form by email, FAX, or mail:

Email:
info@ncfr.org

FAX:
763-781-9348

Mail:
NCFR
Conference Marketing
661 LaSalle Street, Suite 200
Saint Paul, MN 55114

Questions? Call NCFR toll free at 888-781-9331