



Exhibitor
and Sponsor
Registration
Information

AT THE CONFLUENCE OF
CREATION AND COLLABORATION



52nd ANNUAL MEETING
OCTOBER 31 – NOVEMBER 3
WASHINGTON HILTON | WASHINGTON, DC

Welcome Exhibitors

Dear Prospective Exhibitor,

Registration is now underway for the National Council of University Research Administrators' 52nd Annual Meeting, October 31 – November 3, 2010 at the Hilton Washington in Washington, DC!

Each year NCURA's Annual Meeting attracts over 2,000 attendees. It is an excellent opportunity for you to make personal contact with our members from universities, colleges, teaching hospitals, and other non-profit organizations from across the country, and share how your organization can be of service to them.

WHAT YOU'RE GETTING:

- Exhibit booths are 10' x 10' and include pipe and drape
- A 6'skirted table and two chairs will be set up at your booth
- We include a sign with your organization's name
- A Free set of Annual Meeting registrant mailing labels to facilitate contact with our attendees. You can either choose to receive pre-conference labels three weeks prior to the meeting or receive the full final attendee post-conference labels.
- The opportunity to highlight your organizations' services in a brief description for all of our attendees to see.

The exhibition will be open on Monday November 1st from 7:30 am to 5:00 pm, and Tuesday November 2nd from 7:30 am – 5:00 pm with all refreshment breaks and continental breakfasts to be served in the Exhibit Hall. This will ensure attendees have full exposure to your exhibit and we feel this will be of great benefit to everyone.

In response to exhibitor requests we have also included lunch for up to four exhibitors on Monday and Tuesday. All lunches will be served in the main ballroom, as this will provide you with an additional opportunity to meet NCURA members. Also, tickets for both the Sunday Tailgate and the Tuesday Evening Event, A Night of Music featuring NCURA's own party band, Soul Source and the No-Cost Extensions will be available to exhibitors for an additional cost. These tickets may be purchased on-site at the meeting.

GENERAL INFORMATION

- Our decorating company will be Hargrove, and they will begin contacting registered exhibitors directly.
- Booth locations will be confirmed and sent to registered exhibitors in August.
- Set up time will be Sunday, October 31, 2010 from 2 - 5 pm.
- Tear down time will be Tuesday, November 2, 2010 from 5:00 – 7:00 pm

Where will I pick up my boxes once I arrive at the Hilton?

In the back right hand corner of the exhibit hall you will find the shipping/receiving area. This is where you may pick up any packages you had delivered directly to the hotel. If you shipped through Hargrove, they should deliver your packages on-site on Sunday afternoon, unless you request otherwise.

What is the cost of shipping, handling, and receiving at the Hilton?

- Individual boxes: \$10.00 minimum, up to 32 pounds; above 32 pounds the rate will be 32 cents per pound
- Show Management will be granted the first receipt and delivery of up to 1000 pounds free. Over 1000 pounds, the 32 cents per pound charge will apply
- Movements: Additional movements will be at a rate of \$2.00 per box
- Outgoing shipments: The 32 cents per pound rates will apply (with the above noted \$10 minimum), plus applicable shipping charges.
- Due to the limited storage facility, the hotel cannot accept large amounts of material or equipment any sooner than three (3) days prior to NCURA's Annual Meeting. Shipments should be addressed to the on-site guest recipient with arrival date noted.

If you would like additional information, or have further questions, please do not hesitate to contact Tara Bishop at (202) 466-3894 or by e-mail: bishop@ncura.edu.

We look forward to seeing you in November!

AT THE CONFLUENCE OF CREATION AND COLLABORATION

Exhibitor upgrades and meeting sponsorship package opportunities!

