



University Receptions Agreement 2024 NCFR Annual Conference

Details: ncfr.org/university-receptions

More Conference Marketing Options: www.ncfr.org/ncfr-2024/conference-marketing

ORGANIZATION INFORMATION

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

Organization Name _____
*Write the organization name **exactly** as it should be listed in conference materials.*

Contact Person _____

Address _____

City _____ State/Prov _____ Zip Code _____

Email _____ DayPhone _____

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 (\$89 admits to receptions only) is permitted. Find how to register for the conference at www.ncfr.org/ncfr-2024/registration.*

University Receptions

Thursday, November 21, 2024 | 4:45 – 6:45 p.m. (Pacific 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-2024/registration

Event Description

_____ \$700

Includes draped table, signage, contribution to event food and beverage, listings in conference materials.

University Receptions is a 2-hour event on Thursday, Nov. 21 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.

Payment Information*

_____ Check enclosed (payable to NCFR)

_____ Invoice me (PO #if applicable _____)

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

Credit Card # _____

Exp. Date _____ CVC _____

Street Address _____

City/State/Prov _____ ZIP _____

Name on Credit Card _____

Signature _____

***Do not mail cash. Do not email credit card information.** Mail checks payable to NCFR, 661 LaSalle St, Ste 200, St Paul, MN 55114, or enter credit card information. Mailed registrations with payment must be postmarked by Sept. 16, 2024. Payment must accompany registration, except for purchase orders, which must be prearranged with NCFR's finance office. Invoices due upon receipt.

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 _____

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

EMAIL or Mail your completed and signed University Receptions form on or before Sept. 16, 2024

Email: info@ncfr.org

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