



University Receptions Agreement

2021 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: 7:30 – 9:00 p.m. (Central Time) Thursday, November 4

The University Reception is a 90-minute (1.5 hours) event on
Thursday, November 4, 2021
showcasing university programs and connecting universities with prospective students

The person staffing the event must be registered for the conference.

Find out how to register here: ncfr.org/ncfr-2021/registration

Event Description

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

Order Summary

University Receptions \$ _____ @ \$250

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 _____

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.

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 8**

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