SPONSORSHIP OPPORTUNITIES

Sponsor in-part

- ▶ SIGNAGE SPONSOR\$5,000
- ▶ WATER STATION SPONSOR\$3,000

Sponsor in-part

- ▶ 52ND ANNUAL MEETING
KEYNOTE ADDRESS\$10,000
- ▶ TUESDAY EVENING EVENT\$10,000

Sponsor in-part

- ▶ BUSINESS MEETING BREAKFAST\$7,500
- ▶ REFRESHMENT BREAK.....\$7,500
- ▶ NEW MEMBER BREAKFAST.....\$7,500

Sponsor in-part

- ▶ CYBER CAFÉ.....\$7,500
- ▶ NIGHT OF NETWORKING\$5,000
- ▶ CATHERINE CORE TRAVEL AWARD.....\$5,000

To find out more about sponsorship opportunities, please contact
Tara Bishop, Associate Executive Director,
NCURA at bishop@ncura.edu or (202) 466-3894.

Sponsor in-part

SIGNAGE SPONSOR\$5,000

Sponsor of the 52nd Annual Meeting signage placed around the Marriott will be thanked on each sign:

NCURA thanks <<your company>>
for helping us find our way!
52nd Annual Meeting Sponsor

The following is included with this sponsorship package:

- ▶ Complimentary 10 X 10 Booth
- ▶ Signage Recognition
- ▶ Your organization listed as a Sponsor on Annual Meeting Website
- ▶ Your organization listed as Sponsor in Annual Meeting Program
- ▶ Complimentary Pre- and Post-Meeting Attendee Lists for one time use



WATER STATION SPONSOR.....\$3,000

"Most of us are familiar with recycle and reusing, but how often do we think of the third R - REDUCE? 'Reduce' is probably the most important of the three Rs because, if we reduced, it would limit the need to recycle and reuse."

CATHERINE PULSIFER, FROM THE "REDUCE" OF RECYCLE AND REUSE

NCURA will be having water bottles again this year and will have water stations all around the hotel and in the exhibit hall. At each water station NCURA will thank your company for sponsoring the water stations!

The following is included with this sponsorship package:

- ▶ Signage Recognition at the water stations
- ▶ Your organization listed as a Sponsor on Annual Meeting Website
- ▶ Your organization listed as Sponsor in Annual Meeting Program
- ▶ Complimentary Pre- and Post-Meeting Attendee Lists for one time use

Exhibitor upgrades and meeting sponsorship package opportunities!

Sponsor in-part

52ND ANNUAL MEETING

KEYNOTE ADDRESS\$10,000



**BEST SELLING AUTHOR,
DANIEL PINK, ANNUAL MEETING
KEYNOTE ADDRESS**

Daniel Pink is the author of the book Drive: The Surprising Truth About What Motivates Us. Mr. Pink uses 40 years of behavioral science to overturn the conventional wisdom about human motivation and offers a more effective path to high performance. In this time of incredible budget constraints, Mr. Pink addresses how to use rewards – and how not

to use them – to improve performance. Daniel Pink is entertaining and the fascinating information he shares will change the way you think about your work, and maybe even your life.

The following is included with this sponsorship package:

- Complimentary 10 X 10 Booth
- Preferred Seating at Annual Meeting Keynote Address and Monday Lunch
- Announcement of organization's sponsorship at the Keynote Event
- Your organization listed as a Sponsor on Annual Meeting Website
- Your organization listed as Sponsor in Annual Meeting Program
- Complimentary Pre- and Post-Meeting Attendee Lists for one time use



TUESDAY EVENING EVENT\$10,000

The 52nd Annual Meeting will mark a very important milestone in the history of NCURA. Join us for the farewell performance of "Soul Source and the No-cost Extensions!" Led by the talented past NCURA President Steve Smartt of Vanderbilt University, composed of various NCURA members from around the country, and featuring the "world's greatest left-handed tambourine player" the band remains a perennial favorite among the NCURA membership and is always a highlight of the Annual Meeting. This year promises to be special as the "Soul Source and the No-cost Extensions" will take the stage.

