



Exhibitor Agreement

2020 NCFR Annual Conference

Details : ncfr.org/exhibits

More Conference Marketing: ncfr.org/conference-marketing

ORGANIZATION INFORMATION

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

Organization Name _____

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

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Email _____ Day Phone _____

ONLINE EXHIBIT BOOTH RATE – \$400

Gain maximum exposure for your organization with your target audience. Online exhibits include these benefits:

- Organization name, logo, description, and link in Conference Online Platform
- 2 Exhibitor Conference Communications
- 1 Complimentary Conference Registration*
(Value is up to the rate of 1 Nonmember Professional registration at the time of registration; does not cover Continuing Education Verification [CEV] or Verification of Conference Attendance [VCA].)
- Exhibitor Listings on the NCFR website, Conference Platform, Online Program, and Emails

Option: Exhibitor Advertising Special

___ Full-Page Ad in **NCFR Report** for Half-Page Price, \$465

Questions? NCFR EXHIBITS CONTACT

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

*Complimentary Conference Registration

Your booth purchase includes 1 Complimentary Conference Registration.

Please complete the Registration Form (see pages 2 & 3) for the person who will be using the Complimentary Registration.

- ✓ Please be sure to sign off on the **Code of Conduct** section on the Registration Form
- ✓ No need to complete the payment information on the registration form unless you would like to get the CEV or VCA certificate!

DESIGNATED NETWORKING HOURS

Wednesday, Nov. 11 – Friday, Nov. 13

4 –6 p.m. (Central Time)

Exhibitor listing hosted on virtual conference platform throughout NCFR 2020 Conference.

Order Summary, Agreement Fulfillment, Code of Conduct & Payment Information

Order Summary

Online Exhibit Booth \$400 + Advertising \$ _____

TOTAL Due \$ _____

Agreement Fulfillment & Code of Conduct

Sign & date to confirm your order and agree to fulfill payment for the items you have ordered on this form.

Signature _____ Date _____

_____ **Check here** to indicate you agree to the NCFR Code of Conduct (ncfr.org/ncfr-2020/code-of-conduct)

Payment Information

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

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

_____ **Credit Card** (Complete fields 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 _____

Submit your completed and signed marketing agreement 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

2020 Conference Registration Form



Nov. 11 – 13 | ncfr.org/ncfr-2020

Your Contact Information

First Name _____ Last Name _____

Phone _____ E-mail _____

Street Address _____ Is this your Home or Work? (check one)

City _____ State/Prov _____ Country _____ Postal Code _____

Your Registration Information

Your NCFR ID# (if applicable): _____

Is this your first NCFR conference? Yes No

Do you need accommodations for disabilities? Yes No
See accessibility statement below.

Current Degree-Program Level

Students: Undergraduate Master's Doctoral Not a Student

Your Registration Selections

- Select a **full-conference registration option**
- Indicate if you will attend the **TCRM preconference workshop**
TCRM is free to those who purchase a full-conference registration

Registration Rates	Ends Sept 17	Sept 18 – Nov 13
NCFR Student Member*	_____ \$ 49	_____ \$ 79
Student + NCFR Membership*†	_____ \$ 89	_____ \$119
Nonmember Student*	_____ \$129	_____ \$159
NCFR Member (nonstudent)	_____ \$119	_____ \$169
Professional + NCFR Membership†	_____ \$209	_____ \$259
Nonmember Professional	_____ \$279	_____ \$349

Preconference TCRM Workshop (TCRM is free but you must be registered)

Full day Tuesday, Nov 10 | Wednesday AM only, Wed, Nov 11

I will be attending TCRM Yes No

*Students must provide verification of student status if requested.

† Get a full-conference registration, plus a new NCFR membership.

Available to any individual who is not a current member of NCFR. Memberships will be at the "Student 2" or "Professional 2" levels, with online-only access to NCFR's three scholarly journals.

Code of Conduct Check here to indicate you agree to the NCFR Code of Conduct (see backside for full text) and NCFR's Privacy Policy: ncfr.org/privacy-policy

Total Due: Registration \$ _____ + CEV/VCA \$ _____ = \$ _____
Include check or enter payment information below.

