

NAHPERD

Nebraska Association for Health, Physical Education, Recreation and Dance

Exhibitors Fact Sheet

Nebraska Associations for Health, Physical Education, Recreation and Dance
November 15-16, 2010
Embassy Suites Hotel, Lincoln, NE

Set-up Times:	Tuesday, November 16	Prior to 8:00am start time
Exhibit Hours:	Tuesday, November 16	8:00a.m. – 1:00 p.m.
Dismantling:	Tuesday, November 16	after 1:00 p.m.
Booth Includes:	Eight (8) foot table Two chairs One (1) Award Banquet Meal & One (1) Luncheon Meal (Indicate below if additional meals need to be purchased. Cost \$25/person)	
Booth Rates:	Booth w/electricity:	Fee = \$200
	Booth w/out electricity:	Fee = \$175

Application Deadline: August 1, 2010

NOTE: Applications/payment made for booth space prior to August 1 – \$25 discount

All applications must be accompanied by a check for the full amount in order to reserve an exhibit space. Please make sure your **check is made payable to NAHPERD**. Please mail all forms and payments to:

**Virgie Widdowson
NAHPERD Treasurer
8202 So. 87th street, Apr. 7
LaVista, NE 68128**

Refund Policy: Refunds will be made if a substitute exhibitor is available.
No refunds will be made after September 30, 2010.

Registration Packet Inserts: \$50.00 for flyers (max. 8 1/2 x 11 inch paper) or brochures. We would appreciate catalogues being displayed at your exhibit table. No catalogues for packets. Please provide 250 inserts and mail them to the above address no later than October 30, 2009 in order for them to be included in attendee's registration packets. Items received after the October 30 date will not be used.

Any items that you need to ship directly to the Embassy Suites Hotel (Conference shipping information: 1040 P Street, Lincoln, NE 68509) for your exhibit must include the following details. Please do not have them arrive earlier than November 12.

Attn: NAHPERD

- ✓ Recipient's name - your company name
- ✓ Representative's name - c/o Vicki Highstreet
- ✓ Date of function – November 15-16, 2010

NAHPERD

Nebraska Associations for Health, Physical Education, Recreation and Dance

Fall Conference

Exhibitor Application

November 15-16, 2010
Embassy Suites Hotel, Lincoln, NE

Application Deadline is August 1, 2010

Name of Company: _____

Address: _____
Street City State Zip

Contact Person: _____ Phone: _____

Email: _____

Name Tag Information: Name(s) of representatives at your exhibit

*

First name Last name Title

First name Last name Title

*Receives banquet/luncheon ticket

Exhibit Fees: Payable to NAHPERD

\$175.00 without electricity

NO INTERNET ACCESS

\$200.00 includes electricity

AVAILABLE IN EXHIBIT AREA

Special Equipment Needs: Please check or circle if needed.

___ Our exhibit **will** need an electrical outlet ___ We will need **more** than two chairs at our table

For NON-exhibitors - Registration Packet Inserts: \$50.00

Payable to NAHPERD.

We will provide an insert for attendees' registration packets to be received by October 30, 2010. Include 250 items. **PLEASE attach a sample** or a description of the insert (brochure, flyer, etc.) **NO CATALOGS**

I will be eating: _____ Award Banquet _____ Luncheon (PLEASE CHECK WHERE APPROPRIATE)

I need to purchase additional meals at \$25.00/person/meal. # _____

Please list the names for the extra tickets: _____

NAHPERD

Nebraska Associations for Health, Physical Education, Recreation and Dance

Dear Exhibitor/Colleague;

The convention of the Nebraska Associations for Health, Physical Education, Recreation and Dance (NAHPERD) will be held at the Embassy Suites Hotel in Lincoln, NE. Exhibit space is available on Tuesday, November 16th from 8:00a-1:00p.

As there is no other related convention in Nebraska, this should draw an excellent attendance. The delegates will come from across the state. The people attending will represent schools, colleges, and community agencies and could include physical educators, health and safety educators, athletic leaders, dance personnel, recreation specialists, dieticians, food service personnel, nurses, and administrators. These are the people who make the selection and actually purchase of supplies and equipment for their classrooms and organizations, and your exhibit will be of great value to the attendees.

We invite you to exhibit your products with us at the convention in Lincoln. We believe you will find the arrangements to your liking. The location of the meeting rooms will have the attendees moving in and around all booths, therefore you should have plenty of activity at your booth.

Carefully fill out the forms and send them to the address on the application form immediately. We have limited space for booths. The first 15 applications will take priority. The application must include your payment in full.

Thank you for considering the NAHPERD Convention one of your stops. Once again, please make your check payable to NAHPERD. We look forward to seeing you in Lincoln on November 16, 2010.

Sincerely,

Jeff Hoffman
NAHPERD Past President and
Convention Program Chair
jhoffman@hastings.edu

Vicki D. Highstreet
NAHPERD Executive Director and
Convention Site Chair
vhighstreet1@unl.edu

Encl: Application form
 Fact Sheet
 Cover Letter