The following is included with this sponsorship package:

- Complimentary 10 X 10 Booth
- Preferred seating at Annual Meeting NCURA Party
- Announcement of your sponsorship at the NCURA Party
- Your organization listed as a sponsor on Annual Meeting Website
- Your organization listed as a sponsor on Annual Meeting Program
- Complimentary Pre- and Post-Meeting Attendee Lists for one time use



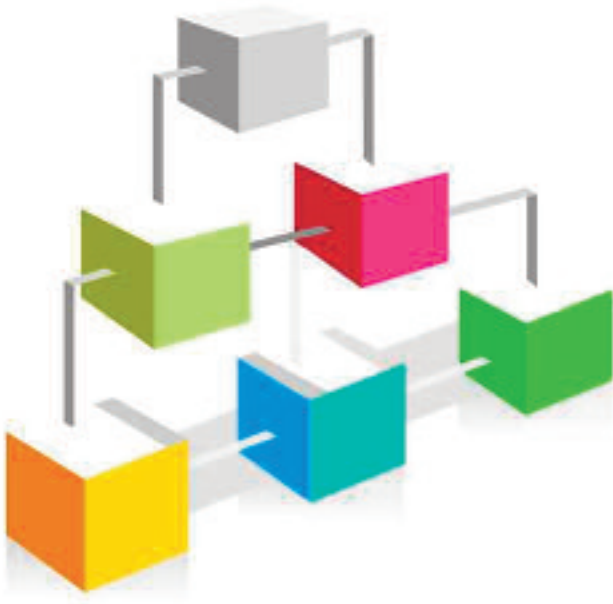
Sponsor in-part

BUSINESS MEETING BREAKFAST\$7,500

Wednesday, November 3. Join NCURA for its "State of the Union" address during Wednesday morning's breakfast. A snapshot of the year past and a glimpse of the upcoming year are shared during this important lunch. This event is significant to the NCURA membership.

The following is included with this sponsorship package:

- Complimentary 10 X 10 Booth
- Preferred Seating at Annual Business Meeting Breakfast
- Announcement of your sponsorship at the Breakfast
- Your organization listed as a sponsor on Annual Meeting Website
- Your organization listed as a sponsor on Annual Meeting Program
- Complimentary Pre- and Post-Meeting Attendee Lists for one time use



AT THE CONFLUENCE OF CREATION AND COLLABORATION

Exhibitor upgrades and meeting sponsorship package opportunities!

REFRESHMENT BREAK \$7,500

With over 200 professional development offerings during the 52nd Annual Meeting, refreshment breaks are a necessity to rejuvenate and connect with one's colleagues. This opportunity allows your organization to be a part of this great networking occasion! And this year, there will be continuous refreshment breaks throughout the conference!

The following is included with this sponsorship package:

- Complimentary 10 X 10 Booth
- Signage Recognition at the Annual Meeting
- Your organization listed as a sponsor on Annual Meeting Website
- Your organization listed as a sponsor on Annual Meeting Program
- Complimentary Pre- and Post-Meeting Attendee Lists for one time use

NEW MEMBER BREAKFAST.....\$7,500

Monday, November 1. This full, sit down breakfast invites all new members to come and learn about NCURA and the annual meeting. Each table has a co-host that welcomes the guests and answers any questions people may have. This kick off event for new members is a special experience and we would love your organization to play a part!

The following is included with this sponsorship package:

- Complimentary 10 X 10 Booth
- Signage Recognition at the breakfast
- Your organization listed as a sponsor on Annual Meeting Website
- Your organization listed as a sponsor on Annual Meeting Program
- Complimentary Pre- and Post-Meeting Attendee Lists for one time use



Sponsor in-part

CYBER CAFÉ.....\$7,500

The Cyber Café remains an important amenity to NCURA members, as it gives them the opportunity to check their email, in a convenient place and free

of charge. This is an excellent opportunity for your organization to host this very useful feature for NCURA members and will likely direct some additional traffic your way!

The following is included with this sponsorship package:

- Complimentary 10 X 10 Booth
- Signage Recognition at the Cyber Café and on screensavers
- Your organization listed as a sponsor on Annual Meeting Website
- Your organization listed as a sponsor on Annual Meeting Program
- Complimentary Pre- and Post-Meeting Attendee Lists for one time use

NIGHT OF NETWORKING.....\$5,000

Saturday, October 30. A great reception to see and be seen by other NCURA members as the Annual Meeting gets ready to take off the next day!