Deadlines and Mailing Information

- Mailed registrations with payment **must be postmarked by the Sept. 17** to qualify for the registration rate for that period.
- Do not mail this form after Oct. 30.
- Registrations after Oct. 30 must be done online.

Mailing Address: NCFR, 661 LaSalle Street, Suite 200, Saint Paul, MN 55114

Questions: 888-781-9331 or info@ncfr.org | **FAX:** 763-781-9348

Continuing Education Verification (CEV) / Verification of Conference Attendance (VCA)

_____ \$25 NCFR member _____ \$50 nonmember

Do you need a separate receipt for this fee? Yes No

Available to attendees who want to verify their conference attendance, including Certified Family Life Educators (CFLEs) if desired for their own records.

- Certificates include number of hours eligible for National Board for Certified Counselors (NBCC) CEs and the total number of conference hours attended.
- Certificates will be emailed after conference attendance is reviewed by NCFR.

Credit Card # _____ Exp. Date _____ CVC _____

Name on Card _____

Street Address (associated with the credit card statement) _____

City _____ State/Prov _____ ZIP _____

Signature _____

- U.S. funds drawn on U.S. banks only. Overpayment of \$10 or less is considered a contribution. Service charge for all returned checks is \$30. Make check or money orders payable to NCFR. Prices are subject to change without notice. FEI 41-0762436.
- **Payment must accompany registration**, except for purchase orders, which must be prearranged with NCFR finance office. Invoices due upon receipt.
- **Refund requests** must be submitted in writing and emailed or postmarked by Sept. 17, 2020. Refund requests received following the Sept. 17, 2020, deadline are subject to review. All refunds are subject to a processing fee of \$25 (\$10 for students). No refunds for workshops unless the event is canceled. In the event that NCFR must cancel an annual conference, registrants will be offered a full refund. Should circumstances arise that result in postponement of the conference, NCFR has the right to either issue a full refund or transfer registration to the same event at a new date.

Accessibility and Accommodations for Disability (see above to indicate needs): NCFR wants to ensure that all individuals can participate fully in the NCFR conference. NCFR can provide reasonable accommodations for disability when requests are made in advance.

Consent to Use of Your Image/Voice

Conference participants agree to allow NCFR to capture, use, and distribute photographs, video, and/or audio containing their image and/or voice for use in live and on-demand content and promotional materials. "Participant" refers to anyone present at the NCFR Annual Conference, regardless of registration status. **If your image or voice cannot be featured in NCFR photographs, video, or audio recordings, please contact NCFR. See full policy at: ncfr.org/ncfr-2020/policies**

NCFR Event Code of Conduct

Introduction

NCFR is committed to providing:

- A safe and collegial environment that fosters open dialogue and the free expression of ideas without harassment, discrimination, and hostile conduct in all in-person and virtual events (e.g., conferences, meetings, webinars, conversations, or other gatherings) hosted by NCFR.
- Equal opportunity and treatment for all participants, regardless of the following:
 - Ability and disability
 - Age
 - Bilingualism and multiculturalism/English language learners
 - Body size and condition
 - Customs and traditions
 - Educational, disciplinary, or career status
 - Ethnicity, race, national origin, or cultural identity
 - Gender, gender identity, and gender expression
 - Geographical background and location
 - Indigenous or immigration status or identity
 - Marital status, relational status (including singlehood), and family structure or identity
 - Objective and subjective worldviews and standpoints
 - Political ideologies and affiliations
 - Religion/no religion, spirituality and affiliations, and faith
 - Sexual orientation, identities, and expressions
 - Socioeconomic status, residential status, social class, employment, and national service

This same commitment is expected of all participants during any NCFR event.

“Participant” refers to anyone present at any NCFR event, including NCFR staff, contractors, vendors, exhibitors, venue staff, presenters, visitors, and attendees, regardless of registration status.

To ensure the best possible experience for all participants, we have established some basic rules and guidelines for participation.

