



University Receptions Agreement

2020 NCFR Annual Conference

Details: ncfr.org/university_receptions

More Conference Marketing Options: ncfr.org/conference_marketing

ORGANIZATION INFORMATION

This Agreement Form and full payment must be completed and received to begin promotions.

Organization Name _____

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

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Email _____ DayPhone _____

Name/email of primary person staffing at the event _____

UNIVERSITY RECEPTIONS: 6:30 – 8:30 p.m. (Central Time) Thursday, November 12

The person staffing the event must be registered for the conference. Find out how to register here: ncfr.org/registration

_____ \$250 Includes organization name, logo, description and link in conference online platform, listing on the NCFR website, and emails

The University Reception is a **two-hour event** on Thursday, November 12, 2020, showcasing university programs and connecting universities with prospective students and Alumni.

Order Summary

University Receptions \$ _____

TOTAL Due \$ _____

Agreement Fulfillment

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

Signature

Printed Name

Date

Payment Information

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

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

_____ **Credit Card** (Complete below or email susanbaker@ncfr.org to arrange payment – please do not email your credit card information.)

Card Number _____

Expiration Date _____ Card Security Code _____

Name on Card _____

Billing Address _____

City/State/Zip _____

Signature for Card _____

Questions? Contact Judy Schutz | 763-231-2893 | judyschutz@ncfr.org

**Submit your completed and signed University Receptions form by
EMAIL, FAX, or Mail on or before October 16**

Email: info@ncfr.org (if emailed, do NOT include credit card information) | **FAX:** 763-781-9348

Mail: NCFR Conference Marketing | 661 LaSalle Street, Ste 200 | St. Paul, MN 55114