The following is included with this sponsorship package:

- Complimentary 10 X 10 Booth
- Signage recognition at the Event
- Your organization listed as a sponsor on Annual Meeting Website
- Your organization listed as a sponsor on Annual Meeting Program
- Complimentary Pre- and Post-Meeting Attendee Lists for one time use



CATHERINE CORE TRAVEL AWARD.....\$5,000



For many years, Catherine Core was an active and respected member of NCURA. She recognized that financial considerations was one of the reasons why minority research administrators frequently could not take full advantage of the benefits of NCURA membership. Through

her leadership, NCURA developed our minority travel award program. Be a part of a great program which, supports travel to the NCURA annual meeting for up to four individuals from underrepresented groups who would not otherwise be able to attend this conference.

The following is included with this sponsorship package:

- Complimentary 10 X 10 Booth
- Acknowledgement at the Annual Recognition Luncheon
- Your organization listed as a sponsor on Annual Meeting Website
- Your organization listed as a sponsor on Annual Meeting Program
- Complimentary Pre- and Post-Meeting Attendee Lists for one time use

Exhibitor Registration

Contact Name: First _____ Last _____

Organization _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____ Website Address _____

Other Participants (up to three others included in exhibit fee):

1.) First Name _____ Last Name _____

2.) First Name _____ Last Name _____

3.) First Name _____ Last Name _____

Please list your competitors or any organizations you do not wish to be near _____

Please list any organizations that you would like to be near _____

Please list your top five booth location choices. Booth diagram is in the attached document.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Exhibitor Fees (For Monday, November 1 and Tuesday, November 2):

One 10' x 10' booth: \$2,500

Additional 10' x 10' Booth: \$2,500 _____ 10' x 10' Booth x \$2,500 each = \$_____ total amount for booth rental

