NATIONAL ASSOCIATION OF DEVELOPMENT ORGANIZATIONS

SEPTEMBER 9-12
Dena’Ina Convention Center | Anchorage, AK

EXHIBITOR INFORMATION

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COME TO NADO'S 2017 ANNUAL TRAINING CONFERENCE

in Anchorage, AK, September 9 - 12 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 2017 Annual Training Conference. Conference sessions will be held in the beautiful Dena’ina Convention Center in downtown Anchorage. Conference exhibitors can receive special room rates at the Anchorage Hilton and the Anchorage Marriott.

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 face-to-face with potential clients.
**EXHIBITOR APPLICATION & INSTRUCTIONS**

**Exhibit Fees**
$850 if a representative of your organization attends the conference (fee gives you access to all conference functions)
$300 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 12:00 p.m. on Saturday, September 9 and to break down your exhibit by 3:00 p.m. on Tuesday, September 12.

You must have your display items and materials packed for shipping with an appropriate shipping label attached by 3:00 p.m. on Tuesday, September 12. You must make arrangements with your shipping company to pick up the items at the Dena’Ina Convention Center.

**Shipping Information**
You may send your exhibit materials directly to the Dena’Ina Convention Center. Due to limited storage, materials can only be accepted two days prior to the event. Please ensure that the following information is written on your shipment:

**NADO 2017 ATC**
Dena’Ina Convention Center
600 W. Seventh Ave.
Anchorage, AK 99501
907.263.2850
Conference Contact: Name of Person Receiving the Materials

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

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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
- Community Roots, LLC.
- 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
- Orton Family Foundation
- Paladin
- PIDC/Porfol
- Rural Assistance Center
- Rural Policy Research Institute, Inc. (RUPRI)
- Select USA
- Smart Growth Network
- Sorian, LLC
- Southeastern Institute of Research
- Technical Assistance for Brownfields Partners
- U.S. Census Bureau
- U.S. Department of Defense
- U.S. DOT, Federal Highway Administration
- U.S. Economic Development Administration
- US Source Link
- VC3
- Village Software
- Verizon

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**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
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 Convention 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 Katie Cole at IMIG Audio Visual at 907.274.2161, ext. 406 or katie@imigav.com. There will be a cost for this; because costs are based on your particular needs and expected usage, we suggest you contact the IMIG Audio Visual 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 convention center 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 convention center 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 $850 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 1, 2017.