



## Contact Booth Program Guidelines

Save time and money by meeting with industry leaders at one time, in one place to propel your business forward. You have up to **34 business opportunities** in one day! The Contact Table Program guidelines are as follows:

- Participation in the Contact Booth Program will be restricted to Manufacturer Members who are registered for the entire NAHSA meeting. (*The company's membership in NAHSA must be in good standing.*)
- **Only one booth per Manufacturer Member Company** – please discuss and coordinate with other attendees from your company so that Headquarters does not receive multiple forms and registration fees for the program.
- If a Manufacturer decides to send an independent manufacturers' representative to act on their behalf at the Annual Meeting, they may represent *only one* manufacturer's product line at the Meeting, including their Contact Booth.
- Only the Manufacturer Members whose companies are participating in the Contact Booth Program will be admitted into the exhibit area.
- To participate in the Contact Booth Program your company **must** have a representative at the scheduling session.
- Admission will be by official meeting badge only. Prospective Distributors will be granted permission; other non-members of NAHSA will not be admitted, unless they are a guest approved by the Board of Directors.
- No furnishings will be permitted other than the provided table and chairs, and a sign designating company name, city and state and product line of each Booth Participant.
- No Audio/ Visual Equipment will be permitted, **except laptop computers with an 8 minute time limit per presentation.** All members will be responsible for securing their own electricity needs. To do so, please contact a member of the NAHSA Headquarters Team.
- No exhibits of any kind, whether it is product displays, parts, cut-out models, completed units, special signs or special display boards will be permitted. Catalogues, price sheets, sales promotion literature, and similar printed matter may be used but not in the form of flip charts or backdrops.
- No liquor or entertainment of any kind will be permitted.
- Booths must be ready one half-hour before the exhibits open. At that time, NAHSA staff will inspect participants' booths for compliance with all rules.

- All Members are reminded that the Contact Booth Program is an official function; **no formal or informal meetings can be scheduled during this time.**
- Payment must be provided in full by credit card or check with your Contact Booth registration form to reserve your booth.
- Booth cancellations must be submitted in writing to NAHSA Headquarters by Wednesday, May 12, 2010 to receive a refund. A cancellation fee of \$50 will be assessed for any cancellations.