Additional Participants (\$150 per additional participant) x _____

Please enter total number of additional participants

Total: \$ _____

Payment

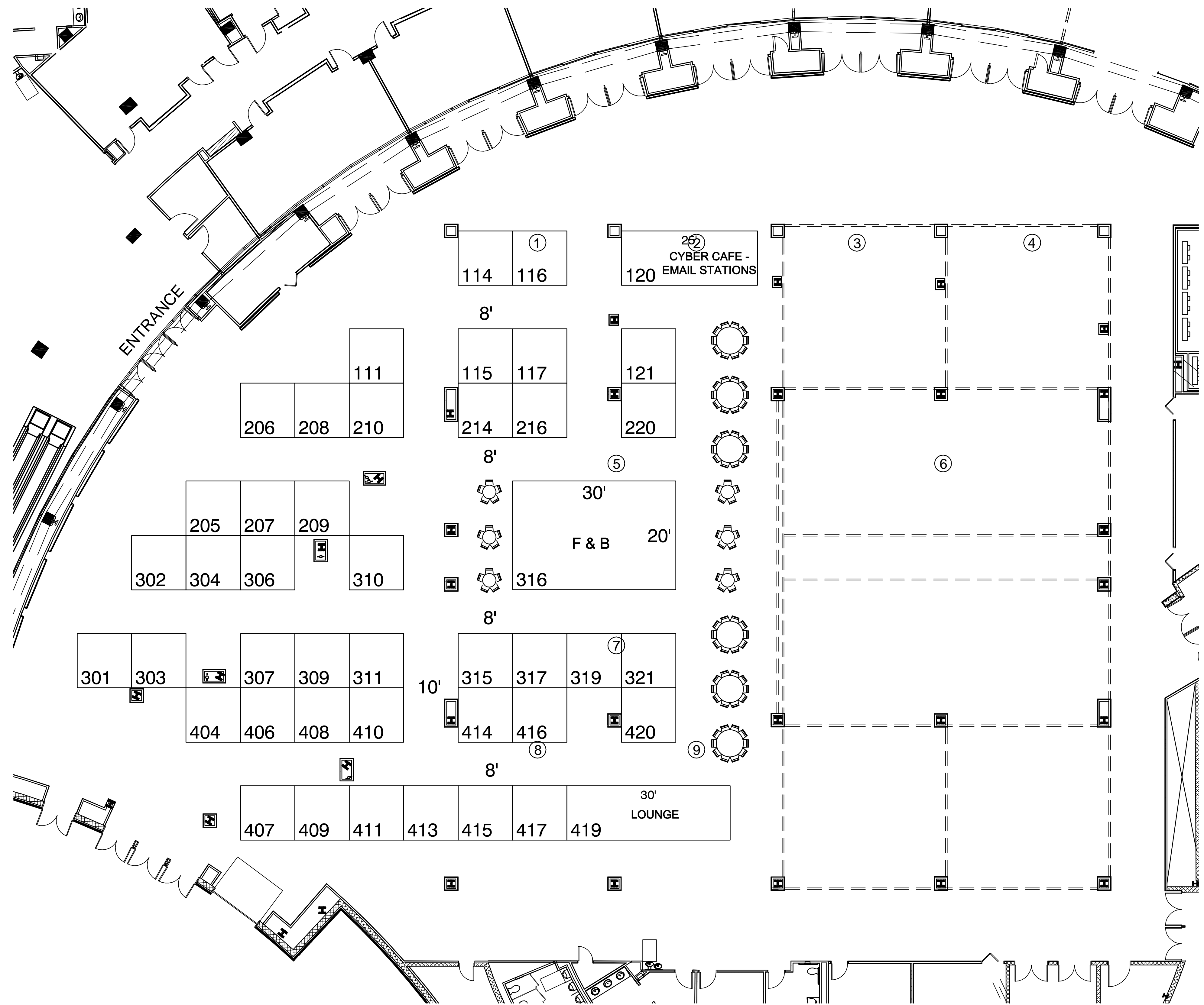
Exhibitor Registration may be paid exclusively by check. Please mail check, made payable to NCURA, to: National Council of University Research Administrators, 1225 19th Street, NW, Suite 850 Washington, DC 20036. ATTN.: 52nd Annual Meeting Exhibits

Please email a one to two paragraph description of your organization to be displayed in the 2010 Exhibitor Prospectus to be viewed by all Annual Meeting attendees to am52exhibit@ncura.edu **when you submit your Exhibitor Registration.**

Cut off: Please be aware that NCURA has set a strict deadline for registration in order to better serve your needs. All exhibitor registrations must be received by August 2, 2010.

Cancellation: Due to limited space, booth cancellations received by September 15 are eligible for a 50% refund. After September 15, there will be no refunds.

QUESTIONS OR COMMENTS? Please contact Tara Bishop at:
National Council of University Research Administrators
1225 19th Street, NW, Suite 850 Washington, DC 20036
Phone: (202) 466-3894 | Fax: (202) 223-5573
bishop@ncura.edu | www.ncura.edu



Inventory as of 05/14/2010

Dimension	Size	Qty	SqFt
10'x10'	100	41	4,100
10'x25'	250	1	250
10'x30'	300	1	300
20'x30'	600	1	600
Totals:		44	5,250

PLAN VIEW: FOYER B - COLUMBIA HALL 1, 2, 5, & 7-10
SCALE: 3/32"=1'

A

B

C

D

4

3

2

1

HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS
www.hargroveinc.com
One Hargrove Drive Lanham, MD 20706 | 301.306.9000

NCURA 10
OCTOBER 31 - NOVEMBER 3, 2010
HILTON WASHINGTON HOTEL - FOYER B - COLUMBIA HALL 1,2,5 & 7-10
WASHINGTON, DC

REVISION NOTES

W.O.#: 50-26132
ACCT EXEC: C. TAYLOR
DRAWN BY: davidcunningham
UPDATED: 4:23pm 12/16/09
PLOTTED: 10:19am 05/14/10
FULL SCALE @ 22 x 34
1/2 SCALE IS @ 11 x 17
NTS @ 8 1/2 x 11

