



**National**  
Voluntary Organizations  
Active in Disaster

COOPERATION | COMMUNICATION | COORDINATION | COLLABORATION

# EXHIBITOR & SPONSORSHIP PROSPECTUS



**NATIONAL VOAD**

GATEWAY TO COLLABORATION

May 8-11, 2023 • St. Louis, MO

## PARTICIPATE

- May 8** 12:00 PM - 5:00 PM  
**Exhibit Set Up**
- May 9** 8:00 AM - 5:00 PM  
**Exhibits Open**
- May 10** 9:00 AM - 5:30 PM  
**Exhibits Open**
- May 11** 8:00 AM - 12:00 PM  
**Exhibits Open**
- 12:00 PM - 3:45 PM  
**Exhibit Dismantle**

***\*Schedule Subject to Change***

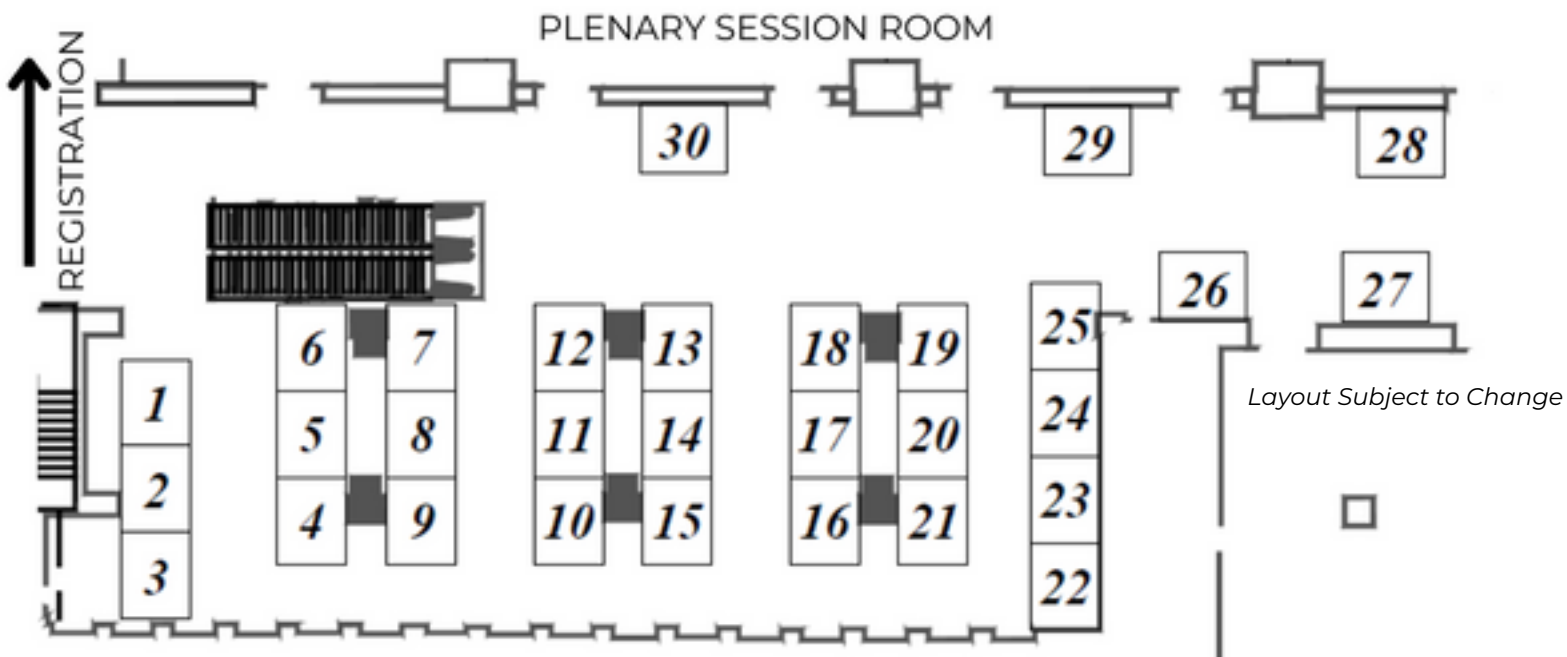
## ENGAGE

Meet face-to-face with conference attendees in our centrally located exhibit hall. We have placed the Exhibit Hall in the main foyer to drive traffic to YOUR booth! Refreshments will be made available in the hall at all breaks so it will be the place to be. Reserve your spot today!

