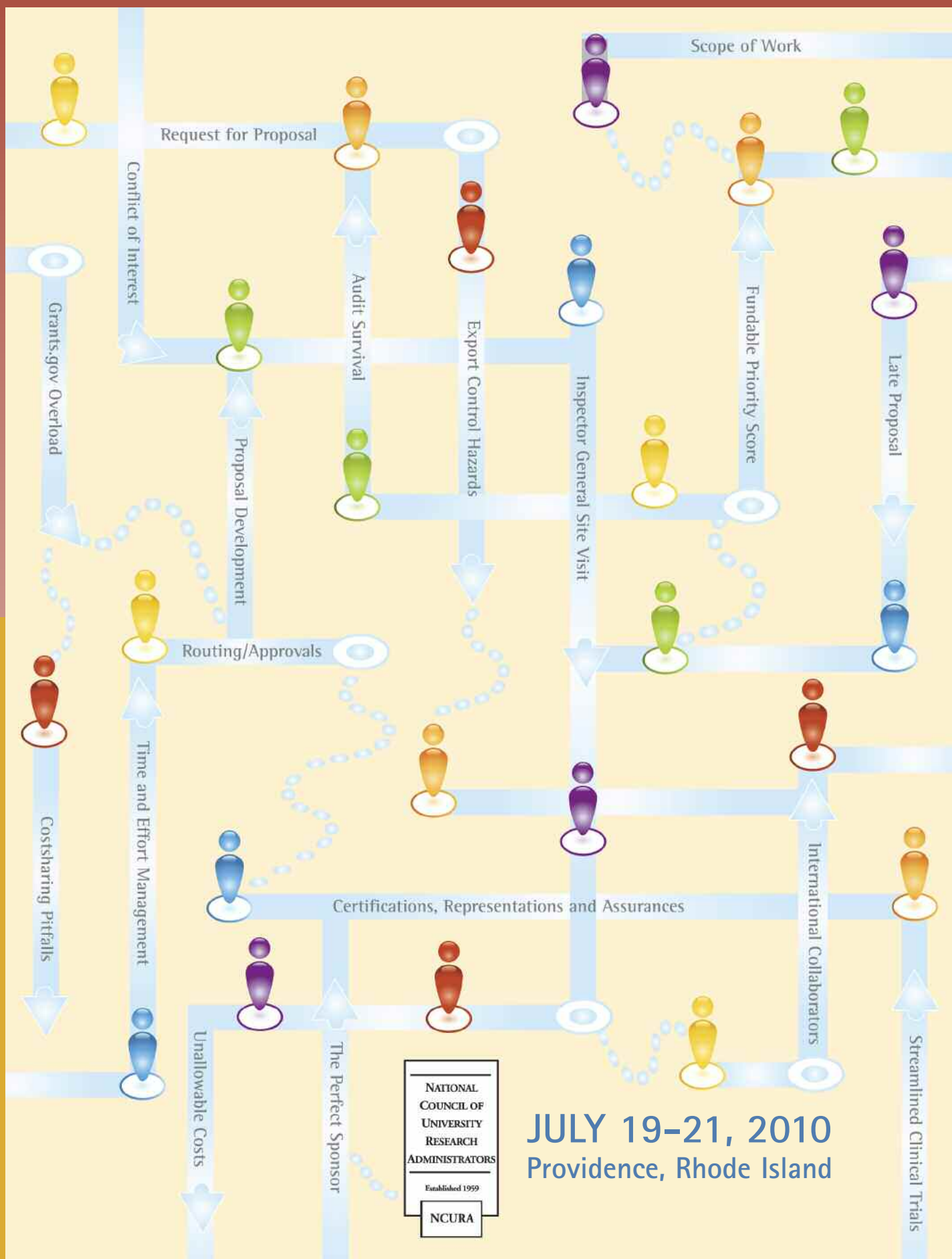


Pre-Award Research Administration 4 Conference

Proactive Research Administration

Exhibitor & Sponsorship Information



Overview of Events Available for Sponsorship

Monday Evening Reception.....	(sponsor in part) \$5,000
Tuesday Luncheon.....	(sponsor in part) \$3,500
Wednesday Luncheon	(sponsor in part) \$3,500
Refreshment Break.....	(sponsor in part) \$2,500
Cyber Café.....	(sponsor in part) \$1,500

Monday Evening Reception

\$5,000 (Sponsor in Part)

Join NCURA members for wine and hors d'oeuvres at this lively and festive event. This is a wonderful opportunity to connect with our members.