SHEET NO.: **H-02**
REV. NO.: **R-01**
00 OF 00

\\Hargrove\14\Project\Folders\2010\TradeShows\N\NCURA2010\CAD\Floor_Plan\NCURA 2010 REV 01 OPT. 2.dwg



Hilton Washington
 1919 Connecticut Avenue NW
 Washington, DC 20009
 Telephone (202) 483-3000

ELECTRICAL & MECHANICAL SERVICE ORDER FORM
 (Type or print clearly, all information)

Name of Show:

Show Dates to Booth # or Room Name:

Company Name:

Company Address:

Company Phone: Contact Name:

Special Notes:

- All orders must be pre-paid and received by the Hilton Washington two weeks prior to show opening. Any order received within two weeks of show set-up or on-site will be charged a \$75.00 late fee.
- It is your responsibility to confirm receipt of order.
- NO VERBAL ORDERS ACCEPTED!
- For questions regarding Electrical service please call The Engineering Department at (202) 797-5802.
- In order to serve you better, please attach any information, diagrams, etc. that will assist our staff.
- If you are tax exempt in Washington, D.C. please enclose your tax exempt certificate number.
- All wiring must meet local codes and ordinances.
- If additional requirements are needed during setup, payment must be made upon completion of service.
- The District of Columbia Code requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code. The Hotel will supply a qualified electrician to install and correct any minor infraction at stated labor cost.

RETURN COMPLETED FORM WITH PAYMENT TO THE HILTON WASHINGTON, 1919 CONNECTICUT AVE., N.W. WASHINGTON, D.C. 20009. ATTENTION: CONTROLLER . IF PAYING BY CREDIT CARD, THE ORDER FORM, WITH AUTHORIZED SIGNATURE CAN BE FAXED TO 202-328-2077

LIST REQUIREMENTS BELOW

Electrical Requirements:	Quantity	Total	Mechanical Requirements:	Quantity	Total
120 Volts 60 Cycle 20 AMPS \$120.00/each (Standard wall outlet)	<input type="text"/>	\$0.00	Compressed Air (100PSI) \$290.00 per hook-up + labor	<input type="text"/>	\$0.00
Lighting: 150 watt flood (Installed on ceiling track) Exhibit Hall only \$50.00/each	<input type="text"/>	\$0.00	Plumbing Labor Rates: \$60.00 Mon through Fri 8AM-4PM (1 hour min.)	<input type="text"/>	\$0.00
208 Volt (single phase) 20 AMPS \$195.00 + labor	<input type="text"/>	\$0.00	\$80.00 Overtime Rate (four hour min.)	<input type="text"/>	\$0.00
208 Volt (three phase) 20 AMPS \$215.00 + labor	<input type="text"/>	\$0.00	Bottled Gas Market Price + \$120.00 (handling charges)	<input type="text"/>	<input type="text"/>
208 Volt (single phase) 30 AMPS \$300.00 + labor	<input type="text"/>	\$0.00	24 Hour Power \$120.00 per day	<input type="text"/>	\$0.00
208 Volt (three phase) 30 AMPS \$390.00 + labor	<input type="text"/>	\$0.00	Banners (\$6.00 per linear foot) Minimum order \$60.00	<input type="text"/>	\$0.00
440 Volt (three phase) Requires special requirements *	<input type="text"/>	<input type="text"/>	Antenna Run \$240.00 Exhibitor must supply cable and antenna	<input type="text"/>	\$0.00
Labor Rate: Weekdays 8AM-4PM (one hour minimum) \$60.00	<input type="text"/>	\$0.00			
After 4PM Weekends & Holidays (four hour minimum) \$95.00/hour	<input type="text"/>	\$0.00			
Additional Extension Cord Rental \$30.00/each	<input type="text"/>	\$0.00			

Late Fee:

Subtotal: \$0.00

Tax Exempt? (Y/N) 5.75% Sales Tax: \$0.00

Total: \$0.00

Prepaid:

Add'l Charges:

GRAND TOTAL: \$0.00

ADDITIONAL REQUIREMENTS:

BILLING INFORMATION: By providing billing information and signing below, all charges as indicated are valid and authorized.