- National VOAD Member Booth:** \$750
- National VOAD Partner Booth:** \$1,000
- Other Organization Booth:** \$1,500

Includes:

- 8x10' Booth with Pipe & Drape
- Identification Sign
- 6' Draped Table
- Two Chairs
- Wastebasket
- One Complimentary Conference Registration



Note: Audio Visual, electrical, Internet, and supplemental needs and services for your exhibit are not included in our exhibit package, but may be arranged directly with the Exhibit Service Company. An Exhibitor Service Kit will be emailed to you once your confirmed Exhibit Agreement is received by the National VOAD Conference Office.

# EXHIBITOR REGISTRATION FORM

## Exhibitor Information

Company/Organization Name (as listed on ID sign)

Mailing Address

City State Zip

Website Address

## Contact Information

Name Phone

Email Fax

Product/Service to be Exhibited: \_\_\_\_\_

Preference for Booth Location (Please List Top 3): \_\_\_\_\_

## Representative(s) Exhibiting:

\* Please list the full names of the representatives attending. Each exhibit booth includes 2 exhibitor representatives which have full access to all events held in the Exhibit Hall. One of those attendees can receive free registration to the full National VOAD Conference. Please specify this person below. Any additional exhibit representatives are an additional \$50 each. Additional conference registrations can be made through the National VOAD website once registration opens.

Exhibitor Representative 1: \_\_\_\_\_  
(will receive free registration as well)

Exhibitor Representative 2: \_\_\_\_\_

Exhibitor Representative 3: \_\_\_\_\_

Exhibitor Representative 4: \_\_\_\_\_

If any personnel in attendance will need special accommodations, please check here.

## Check Desired Level

- Member Exhibitor Booth (\$750.00)  
 Partner Exhibitor Booth (\$1,000.00)  
 All Other Organizations Exhibitor Booth (\$1,500.00)

## Payment Information

- Check (pay to National VOAD)  
 Visa  
 Mastercard  
 American Express  
 Discover

Total \$

Card Number

Exp. Date

CVV

Cardholder's Name (please print)

Cardholder's Signature

### CONDITIONS OF CONTRACT

By execution of this agreement, Exhibitor agrees to lease space at the National VOAD Conference. The signee agrees to all terms outlined in the Exhibit Terms and Conditions included. National VOAD also reserves the right to alter locations or exhibitors or booths, if deemed to be in the best interest of the exhibition. The contract is subject to all rules and regulations of the National VOAD and to all conditions under which space at the Hyatt Regency St. Louis Arch has made available to the National VOAD Conference. Exhibitors agree to abide by all applicable fire, utility, and building codes. This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed, except as otherwise provided in this instrument. The laws of the State of Missouri shall govern this agreement. This contract is subject to the terms and conditions stated on each page. By signature on this contract, exhibitor agrees to abide by the contract terms and conditions and National VOAD Rules and Regulations.

Printed Name

Signature

Date

Please sign and return this form with full payment (checks made payable to "National VOAD"):

**National VOAD Conference**  
**ATTN: Emily Saibara**  
**8550 United Plaza Blvd., Ste. 1001**  
**Baton Rouge, LA 70809**  
Phone: (225) 408-4459  
Fax: (225) 408-4422

National VOAD, an association of organizations that mitigate and alleviate the impact of disasters, provides a forum promoting cooperation, communication, coordination and collaboration; and fosters more effective delivery of services to communities affected by disaster. Since our founding in 1970, National VOAD Member organizations have worked tirelessly to assist communities affected by disasters. In the past 50 years, the VOAD movement has grown to include more than 130 Member organizations and 10 million volunteers, representing every state and territory in the United States. Guided by the core principles of the 4Cs: Cooperation, Communication, Coordination, and Collaboration, National VOAD Members provide the leadership that builds strong, resilient communities and delivers hope in times of need.

