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

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

*Schedule Subject to Change

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

Total $
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)

- **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

- **Plenary Welcome Luncheon** ($25,000)
  (Tuesday, May 9)
  - Name and Logo listed in Conference program
- **Member & Partner Reception** ($15,000)
  (Tuesday, May 9)
  - Banner Ad in the Conference App
- **Plenary Awards Dinner** ($30,000)
  (Tuesday, May 9)
  - Listed sponsor in all conference media and materials
  - Signage at sponsored session
- **Plenary Breakfast** ($25,000)
  (Wednesday, May 10)
  - Opportunity to briefly address conference attendees
- **Plenary Luncheon** ($25,000)
  (Thursday, May 11)
  - 5 Complimentary Registrations per Plenary Session Sponsorship
- **Closing Reception** ($15,000)
  (Thursday, May 11)
  - 4 Complimentary Registrations per Reception Sponsorship

Additional Sponsorship Opportunities

- **Lanyards** ($3,000)
- **Coffee Breaks** ($3,000)
- **Conference App** ($5,000)
  - Name listed in Conference Program & Conference App
  - Signage at Conference

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.
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 $

____________________________________________________________________________
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Cardholder’s Signature

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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

Total $
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 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.

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. 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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