



ATC  2016

TAKING A STAND

FOR REGIONAL DEVELOPMENT

2016 ANNUAL TRAINING CONFERENCE

October 15-18 | San Antonio, TX

EXHIBITOR INFORMATION



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**Promote Your
Products and
Services to Over
650 Community
and Economic
Development
Policy
Makers and
Practitioners!**

COME TO NADO'S 2016 ANNUAL TRAINING CONFERENCE in San Antonio, October 15-18 and Promote Your Products and Services to Over 650 Community and Economic Development Policy Makers and Practitioners!

Take advantage of this chance to get your company's name and message in front of more than 650 regional development policy makers and practitioners from almost 200 organizations from around the nation as an exhibitor at NADO's 2016 Annual Training Conference, *Taking a Stand for Regional Development*. We are all set for a full house at the Hyatt Regency San Antonio located on the city's world reknown Riverwalk.

Conference attendees include council of governments, economic development districts, economic development councils, and regional planning commission executive directors and staff, and numerous local policy officials who serve on their boards. These decision makers are the perfect audience to provide information to about your company's products and services.

Conference exhibitors get a cost-effective opportunity to market products and services to a diverse network of local elected officials, city managers, regional council staff and development professionals. Your exhibit fee will allow you to attend conference meals and events, providing you with maximum opportunities to meet facer-to-face with potential clients.



EXHIBITOR APPLICATION & INSTRUCTIONS

Exhibit Fees

\$750 if a representative of your organization attends the conference (fee gives you access to all conference functions)

\$250 if you send materials only; materials will be offered to all conference attendees (you must send pre-paid UPS, Federal Express or similar labels so we can return any unused materials to you)

Exhibit Logistics

6-foot table with tablecloth and table skirt, two chairs; power strip can be provided upon request. Exhibitors will be provided hotel contact to arrange internet (additional fee paid directly to hotel).

Exhibit Set-up and Breakdown

Plan to set-up your exhibit any time after 8:00 am on Sunday, October 16. Plan to break down your exhibit by 3:00 pm on Tuesday, October 18.

Shipping Information

You may send your exhibit materials directly to the hotel. Due to limited storage, materials can only be accepted three days prior to the event. Please ensure that the following information is written on your shipment:

NADO Annual Conference

October 15-18, 2016

Hyatt Regency San Antonio

123 Losoya St.

San Antonio, TX 78205

888.421.1442

Conference Contact: Name of Person Receiving Item(s)

Here are just some of the companies that have exhibited at past NADO conferences:

America's Byways Resource Center
Amerinational Community Services, Inc.
Appalachian Regional Commission
Ashwood Computers
Broadband USA
Bureau of Economic Analysis
Business USA
Capitol Venture
Community Reinvestment Fund
Council for Adult and Experimental Learning (CAEL)
Denali Commission
Down Home Solutions
ESRI
Federal Communications Commission
GMS
Grant Thornton
Greyhound Lines, Inc.
GTE
Magellan Advisors, LLC
Paladin
PIDC/Portfol
Rural Assistance Center
Rural Policy Research Institute, Inc. (RUPRI)
Select USA
Smart Growth Network
Soriano, LLC
Southeastern Institute of Research
Technical Assistance for Brownfields Partners
U.S. Census Bureau
U.S. DOT, Federal Highway Administration
U.S. Economic Development Administration
US Source Link
VC3
Village Software
Verizon

For more information, contact Vicki Glass, Director of Meetings, at 202.624.8574 or vglass@nado.org.

EXHIBITOR REGISTRATION FORM

Organization Name: _____

Contact Name/Title: _____

On-site Contact (if different from above): _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Emails: _____ Web: _____

Check: Will be on-site Will not be on-site Check: Will need a power strip Will not need a power strip

Mail this form with your check or money order to: NADO, 400 North Capitol Street, NW, Suite 388, Washington, DC 20001
202.624.7806 | fax 202.624.8813 | www.nado.org

EXHIBITOR HELPFUL HINTS

- NADO's conference does not include a formal exhibit hall; we have found more effective and increased interaction between exhibitors and attendees by setting up an exhibitor area adjacent to the coffee break and registration area. You will get much more traffic and visibility here!
- We offer each exhibitor a 6 foot table with cloth, as well as two chairs. If you need additional space or chairs, please let us know and we will do our best to accommodate you. Do not send crates of chairs or tables for your exhibit area. The hotel does not accept crates.
- We also offer you a power cord and access to an electrical outlet. Please let us know on the form if this is needed.
- Wireless internet will be available to exhibitors in the exhibit area. If you need to hard-wire your access to the internet, please contact Chris Sherman at PSAV (he is based in the hotel) at **210.510.4325** or **csherman@psav.com**. There will be a cost for this; because costs are based on your particular needs and expected usage, we suggest you contact the hotel directly to arrange and pay for the internet (that cost is separate from the exhibitor fee you pay NADO).
- Some exhibitors prefer to send their stand-alone floor displays; that is generally acceptable but you must notify us (vglass@nado.org) in advance so we can determine size and space requirements. Please note: There will be additional charges based on the receiving and handling/movement of items by hotel staff.
- When you ship your materials, please address the box to the person from your organization who will be on site. The number of boxes sent, when you plan to arrive, and when you expect to set up your display should be written on the label(s). In order to insure your items are delivered correctly, exhibitors must be present to acknowledge and then sign for receipt of their items.
- We suggest you track your packages once you send them.
- Be sure to purchase insurance for your materials and equipment as neither NADO nor the hotel will assume liability. It goes without saying that equipment should not be stored in the exhibit area over night.
- Shipping unused materials, display items, equipment, etc. after the conference ends is the responsibility of the exhibitor. Please plan accordingly.
- Your \$750 exhibit fee covers one individual into all conference functions. If additional representatives will be attending, please contact Vicki Glass (vglass@nado.org) for additional rate information.
- A cancellation fee of \$100 will be assessed if we do not receive your formal request before October 7, 2016.



The National Association of Development Organizations (NADO) works to strengthen America's local governments, communities, and economies through the regional strategies, partnerships, and solutions of the nation's network of 520 regional development organizations.

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