We hope you will consider supporting the 2023 National VOAD Conference by sponsoring one of the below options. Please check desired Sponsor Level:

## General Conference Sponsorship Levels:

### Executive \$10,000 and Up

- Name and Logo listed in Conference Program
- Banner Ad in Conference App
- Signage at Event
- Complimentary Exhibit Booth (Does not include complimentary registration)
- 4 Complimentary Conference Registrations (Excludes Exhibit Booth Comp registrations)

### Associate \$7,500

- Name and Logo listed in Conference Program
- Banner Ad in Conference App
- Signage at Event
- Complimentary Exhibit Booth (Does not include complimentary registration)
- 3 Complimentary Conference Registrations (Excludes Exhibit Booth Comp registrations)

### Supporter \$5,000

- Name and Logo listed in Conference Program
- Banner Ad in Conference App
- Signage at Event
- Complimentary Exhibit Booth (Does not include complimentary registration)
- 2 Complimentary Conference Registrations (Excludes Exhibit Booth Comp registrations)

### Patron \$2,500

- Name and Logo listed in Conference Program
- Banner Ad in Conference App
- Signage at Event
- 1 Complimentary Conference Registration

### Friend \$1,500

- Name and Logo listed in Conference Program
- Banner Ad in Conference App
- Signage at Event
- One 50% Discounted Conference Registration

## Premium Sponsorship Opportunities

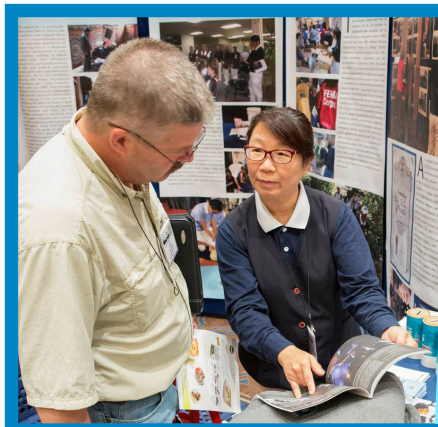
<input type="checkbox"/> <b>Plenary Welcome Luncheon</b> (Tuesday, May 9)	<b>\$25,000</b>	<ul style="list-style-type: none"> <li>Name and Logo listed in Conference program</li> <li>Banner Ad in the Conference App</li> </ul>
<input type="checkbox"/> <b>Member &amp; Partner Reception</b> (Tuesday, May 9)	<b>\$15,000</b>	<ul style="list-style-type: none"> <li>Listed sponsor in all conference media and materials</li> <li>Signage at sponsored session</li> </ul>
<input type="checkbox"/> <b>Plenary Awards Dinner</b> (Tuesday, May 9)	<b>\$30,000</b>	<ul style="list-style-type: none"> <li>Opportunity to briefly address conference attendees</li> </ul>
<input type="checkbox"/> <b>Plenary Breakfast</b> (Wednesday, May 10)	<b>\$25,000</b>	<ul style="list-style-type: none"> <li>Complimentary Exhibit Booth (one per plenary sponsorship)</li> </ul>
<input type="checkbox"/> <b>Plenary Luncheon</b> (Thursday, May 11)	<b>\$25,000</b>	<ul style="list-style-type: none"> <li>5 Complimentary Registrations per Plenary Session Sponsorship</li> </ul>
<input type="checkbox"/> <b>Closing Reception</b> (Thursday, May 11)	<b>\$15,000</b>	<ul style="list-style-type: none"> <li>4 Complimentary Registrations per Reception Sponsorship</li> </ul>

## Additional Sponsorship Opportunities

<input type="checkbox"/> <b>Lanyards</b>	<b>\$3,000</b>	<ul style="list-style-type: none"> <li>Name listed in Conference Program &amp; Conference App</li> </ul>
<input type="checkbox"/> <b>Coffee Breaks</b>	<b>\$3,000</b>	
<input type="checkbox"/> <b>Conference App</b>	<b>\$5,000</b>	<ul style="list-style-type: none"> <li>Signage at Conference</li> </ul>

## Conference Scholarship Program Sponsorship

Conference Scholarships cover travel cost for State/Territory VOAD leaders to attend the annual conference. Sponsorship opportunities range from \$2,000-\$25,000. If interested in supporting the scholarship program, contact [conference@nvoad.org](mailto:conference@nvoad.org).





