



Exhibitor Application and Contract

Early (Reduced Rates) Application Deadline: August 15, 2013

Final Application Deadline: September 15, 2013

Company Name: <i>(Please list company name as you would like it to appear in the program, on exhibitor badges and on any required signage)</i>					
Contact Individual: <i>(This person will receive all NAVBO exhibitor correspondence)</i>			Booth Staff Personnel (Names): <i>NAVBO provides each booth space two (2) paid registrations that will provide booth staff full access to all scientific sessions. Additional booth staff or representatives from your company must register as a meeting participant.</i>		
Address:				Telephone:	
City:		State/Province:		Fax:	
Zip/Postal Code		Country:		Email:	
Exhibitor Booth Sizes/Rates	Early (Reduced) Rate Due August 15, 2013	Final Rate Due Sept 15, 2013	# of Booths Requested	Total Payment	List any exhibitor(s) you wish to be near:
6' x 8' NAVBO Member Rate	<input type="checkbox"/> \$1,200	<input type="checkbox"/> \$1,400			
6' x 8' Non-member Rate	<input type="checkbox"/> \$1,500	<input type="checkbox"/> \$1,700			List any exhibitor(s) you DO NOT wish to be near:
Product Description A 60-100 word description of products or services and your company web address must be submitted with your application for inclusion in the <i>Meeting Program</i> . Descriptions exceeding 100 words may be edited by the NAVBO administrative office. Please send your description and web address via email to: bernadette@navbo.org . <input type="checkbox"/> Product description and web address emailed to bernadette@navbo.org on (date)_____.					
Payment of Fees Full payment must accompany the Exhibitor Application and Contract Form or it will not be processed. Payment may be made by check in U.S. dollars drawn on a U.S. bank, or by credit card: <input type="checkbox"/> Check Enclosed <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express					
Credit Card #:		Expiration Date:		Name on Card (please print):	
Address on credit card statement if different from above (please print):					
Signature:			Date:		
In accordance with the terms, conditions and regulations governing exhibits at NAVBO Workshops at the Resort & Conference Center at Hyannis, MA, the undersigned hereby makes application for exhibit space(s) that, when accepted by NAVBO, becomes a contract. All rules and regulations as outlined in the NAVBO Exhibitor Prospectus, as well as any amendments published by NAVBO are part of this contract. Failure to abide by such rules and regulations results in forfeiture of all monies paid NAVBO under terms of this agreement.					
Signature:			Date:		

Deadline for early (reduced) payment: August 15, 2013. Final deadline for payment: September 15, 2013. Contract not valid until receipt of payment. Cancellations received by written notification through September 15, 2013 will receive a 50% refund. No refunds available after September 15, 2013. Please email your 60-100 word Product Description to: bernadette@navbo.org
NAVBO reserves the right to prioritize applications based on relevance to attendee needs and concerns.
Please submit completed Exhibitor Application and Contract with payment to:

NAVBO, 18501 Kingshill Road, Germantown, MD 20874-2211
Tel: (301) 760-7745, Fax: (301) 540-6903, Email: bernadette@navbo.org, web: www.navbo.org