**Exhibitor Contract and Form**

The National College Transition Network is pleased to announce their 13th annual NCTN Conference. The conference will be held on November 11 - 13, 2019 at the Hyatt Regency at the Cambridge, MA. We expect over 400 attendees from adult education programs, college transition programs and college partners from all across the country.

Exhibiting at the 2019 conference has been designed with the highest visibility and traffic in mind. The main exhibit area is surrounded by the registration desk and all general and concurrent session rooms.

The 2019 conference continues our tradition of providing a forum for adult education, workforce development, and postsecondary educators, advisors, and administrators to learn from experts and each other, and to affirm a shared commitment to educational and economic opportunity for adult learners. Join us!

◻ **Exhibitor Package:** $900

* One booth (6 ft. table) space at the conference
* Option to present a vendor workshop
* 1 Complimentary Conference Registration

Please return the completed form to us.

By email: **nctn@worlded.org**
By mail: NCTN/World Education, Attn. Ebony Vandross, 44 Farnsworth St, Boston MA 02210.

World Education is a tax exempt non-profit EIN # 13-1804349.

**Questions?**

Email: nctn@worlded.org
Phone: Sydney Breteler, 617-482-9485

**Exhibitor & Payment Information**

Company Name

Contact Name

Title

Address

Telephone (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax (\_\_\_\_)

Email

Amount $ 900

Payment method:

\_\_\_ Check payable to NCTN/World Education

\_\_\_ Credit Card (through PayPal on NCTN website)

 \_\_\_ Purchase Order P.O. Number \_\_\_\_\_\_\_\_\_\_\_\_

Checks to be mailed to:
*Attn: Ebony Vandross*
NCTN/World Education, Inc.
44 Farnsworth St.
Boston MA 02210

**Conference Exhibit Information**

Exhibit Set-up:

Monday, November 11, 12:00 PM – 8:00 PM

Exhibit Hours:

Monday, November 11, 1:00 PM – 6:00 PM

Tuesday, November 12, 8:00 AM – 5:00 PM

Tuesday, November 12, 3:30 PM – 4:15 PM—Exhibitor Showcase

Wednesday, November 13, 8:00 AM – 3:00 PM

Take-down:

Wednesday, November 13, 3:00 PM – 5:00 PM

EXHIBITION SPACE: Exhibits will be conducted in the foyer at the Hyatt Regency Hotel. There will be no smoking in the exhibit area.

INSTALLATION AND DISMANTLING OF EXHIBITS: Exhibits must be installed by 8:00 PM on Monday, November 11th. Exhibitors may begin setup at 12:00 PM on Monday, November 11th. Exhibitors will not be permitted to dismantle their exhibits or do any packing until 3:00 PM on Wednesday, November 13th. All dismantling must be complete by 5:00 PM. Any equipment or materials of the Exhibitor remaining past the expiration of the lease period may be deemed abandoned and disposed of by Hyatt Regency Hotel as it deems advisable at the cost of the owner.

CHARACTER OF THE EXHIBIT: Products and/or services related to the educational and professional development of our attendees are suitable for exhibition. The Conference Coordinator reserves the right to decline or prohibit any exhibit that, in their judgment, is not suitable to, or in keeping with, the character of the Conference.

BOOTHS: Each booth will include one or more draped table, two chairs and an Exhibitor ID sign showing the company’s name. All booths will be assigned by the Conference Coordinator on a first-come, first-served basis.

CANVASSING, SOLICITING, EXHIBITING OR DISTRIBUTING SAMPLES: Exhibitors are confined to their own booth(s). Printed advertising is not permitted beyond the confine of the purchased booth space.

ELECTRICITY: All electrical work and equipment required in addition to that provided must be ordered through the Hyatt Regency Hotel to insure that it will meet all state and local codes.

LIGHT AND POWER: General house and lighting is provided for adequate illumination of exhibit area.

DELIVERY AND STORAGE: Exhibitors’ display materials and equipment are to be received by the Hyatt Regency Hotel, if sent in advance. Space will be provided by the Hyatt Regency Hotel to store exhibit items overnight.

CANCELLATION: Once a booth has been requested, no fees will be returned in the event of Exhibitor cancellation. If the exhibit should be cancelled due to circumstances beyond the control of the conference or Hyatt Regency Hotel, all payment connected with booth rental will be returned in full.