The following is included with this sponsorship package:

- Complimentary Table Top Exhibit Space at NCURA's PRA 4 Conference (Tuesday and Wednesday)
- 2 Complimentary Registrations to NCURA's PRA 4 Conference
- Preferred seating at NCURA's PRA 4 Conference Luncheons (Tuesday and Wednesday)
- Announcements of organization's sponsorship at the event
- Your organization listed as a sponsor on the PRA 4 Conference Website
- Your organization listed as a sponsor in the PRA 4 Conference Program
- Complimentary pre- and post-meeting PRA 4 Conference Attendee Labels for one time use

Tuesday or Wednesday Luncheons

\$3,500 (Sponsor in Part)

Take this opportunity to have your company acknowledged during Tuesday or Wednesday afternoon's luncheon. The majority of our 300 expected attendees will be there to hear that their fabulous lunch was brought to them, in part, by you! This is a great opportunity to sit down and really get to know some of NCURA's members, over a great lunch. You'll be given a reserved table in a prime location to invite members as you please.

The following is included with this sponsorship package:

- Complimentary Table Top Exhibit Space at NCURA's PRA 4 Conference (Tuesday and Wednesday)
- Preferred seating at NCURA's PRA 4 Conference Lunches (Tuesday or Wednesday)
- Announcements of organization's sponsorship at the event
- Your organization listed as a sponsor on the PRA 4 Conference Website
- Your organization listed as a sponsor in the PRA 4 Conference Program
- Complimentary pre- and post-meeting PRA 4 Conference Attendee Labels for one time use

Refreshment Break

\$2,500 (Sponsor in Part)

With 50 professional development offerings during NCURA's PRA 4 Conference, refreshment breaks are a necessity to relax and connect with one's colleagues.

The following is included with this sponsorship package:

- Complimentary Table Top Exhibit Space at NCURA's PRA 4 Conference (Tuesday and Wednesday)
- Announcements of organization's sponsorship at the event
- Your organization listed as a sponsor on the PRA 4 Conference Website
- Your organization listed as a sponsor in the PRA 4 Conference Program
- Complimentary pre- and post-meeting PRA 4 Conference Attendee Labels for one time use

Cyber Café

\$1,500 (Sponsor in Part)

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

- Screensavers on four computer stations noting your sponsorship
- Signage will be displayed noting your sponsorship
- Your organization listed as a sponsor on the PRA 4 Conference Website
- Your organization listed as a sponsor in the PRA 4 Conference Program
- Complimentary pre- and post-meeting PRA 4 Conference Attendee Labels for one time use



Pre-Award Research Administration 4 Conference

reactive Research Administration

EXHIBITOR REGISTRATION

JULY 19-21, 2010 | Providence Marriott Downtown, Providence, Rhode Island

CONTACT INFORMATION (for Logistical Coordinator)

First Name	Last Name		
Organization			
Title			
Street Address	City	State	Zip
Phone	Fax		
Email Address	Web Address		

ONSITE EXHIBITOR REPRESENTATIVES (lunch included for 2 onsite representatives)

1.) Name _____ Email Address _____
Street Address _____ City/State/Zip Code _____

2.) Name _____ Email Address _____
Street Address _____ City/State/Zip Code _____

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 three space location choices

TABLE TOP EXHIBITOR COSTS & INFORMATION (Tuesday, July 20, 2010 and Wednesday, July 21, 2010)

