



NCSE 2019 Annual Conference
Sustainable Infrastructure & Resilience
January 7 – 10, 2019 | Washington, D.C.

EXHIBITOR CONTRACT

1. Exhibitor Information (official business name and address)

Organization

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

2. Contact Person (Who we should contact with updates regarding the exhibit)

Name: _____

Email: _____

Phone number: _____

3. Booth Fee

The following booth fees apply for the 2019 Annual Conference:

- For Profit - **\$3,500** per 8x10 booth
- Non-Profit - **\$2,000** per 8x10 booth
- NCSE Member - **\$1,500** per 8x10 booth

4. Payment

Payment for Space: The exhibitor agrees to pay the total fee of their exhibit space within 30 days of submitting this contract or two weeks before the event, whichever is sooner. It is understood that failure by the exhibitor to remit outstanding balance due shall render all exhibit agreements between the exhibitor and NCSE. **Complimentary registration information will not become available until payment is received.**



National Council for Science and the Environment

Cancellation: An exhibitor who cancels prior to November 30, 2018 will forfeit fifty percent (50%) of the total contracted costs plus \$50 service fee. No cancellation of space will be accepted or refunds made after December 1, 2018.

I will pay by check

Please make payable to: National Council for Science and the Environment

I will pay using the following credit card

Card details may be provided by phone if preferred – call number below

Name on card: _____

Card type: _____

Card number: _____

CVV Security Code: _____

Expiration date: _____

Billing zip code: _____

5. Agreement

Name: _____

Date: _____

Signature: _____

Please return this form by mail or email to:

Natalie Koo

Senior Manager, Meetings and Events

National Council for Science and the Environment

nkoo@ncseglobal.org

202-774-1141