Expected behavior

- We expect all participants to abide by this Code of Conduct in all venues during event sessions, poster sessions, meetings, ancillary events, official and unofficial social gatherings, as well as virtual forums, virtual events, and on social media.
- Exercise consideration in your speech and actions.
- Maintain civil and respectful dialogue and discussion.
- Respect others: Healthy and challenging debate is core to Family Science. However, the discussions during events are meant to stimulate conversation, not create contention.
- Be mindful of your surroundings and of your fellow participants.
- Be on time or early for your presentation to ensure the session can begin on time.
- Keep posts online related to the session topic, or to NCFR announcements or events.
- Respect intellectual property. Only use content that you have personally created or that you have permission to use and have properly attributed to the content creator, including graphics and images.
- Contact the owner of any material for permission to use the materials.
- Indicate whether individuals have permission to use your materials.

Alert NCFR staff if you notice a dangerous situation, someone in distress, or violations of this policy. If the event is in a hotel setting also alert the hotel security.

Unacceptable behaviors

- Intimidating, harassing, bullying, abusive, discriminatory, derogatory, demeaning speech or actions, or harmful criticism by any participant during any NCFR event and in one-on-one communications carried out in the context of any NCFR events.
- Harmful or prejudicial verbal or written comments or visual images related to gender, gender identity, gender expression, sexual orientation, race, ethnicity, religion, disability, age, appearance, or other personal characteristics as referenced in this policy.
- Inappropriate use of nudity and/or sexual images in public or virtual spaces. In formal presentations, sexual language or imagery in the context of professional study may not constitute harassment; presenters are requested to inform participants about the inclusion of sexual content in their presentation.

- Posting defamatory, abusive, profane, threatening, offensive, or illegal materials or statements.
- Deliberate intimidation, stalking, or following.
- Cyberterrorism, hate speech, or cyberstalking.
- Harassing photography or recording.
- Recording or taking pictures of presentations and sessions without prior consent.
- Sustained disruption or monopolizing discussions during presentations or other events.
- Unwelcome and uninvited attention or contact.
- Physical assault (including unwelcome touch).
- Real or implied threat of physical harm.
- Real or implied threat of professional or financial damage or harm.
- Posting commercial messages or fundraising appeals not previously approved.
- Unauthorized attendance in events without proper registration.
- Unauthorized or misuse of resources

Additional considerations

- Harassment committed in a joking manner still constitutes unacceptable behavior. Sexist, heterosexist, racist, and other discriminatory or exclusionary jokes can be offensive to others.
- Excessive swearing and offensive jokes are not appropriate during any NCFR event.
- Retaliation for reporting harassment is a violation of the Code of Conduct.
- Reporting harassment in bad faith is a violation of the Code of Conduct

Social media and e-communications

Defamatory, abusive, profane, threatening, or offensive comments or posts are considered unacceptable and can result in denial of access and further sanctions as described in this policy.

Weapons policy

Carrying or displaying weapons of any kind, including firearms, is not permitted in any NCFR event or NCFR conference meeting space and meeting rooms. Authorities will be notified should someone be found carrying a weapon.

Conference Registration

- All participants and attendees must be registered for the event to participate.
- Registered attendees for in-person events must pick up their own registration materials. No exceptions.

Consequences of unacceptable behavior

Participants who engage in unacceptable behaviors are subject to immediate removal or dismissal from the event, and further sanctions, including being prohibited from participating in future events.

Reporting harassment or unacceptable behavior

Threatening behaviors, harassment, bullying, intimidation, threats to personal security (e.g., witnessed or experienced), or other unacceptable behaviors noted in this policy, during an NCFR event should be reported. Immediately seek assistance from hotel security, if applicable, the local police (911), and NCFR Staff or an NCFR Board Member who may be reached through emailing conduct@ncfr.org. For emergencies, please call 911.

All incidents should be reported and documented by completing an [Incident Report for Violations of NCFR's Code of Conduct](#).

All complaints will be treated seriously and responded to promptly.

Written reports

Any participant who is subjected to or witnesses an incident of harassment or abusive behavior may file a written report. Reports should include identification of the offender (or description); behaviors or actions by that person; circumstances around the incident; day, time, event name; and others present. All written reports are kept confidential to the extent possible. These details are necessary to allow for proper follow-up. Without proper details, it may not be possible to follow-up on the report. NCFR will review all written reports and, if it deems it appropriate, conduct an investigation.

Grievances

A participant who believes they were falsely or unfairly accused of violating this Code of Conduct should immediately notify the NCFR executive director with a concise description of the grievance. All grievances will be handled in accordance with existing governing policies as adopted by the Board of Directors.