Credit Card #: Exp. Date:

Name on card:

Authorized Signature:



Hilton

Washington & Towers

HIGH SPEED INTERNET REQUEST

We are pleased to announce that we are now able to offer high-speed Internet access. This service provides access that is 175 times faster than a standard dial-up connection. The high speed system is available to you, in all of our Meeting Rooms and Exhibit Hall. Note, the system does require you to have your own PC or laptop, with a browser, plus an Ethernet card.

NAME OF SHOW:	_____	DATE OF SHOW:	_____		
Installation Date:	_____	Day:	_____	Time:	_____
Removal Date:	_____	Day:	_____	Time:	_____
Group/Convention:	_____				
Client Contact:	_____				
Company Name:	_____				
Address:	_____				
City:	_____	State:	_____	Zip code:	_____
Phone number:	_____				

Master Account



Hilton
Washington
1919 Connecticut Avenue NW
Washington, DC 20009
Telephone (202) 483-3000

TELEPHONE SERVICE ORDER FORM
(Please Type or Print Clearly)

Name of Show: _____
 Show Dates: _____ Booth # or Room Name: _____
 Company Name: _____
 Company Address: _____

 Company Phone: _____ Contact Name: _____

SPECIAL NOTES:

1. All orders must be pre-paid and received by the Hilton Washington two weeks prior to show opening. Any order received within two weeks of show set-up or on-site will be charged a \$75.00 late fee.
2. It is your responsibility to confirm receipt of the order.
3. NO VERBAL ORDERS ACCEPTED!
4. In order to serve you better; please attach any information, diagrams, etc. that will assist our staff.
5. If you are tax exempt in Washington, D.C. please enclose your tax exempt certificate number.
6. For questions regarding telephone service please call The Engineering Department at (202) 797-5802.

RETAIN WHITE COPY AND RETURN ALL OTHER COPIES WITH PAYMENT TO THE HILTON WASHINGTON, 1919 CONNECTICUT AVE., N.W. WASHINGTON, D.C. 20009 ATTENTION: CONTROLLER. IF PAYING VIA CREDIT CARD, FORM WITH AUTHORIZED SIGNATURE MAY BE SENT VIA FAX TO 202-328-2077.

INSTALLATION AND RENTAL CHARGES

1. PHONE: In-House use only;
\$60.00 (single line, incl. phone & installation)
2. PHONE: In-House use, *local dialing access, only;
CHARGE: \$175.00 (single line incl. phone & installation)
(Monday through Friday 8am-4pm)
\$225.00 (single line incl. phone & installation)
(After hours, weekends & holidays)
3. PHONE: In-House, *local & long distance access;
CHARGE: \$275.00 (single line incl. phone & installation)
(Monday through Friday 8am-4pm)
\$325.00 (single line incl. phone & installation)
(After hours, weekends & holidays)
4. LINE ONLY: (For the use of modem, fax, etc.)
CHARGE: \$225.00 (incl. R.J II Jack & installation)
(Monday through Friday 8am-4pm)
\$275.00 (incl. R.J II Jack & installation)
(After hours, weekends & holidays)

*ALL LINES HAVE DIRECT IN DIAL CAPABILITY

TYPE OF SERVICE	QUANTITY	COST	CONNECT:
1. HOUSE	_____	_____	DATE: _____
2. LOCAL	_____	_____	TIME: _____
3. LONG DISTANCE	_____	_____	
4. ANALOG	_____	_____	DISCONNECT:
5. MISCELLANEOUS	_____	_____	DATE: _____
		LATE FEE _____	TIME: _____
		SUB TOTAL _____	
		D.C. LOCAL TAX (6.75%) _____	
		GRAND TOTAL \$ _____	

ADDITIONAL REQUIREMENTS:

Name on card: _____
 Authorized Signature: _____