One 6 ft skirted table for Tuesday & Wednesday \$600 x _____ = Total \$ _____
total number of tables

Additional Participants: \$75 per additional participant x _____ = Total \$ _____
total number of additional participants

TOTAL EXHIBIT FEES \$ _____

NCURA Federal I.D. # 52-1721115

PAYMENT INFORMATION

Check enclosed

CUT OFF: Please be aware that NCURA has set a strict deadline for registration this year, in order to better serve your needs. All exhibitor registrations must be received by June 15, 2010. **CANCELLATIONS:** Due to limited space, space cancellations received by June 15, 2010 are eligible for a 50% refund. After June 15, 2010, there will be no refunds.

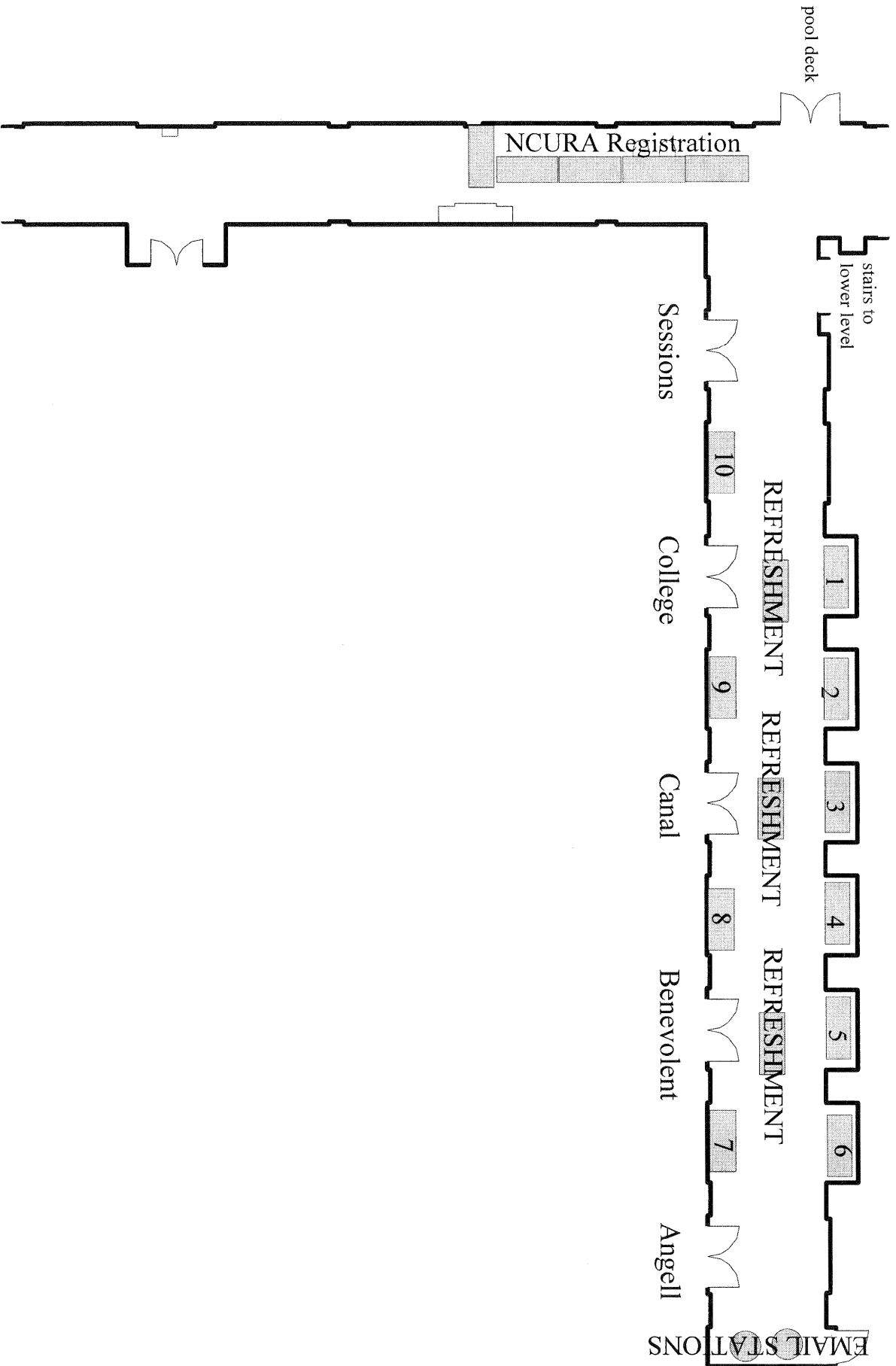
QUESTIONS OR COMMENTS? Please contact Carrie Donahue, National Council of University Research Administrators
1225 19th Street, NW, Suite 850, Washington, DC 20036 | Phone: (202) 466-3894 | Fax: (202) 223--5573 | donahue@ncura.edu | www.ncura.edu

