

WELCOME EXHIBITORS

 Dear Prospective Exhibitor,

Registration is now underway for the National Council of University Research Administrators' FRA X Conference, February 9 – 11, 2009 at the La Quinta Resort and Club in La Quinta, CA.! With this being NCURA's 10th Financial Research Administration Conference we are excited to come together and look back on what we've learned in past years and what we should do in preparing for the future. Please visit the FRA X website at http://www.ncura.edu/content/educational_programs/sites/frax/ for information on the FRA X program!

In recent years NCURA's FRA conferences have attracted over 700 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 spaces are 8' x 10'
- ❖ A 6' skirted table and two chairs will be set up at your space
- ❖ A free set of FRA X registrant mailing labels to facilitate contact with our attendees.
You can either choose to receive pre-conference labels two weeks prior to the meeting or receive the full final attendee post-conference labels.
- ❖ The opportunity to highlight your organization's services in a brief description for all of our attendees to see.
- ❖ The Exhibitor Prospectus will be handed out to every attendee at FRA X.

The exhibition will be open on Tuesday, February 10, from 7:30 a.m. to 5:00 p.m. and Wednesday, February 11, from 7:30 a.m. to 3:30 p.m. Refreshment breaks and a cyber cafe will be set up in the Flores foyer. This will ensure attendees have full exposure to your exhibit and we feel this will be of great benefit to everyone.

Lunch for up to three exhibitors will be provided on Tuesday and Wednesday. All lunches will be served on the main lawn. This will provide you with an additional opportunity to meet NCURA attendees.

GENERAL INFORMATION

- ❖ Sponsorship packages and exhibitor registration information can be found on the FRA X website http://www.ncura.edu/content/educational_programs/sites/frax/
- ❖ Space locations will be confirmed and sent to registered exhibitors in mid January.
- ❖ Set up time will be Monday, February 9, 2009 from 2:00 – 5:00 p.m.
- ❖ Tear down time will be Wednesday, February 11, 2009 from 4:00 – 6:30 p.m.

Where will I pick up my boxes once I arrive at La Quinta Resort?

Your boxes will be delivered to NCURA's registration area which will be located in the Flores Ballroom Foyer. Please see an NCURA staff member to have your boxes brought out to you.

What is the cost of handling and receiving at La Quinta?

Incoming/Outgoing Packages: Individual boxes: \$7.50/box
Pallets or boxes over 100 pounds: \$125.00

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 February!