



University Receptions Agreement 2022 NCFR Annual Conference

Details: ncfr.org/university_receptions

More Conference Marketing Options: www.ncfr.org/ncfr_2022/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 _____ Day Phone _____

Name and email of primary registered person staffing the event Name: _____ Email _____

**Everyone staffing your table must be registered 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 (\$69, admits to receptions only) is permitted. Find how to register for the conference at www.ncfr.org/ncfr-2022/registration.*

University Receptions

Thursday, November 17, 2022 | 4:45 – 6:45 p.m. (Central Time)

showcasing university programs and connecting universities with prospective students

The person staffing the event must be registered for the conference | www.ncfr.org/ncfr-2022/registration

Event Description

_____ \$550.00
Includes draped table, signage, contribution to event food and beverage, listings in conference materials, and access on Nov. 16 – 19 to a first-come/first-served interview room on site at the conference hotel in Minneapolis, Minn.

University Receptions is a 2-hour event on Thursday, Nov. 17 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

University Receptions \$ _____
TOTAL Due \$ _____

Agreement Signature

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

Print Signer's Name _____

Signature _____ 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.)

Credit Card # _____

Exp. Date _____ CVC _____

Street Address _____
(associated with the credit card statement)

City/State/Prov _____ ZIP _____

Name on Credit Card _____

Signature _____

***Please do not email your credit card information.** To pay by phone, complete the form and email to info@ncfr.org with the name and phone number of the person who will provide the credit card information. Our staff will call for payment information. Payment must accompany agreement, except for POs, which must be prearranged with NCFR's finance office - please email finance@ncfr.org. Invoices due upon receipt.

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

EMAIL or Mail your completed and signed University Receptions form on or before Sept. 15, 2022

Email: info@ncfr.org (if emailed, do NOT include credit card information)

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