# SPONSOR REGISTRATION FORM

## Sponsor Information

Company/Organization Name (as listed in Program)

Mailing Address

City

State

Zip

Website Address

## Contact Information

Name

Phone

Fax

Email

If sponsorship includes complimentary booth(s),

Product/Service to be Exhibited: \_\_\_\_\_

Preference for Booth Location (Please List Top 3): \_\_\_\_\_

Exhibitor Representative 1: \_\_\_\_\_

Exhibitor Representative 2: \_\_\_\_\_

If sponsorship includes complimentary conference registrations:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

If any personnel in attendance will need special accommodations, please check here.

*\*Additional conference registrations can be made through the National VOAD website.*

## Payment Information

Check (pay to National VOAD)

Visa

Mastercard

American Express

Discover

**Total \$**

Card Number

Exp. Date

CVV

Cardholder's Name (please print)

Cardholder's Signature

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Printed Name

Signature

Date

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Phone: (225) 408-4459  
Fax: (225) 408-4422

# EXHIBIT TERMS & CONDITIONS

## TABLE SPACE

Space is available on a first-come, first-served basis, with preference given to the level of vendor participation. Every effort will be made to comply with preferences as to location requested by the Exhibitor; however, show management reserves the right to make the final determination of all spaces assignments and reserves the right to reconfigure exhibit space in the best interests of the conference.

## EXHIBIT SPACE

Exhibit fee includes (1) 6' skirted table, (2) chairs and (1) wastebasket. If you have special requirements such as large equipment or elaborate display, please contact the National VOAD office to receive additional information.

## PAYMENT POLICIES

Payments are due before April 17th to ensure that your company is listed in the conference materials as an exhibitor. Payments received after this date will not guarantee exhibitors a listing in the conference program booklet. No one will be allowed to exhibit unless the exhibit fee is paid. National VOAD reserves the right to cancel and resell any space not paid in full by April 17, 2023.

## CANCELLATION OF EXHIBIT SPACE

All cancellations must be submitted in writing to National VOAD at [conference@nvoad.org](mailto:conference@nvoad.org) prior to Friday, April 7, 2023, the entire fee will be refunded. Cancellation refunds after Friday, April 7, 2023, will be on a case by case basis. If cancellation past April 7, 2023 occurs due to a COVID-19 employer restriction on travel, an exposure within 10 days of the first day of the event or a positive test of COVID-19 from the exhibitor representative, a full refund will be provided based on proper documentation emailed to the [conference@nvoad.org](mailto:conference@nvoad.org).

## EXHIBIT SERVICES

Exhibit tables and amenities will be provided by the Exhibit Service Company. An exhibitor kit will be provided and will provide online ordering for additional exhibitor services. Questions regarding any services or equipment needed should be addressed to the Exhibit Service Company or the National VOAD Conference Office.

## USE OF EXHIBIT SPACE

Exhibit space is assigned on the express understanding that it is to be used solely for display of the Exhibitor's products and services that the Exhibitor offers for sale to the disaster relief and response industry. No exhibit material may extend beyond the boundaries of the exhibit space or exceed the height restrictions for the type of booth. Dismantling and packing exhibits is not permitted until 12:00 pm on May 11th.

## REPRESENTATIVES ATTENDING

Each exhibit booth includes 2 exhibitor representatives which have full access to all events held in the Exhibit Hall. One of those attendees can receive free registration to the full National VOAD Conference. Any additional exhibit representatives are an additional \$50 each.

## SOLICITATION

Please note that all services and/or products being promoted in the Exhibit Hall MUST HAVE A CONTRACTED BOOTH SPACE. Anyone that is found to be promoting a product and/or service without a Booth Space will be asked to leave the Exhibit Hall and future implications may be made.

## COVID-19

All participants at the 2023 National VOAD Conference in St. Louis, Missouri (including exhibitors/sponsors) will be expected to adhere to local, state and Federal COVID-19 government restrictions in place at the time of the meeting as well as any precautions put in place by National VOAD. For a complete list of National VOAD's precautions, please visit [www.nvoad.org](http://www.nvoad.org). Please note precautions are subject to change and will be updated on the NVOAD website.

## CONDITIONS OF CONTRACT

National VOAD retains the right to reject exhibitors at its sole discretion. National VOAD reserves the right to alter locations or exhibitors or booths, if deemed to be in the best interest of the exhibition. The contract is subject to all rules and regulations of National VOAD and to all conditions under which space at the Hyatt Regency St. Louis Arch has made available to the National VOAD conference. Exhibitors agree to abide by all applicable fire, utility, and building codes.

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