EXHIBIT AND SPONSORSHIP FORM

Logistical Contact Name

Title

Institution/Organization

Street Address City State Zip

Phone (if paying by credit card, NCURA will use this number to contact you for payment) Fax

Email Address Web Address

EXHIBIT REGISTRATION

Booths include: 10’ x 10’ Space, 8’ high pipe and drape backdrop, 3’ high pipe and drape side rails, (1) 6’ draped table (3 sides), 2 chairs, (1) wastebasket, and an 11” x 17” ID Sign. **New this year, included in your Booth Registration:** A 15 minute Solutions Session – vendor demonstration. The time slots are limited, so register early. We will contact you with your assigned time slot. Please send a session description and name/title of the presenter via email to Kati Barber, Director of Meetings at barber@ncura.edu

**FINANCIAL RESEARCH ADMINISTRATION CONFERENCE, MARCH 15-17**

ONSITE EXHIBITORS (up to three exhibit staff included in exhibit fee):

1.) First/Last Name ________________________________________________
2.) First/Last Name ________________________________________________
3.) First/Last Name ________________________________________________

List any exhibitor you do not wish to be adjacent to: ____________________

List any exhibitor you wish to be adjacent to: __________________________

Please list your top five space location choices, which are numbered in the diagram below. *We will make every effort to accommodate this request.*

**EXHIBITOR COSTS & INFORMATION:**

Each **FRA** 10’ x 10’ Space: $1,500.

______ x $1,500 each = $ ___________ total amount for exhibit space(s)

Please enter total number of exhibit spaces

______ Yes, we are interested in a time slot for a 15-20 minute vendor demo, Solutions Session.

**FRA EXHIBIT REGISTRATION SUB-TOTAL:** $

**PRE-AWARD RESEARCH ADMINISTRATION CONFERENCE, MARCH 18-20**

ONSITE EXHIBITORS (up to three exhibit staff included in exhibit fee):

1.) First/Last Name ________________________________________________
2.) First/Last Name ________________________________________________
3.) First/Last Name ________________________________________________

List any exhibitor you do not wish to be adjacent to: ____________________

List any exhibitor you wish to be adjacent to: __________________________

Please list your top five space location choices, which are identified with a letter in the diagram below. *We will make every effort to accommodate this request.*

**EXHIBITOR COSTS & INFORMATION:**

Each **PRA** 10’ x 10’ Space: $800.

______ x $800 each = $ ___________ total amount for exhibit space(s)

Please enter total number of exhibit spaces

______ Yes, we are interested in a time slot for a 15-20 minute vendor demo, Solutions Session.

**PRA EXHIBIT REGISTRATION SUB-TOTAL:** $

See page 2 for SPONSORSHIP and PAYMENT information

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**FRA Floor Plan**

Imperial Ballroom
San Francisco Hilton and Towers

**PRA Floor Plan**

Golden Gate Ballroom 6-8
San Francisco Hilton and Towers
SPONSORSHIP AND ADVERTISING OPPORTUNITIES

SPARK SESSIONS (SPONSOR IN PART): $3,000
These high energy, 20-minute information-packed sessions held in easy to locate public space, get right to the core of each session’s topic. Signage, recognizing your organization as a sponsor, will be displayed at the Spark Session location, in addition to the welcome slide before each session. Representatives from the sponsoring event will be welcome to attend these sessions and network with attendees. A full post-conference attendee list is also included.

CONTRIBUTING SPONSOR: MINIMUM COST: $1,000
If the above sponsorship opportunities don’t fit your budget, but you would still like to contribute to the FRA or PRA Conference and be recognized as a sponsor, this is another excellent way to put your organization’s name out in front of the attendees.

ADVERTISING OPPORTUNITIES
Advertising piece insert in conference attendee packet: $1,300
Conference attendee email blast advertisement: $600

For more information on NCURA’S FRA or PRA Conference Sponsorships, contact:
NCURA’s Executive Director, Kathleen Larmett (larmett@ncura.edu);
Director of Meetings, Kati Barber (barber@ncura.edu);
Senior Manager, Latasha Johnson (johnson@ncura.edu)

FINANCIAL RESEARCH ADMINISTRATION CONFERENCE, MARCH 15-17

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PRE-AWARD RESEARCH ADMINISTRATION CONFERENCE, MARCH 18-20

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PAYMENT: Exhibitor registration may be paid by check or credit card. Please complete this registration form and return with payment (check or a copy of a purchase order) to: National Council of University Research Administrators, 1015 18th Street, NW, Ste. 901, Washington, DC 20036, Attn: FRA/PRA 2014 Conference Exhibits. If paying by credit card, please email this form to barber@ncura.edu. You will be contacted for credit card information via phone, using the number provided on page 1 of this form.

A LISTING OF EXHIBITORS WILL APPEAR IN THE FINAL PROGRAM, CONFERENCE WEBSITE AND EXHIBITOR GUIDE:
Please list the way you would like your organization’s name to appear in the final conference program, website and exhibitor guide:

Organization/Company Name: __________________________

EXHIBITORS: Please email Kati Barber (barber@ncura.edu) a one to two paragraph description of your organization by February 25. Your description will be included in the 2014 Exhibitor Guide, which will be viewed by all FRA and/or PRA attendees.

ALL SPONSORSHIP OPPORTUNITIES WILL INCLUDE ACKNOWLEDGEMENT OF THE SPONSORING ORGANIZATION ON THE CONFERENCE WEBSITE, FINAL PROGRAM, DURING THE CONFERENCE AND THROUGH ALL SOCIAL MEDIA.
Please email a hi-resolution version of your company logo to barber@ncura.edu

Please note: Your organization will not be listed in the conference program or website until we receive payment for your exhibit space or sponsorship.

CUT OFF: Please be aware that NCURA has set a strict deadline for exhibitor registration. In order to better serve your needs, all exhibitor registrations must be received by February 3, 2014. CANCELLATION: Due to limited space, exhibit space cancellations received by January 20, 2014 are eligible for a 50% refund. After January 20, 2014, there will be no refunds.

QUESTIONS OR COMMENTS? Please contact Kati Barber at:
National Council of University Research Administrators
1015 18th Street, NW, Ste. 901, Washington, DC 20036
Phone: +1 202-466-3894 | Fax: +1 202-223-5573
barber@ncura.edu | www.ncura.edu