Please email a description of your company's products/services to donahue@ncura.edu when you register to be included in our 2010 PRA Exhibitor Prospectus, which will be distributed to all PRA 4 attendees.



Grand Ballroom Foyer

PRA IV CONFERENCE 7/19/10





Exhibitor Set-up/Tear Down

Pre-Award Research Administration 4 Conference



- ✓ Set up will be from 2-5 pm on Monday, July 19, 2010.
- ✓ Tear down will be from 3:30 - 5:00 pm on Wednesday, July 21, 2010.
- ✓ Space assignments will be made after June 1, 2010 and will be emailed to you.



To ship your materials, please send to:

Marriott Providence Downtown
Exhibits – NCURA PRA 4 Conference
<<your company name>>
c/o Christopher Agostino
Event Manager
One Orms Street
Providence, RI 02904
(401) 272-2400



QUESTIONS OR COMMENTS?

Please contact Carrie Donahue at:
Phone: (202) 466-3894 | Fax: (202) 223-5573
donahue@ncura.edu | www.ncura.edu



Convention Name _____

Exhibitor Name _____

Onsite Contact _____ Title _____

Billing Address _____ City _____

State _____ Zip Code _____ Telephone (____) _____

Booth Number _____ Delivery Time _____ Date _____

Pick Up Time _____ Date _____

Equipment	Cost		Days	Total
_____ Desktop PC	\$350.00	X	_____	_____
_____ Laptop PC	\$400.00	X	_____	_____
_____ 17" LCD Monitor	\$125.00	X	_____	_____
_____ 19" LCD Monitor	\$225.00	X	_____	_____
_____ 32" LCD Monitor	\$375.00	X	_____	_____
_____ 42" Plasma Monitor	\$475.00	X	_____	_____
_____ 54" AV Cart	\$50.00	X	_____	_____
_____ High Speed Internet	\$250.00	X	_____	_____
_____ DVD w/ 27" TV	\$150.00	X	_____	_____
_____ Other equipment	\$ _____	X	_____	_____

Billing Contact _____ Equipment Total _____

_____ Hotel Master Account _____ Set Up 24% _____

_____ Hotel Guest Room _____ Tax 8.125% _____

_____ Total _____

_____ Credit Card Number _____ Exp _____

Please fax order to Christopher Agostino at (401)421-8006

Please Confirm order by calling Christopher Agostino at (401)553-0407. All orders need to be confirmed 48 hours before day of trade show. Orders not confirmed will not be guaranteed for trade show.

All exhibit orders are a per day charge

General Information – Terms and Conditions

Menu

Menu selections, room requirements, and all other arrangements should be received three weeks prior to the event. Events booked within a three-week period should be finalized as soon as possible. All food items must be supplied and prepared by the hotel. Prices are subject to change but will be guaranteed three months prior to your event. **If selecting two entrees, the higher price prevails.**

Beverage

If alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverage license) the Hotel will require that beverages be dispensed and provided only by the Hotel and Hotel Servers and Bartenders. The Hotel's alcoholic beverage license requires the Hotel to (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person who, in the Hotel's judgement, appears intoxicated. In the event beverage revenues do not exceed \$500.00 you will be assessed a \$100.00 service charge. If your bar exceeds this amount, the service charge will be waived.

