



## **INA Annual Conference Sponsorship Policies and Procedures**

### **Application for Sponsorship, Advertising and Welcome Bag Inserts**

Please forward your application to the INA office by fax, mail or e-mail. Applications must be accompanied by payment in full. Please note that applications will not be considered without payment. Make checks payable to INA. Applications will be accepted on a first-come, first-serve basis. Be sure to forward your camera-ready black and white ad (Jpeg file) when you submit your application to ensure it is included in the conference program. Reserve your space early. Application deadline: April 1.

### **Exhibitor**

Each exhibitor will be furnished with a six foot draped table, two chairs, and will be recognized in the conference program. If electrical service is required, arrangements must be made prior to conference date. Exhibitors will be charged for extension cords (exhibitors are permitted to bring your own cord). If Web access is needed, exhibitors must make arrangements in advance with the hotel directly and will be charged any applicable fees. You will receive an Indemnification and Release Form, which is required of all exhibitors. Please sign it and forward to the INA office with your application. Application deadline: April 1.

### **Your Website Logo Inclusion on INA's 2009 INA Conference Web Page**

As a conference sponsor, your company's logo will be displayed on our website ([www.nanny.org](http://www.nanny.org)) until the end of the year. Please email your logo (no larger than business card size — 2" x 3 1/2") to: [memberservices@nanny.org](mailto:memberservices@nanny.org)  
Application deadline: April 1.

### **Raffle Donation**

Each year we select a worthy charity to support. It is typically located in the host city and provides assistance to children. Please help to support our effort by donating a raffle item. Individuals and companies donating an item will be listed in the conference program. The items will be raffled near the close of the conference.

### **Conducting Exhibits and Protection of Building**

INA recommends that exhibit tables be staffed from 6:30 p.m. - 9 p.m. on Thursday; and 8 a.m. to 5 p.m. on Friday and Saturday. Please plan to set up your exhibit on Thursday afternoon or early on Friday morning. Always secure your table if leaving it unattended. Please keep in mind that materials cannot be posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furnishings.



**Shipping**

You will receive hotel information and shipping instructions with your application confirmation.

**Liability and Insurance**

INA cannot be held liable for loss or damage of any kind. Exhibitor understands that neither INA nor the hotel maintains insurance covering Exhibitor's property. Maintaining such insurance is the responsibility of Exhibitor.

**Interpretation and Violation**

Any points not covered above or elsewhere are subject to settlement by the management. Any violation of these rules and regulations by an exhibitor will void the agreement for exhibit space and said exhibitor will forfeit all fees that have been paid to INA. INA shall have the right to terminate the agreement for exhibit space and to re-enter and take possession of the space at the expense of the exhibitor. Written notice to terminate the agreement for and entry into exhibit space is not required.

**I have read and understand the terms of this notice.**

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

**Please sign and date this form and return to:**

International Nanny Association  
P.O BOX 1299  
Hyannis, MA 02601  
(Toll Free) 888.878.1477  
713.526.2670  
Fax: 508.638.6462  
memberservices@nanny.org