



# 2009 Annual Conference

## VENDOR FAIR INFORMATION

July 23-26, 2009

Nashville, Tenn.

Radisson Hotel at Opryland

### Vendor Fair Information

The NACRC Annual Conference will host a Vendor Fair on Friday, July 24 and Saturday, July 25 from 10 am–4 pm each day. The NACRC Annual Conference typically has 150 attendees made up of county recorders, election officials and clerks from all over the country. The Vendor Fair will feature 10 x 10 booths for tabletop displays. Set up will be on Thursday, July 23 from 6-8 pm, and breakdown will be after 3:30 pm on Saturday, July 25.

### Booth Space

To reserve booth space at the NACRC Annual Conference Vendor Fair, please complete the Vendor Application form and return it to NACRC. Booth fees include two complimentary conference registrations, booth space, draped/skirted table, two chairs and a wastebasket. Pop-up displays are welcome. You may purchase more than one booth space if your display requires additional space.

Space will be assigned on a first-come, first-serve basis, determined by the arrival date of the application AND payment in the NACRC Office. NACRC sponsors will be given priority. Management reserves the right to make accommodations necessary to best serve all vendors. No vendor shall assign, sublet or apportion the whole or any part of space contracted.

### General Contract

The General Contract information and a service kit including shipping instructions, electrical and phone service request forms, furniture rental forms, etc, will be forwarded to vendors once their Vendor Application and payment for booth space have been processed.

### Sponsorship Opportunities

There are several sponsorship opportunities available at the 2009 NACRC Annual Conference. Sponsors receive the following benefits:

- Company name on signage during sponsored event
- Company name, logo and description included in the conference program (distributed onsite)
- Company name listed in the NACRC newsletter *"The Bulletin"* published after the Annual Conference
- Company name mentioned at the Installation and Awards Banquet
- "Sponsor" Ribbons to wear during the conference

### Cancellation Policy

Vendors may cancel, with a full refund of all fees paid, if written notification is received in the NACRC office prior to June 26, 2009. Cancellations received after June 26 are subject to forfeiture of fees.

### Liability

In no case shall the conference, its officers or agents, be responsible for any loss, theft or damage by fire or injury of any nature to any person or article. The management, while taking all precautions against loss, will not guarantee against it. It is necessary for all vendors to carry their own theft and other essential insurance.

### Accommodations:

The Radisson Hotel at Opryland is located right across the street from the Gaylord Opryland. This prime Nashville location is close to great entertainment and offers warm Southern hospitality, an inviting atmosphere and excellent services. Check-in time is 3 pm and check-out time is 11 am. The conference is extending a special rate starting at \$109 for a standard single/double occupancy room. For reservations, please call 800.333.3333 and mention NACRC 2009 Annual Conference or reserve online at [www.radisson.com/nashville/n](http://www.radisson.com/nashville/n) under "More Search Options" and enter promotional code "NACRC."