Guarantees

It is a requirement that the Catering Sales Office is notified of the exact number of attendees by Noon, (72 hours) three working days prior to the event. This minimum number of guests will be considered a guarantee for which you will be charged, even if fewer guests attend. The Hotel will be prepared to serve 5% over your guarantee if your guarantee exceeds 100 people; 10% if under 100 people. **This is not applicable for split menus.** If no guarantee is received by the Catering Sales Office we will then consider your minimum guarantee given, at the time your event was booked, as the guarantee.

Billing, Deposits & Cancellations

All corporate events must be paid in full 72 hours prior to the event by cash, certified check or credit card given at time of confirmation. All corporate requests for direct billing must be authorized by our Accounting Department by simply completing a credit application form and returning it no more than three weeks prior to your event. Two hotel references, with dates of the functions held, must be given. Approved billings are payable within thirty days of receipt of the statement. Interest of 1 ½% per month will be applied to all accounts over 30 days old.

All social events must be paid in full 72 hours prior to the event by cash or certified check **only**.

Deposits are non-refundable. Non-deposit events will be charged full room rental, unless the space reserved is re-booked.

Tax Exemptions

Groups exempt from paying State Sales Tax must provide the hotel with an exemption certificate issued from the State of Rhode Island. Acceptable form of payment is via check from the exempt organization in which the name on the check matches exactly to the name listed on the exemption certificate. Organizations including fraternal societies, trade or professional associations, lodges, clubs, orders and their auxiliaries and other similar organizations are **not exempt** from sales tax. Should you have any questions regarding sales tax exemptions, please contact the Rhode Island Department of Revenue at 222-3053.

Service Charge

All charges are subject to a 22% Service Charge, 7% Rhode Island State Tax and 1% City Tax. (Service charge is taxable in Rhode Island). All meal functions under 20 people are subject to an additional charge.

Function Rooms

Function rooms are assigned according to the minimum guaranteed number of guests given. The hotel reserves the right to reassign the banquet function room. The hotel does not accept responsibility for items left in the function room during such time as the room is not occupied or after the room is vacated. The hotel will not permit the affixing of anything to the walls, floor, or ceiling with nails, staples, carpet tape, or other substances. Please consult the Catering Department for assistance in displaying materials.

Shipping and Receiving

Packages for meetings will be accepted no more than 3 working days prior to the event. A \$5 per box storage fee will be applied for those boxes shipped more than 3 days prior to the function or 3 days after your departure. Items must be addressed to the meeting contact with attention to the Hotel Catering Staff Member working on the program. Packages must be marked clearly with the name and date of the program and the total number of boxes shipped. The Hotel is not responsible for boxes shipped to the hotel or for boxes being shipped out of the hotel, although we will assist in this procedure. A fee will be charged for boxes shipped.

Engineering and Audio Visual

Special engineering or audio-visual requirements must be specified to our Catering Department at least three working days prior to the event. All audio-visual equipment is subject to a 22% service charge and 7% Rhode Island State Tax. Providence Marriott associates will not be held responsible for the set up and/or break down of Audio Visual Equipment not owned by the hotel. If your own Audio Visual Equipment is brought into the hotel a patch fee may be applied.

Conduct of Event

Patron shall conduct the event in an orderly manner, in full compliance with applicable laws, regulations and Hotel rules. Patron assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of the Hotel's premise during any time such premises are under the control of, used by, or damaged by Patron, or Patron's agents, invitees, employees, or independent contractors employed by Patron.

Liability

The Providence Marriott reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The Hotel cannot assume responsibility for the loss of or damage to personal property and equipment brought onto the premises.

Set Up Changes

In the event a function room set up changes the day of the event a re-set up fee will be applied.

Signature: _____ Date: _____