



NATIONAL ASSOCIATION OF CONSERVATION DISTRICTS
74th Annual Meeting Registration
“Conservation Innovation: Working from the Roots Up”
Feb. 8-12, 2020 | Las Vegas, Nev.

*For best pricing, this form is due **Friday, Dec. 20, 2019.***

An online version of this form is available [here](#):

Point of Contact Prior to Event:

First Name: _____ Last Name: _____
Title: _____ Organization Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____ First Time Attendee?

Attendee #1:

Same as Point of Contact

First Name: _____ Last Name: _____
Title: _____ Organization Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____ First Time Attendee?

 Please list any ADA Accommodations/Dietary Requirements: _____

In case of emergency (optional):

Primary Contact: _____ Relationship: _____ Phone: _____
ADDITIONAL INFORMATION: _____

Attendee #2 (if applicable):

First Name: _____ Last Name: _____
Title: _____ Organization Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____ First Time Attendee?

 Please list any ADA Accommodations/Dietary Requirements: _____

In case of emergency (optional):

Primary Contact: _____ Relationship: _____ Phone: _____
ADDITIONAL INFORMATION: _____

Exhibitors: I understand and agree to abide by the Exhibitor Guidelines stated in this registration form. The total fee is due with the contract.

Sponsors: I understand and agree that the sponsorship should be paid before the event.

Signature: _____ **Date:** _____

EXHIBITOR/SPONSOR REGISTRATION FEES

Event	Before Dec 20, 2019	Dec. 20 – Jan. 17	Select option(s)
Nonprofit/Government Standard Booth (one registration included)	\$850	\$875	
Nonprofit/Government Premium Booth (two registrations included)	\$2,000	\$2,025	
Nonprofit/Government Premium XL Booth (two registrations included)	\$4,000	\$4,050	
Commercial Business Standard Booth (one registration included)	\$1,000	\$1,025	
Commercial Business Premium Booth (two registrations included)	\$3,000	\$3,025	
Commercial Business Premium XL Booth (two registrations included)	\$5,000	\$5,050	
Second Registration (for Premium or Premium XL Booth ONLY)	\$0	\$0	
Platinum Sponsor- Two Complimentary Registrations	\$0	\$0	
Gold Sponsor- One Complimentary Registration	\$0	\$0	
Additional Exhibitor Registration	\$450	\$475	
Additional Exhibitor Registration & Appreciation Dinner Ticket	\$530	\$550	
Additional Sponsor Registration	\$450	\$475	
Additional Sponsor Registration & Appreciation Banquet Ticket	\$530	\$550	
NACD Appreciation Banquet (Tuesday, Feb. 12)	\$95	\$95	

Conservation Innovation Fair Items	Before Dec. 20, 2019	Dec. 20 – Jan. 17	Select option(s)
Nonprofit/Government Add-On Innovator Booth Package	\$150	\$175	
Commercial Business Add-On Innovator Booth Package	\$200	\$225	
Sponsored Innovation Breakout Session (if selected)	\$100	N/A	

EXHIBITOR ADVERTISING

Please include a description of your exhibit, product or company/organization for use of Expo Booth promotion (max. 60 words):

Company Website: _____

USE OF EXHIBITOR SPACE

No exhibitor shall assign, sell its rights, sublet, share, or apportion the whole or any part of the space allotted. All product and service demonstrations and distribution of promotional materials must be confined to the limits of the exhibit space.

EXHIBIT SPACE ASSIGNMENT

Exhibit space will not be assigned until payment and the exhibitor agreement are received. Space will be assigned based on availability. The method of determining space assignment shall be established by NACD.

SECURITY AND LIABILITY

Security will be hired to provide protection for the overall meeting area and entrance into the Conservation Expo Hall; however, NACD and the host hotel cannot guarantee the security of items left unattended. By participating in NACD's Conservation Expo, exhibitors specifically agree that they release NACD from any liability whatsoever related to their participation in the Conservation Expo. NACD would strongly encourage securing valuables in a safe and secure location when booth is left unattended.

SALES

The hotel has strict rules about on-site sales of merchandise and food. Therefore, items of a commercial nature offered for sale must be approved in advance by contacting NACD Director of Development **Laura Demmel** at laura-demmel@nacdnet.org.

EXHIBITOR FEE

10'x 10' standard and premium display booths include 10' draped back wall, 3' draped side, two chairs, skirted table and an ID sign. Premium XL spaces include a 20'x 20' space. All standard exhibits receive one complimentary conference registration, with the opportunity to purchase an additional conference registration for a second booth attendee at the discount price, as indicated above. Premium and premium XL booths include two complimentary conference registrations. All booth attendees must be registered for the conference. Exhibitors are solely responsible for shipping and handling charges as well as making arrangements with the exhibit decorator for additional equipment for your booth. In mid-December, exhibitors will receive the exhibit company information. **Exhibit Decorator Kit will be sent out by Dec. 20, 2019.**

EXPO HOURS

The Expo Hall will be in the Silver Room.

Exhibitor Set-Up	
Saturday, Feb. 8	2:00 p.m.-7:00 p.m.
Sunday, February 9	7:00 a.m.-1:00 p.m.
Conservation Expo and Innovation Fair Hours*	
Sunday, Feb. 9	
Conservation Innovation VIP Hour (Innovator Booths Only)	2:00 p.m.-4:00 p.m.
Expo Grand Opening	4:00 p.m.-6:00 p.m.
Monday, Feb. 10	
	7:00 a.m.-8:00 a.m.
	10:30 a.m.-12:00 p.m.
	2:15 p.m.-5:00 p.m.
Tuesday, Feb. 11	
	7:30 a.m.-9:00 a.m.
	11:30 am-1:00 pm

Expo Closed after 1:00 p.m. on Tuesday: Booth tear-down that afternoon (Due to scheduled events, we ask that booths not be taken down earlier.)

*Hours are tentative and subject to minor changes as needed.

NACD reserves the right to either accept or reject requests to participate in the Conservation Expo. Decisions on participation are made at NACD's sole discretion. Applicants will be notified of their acceptance or rejection via email or phone within one week of receiving a completed contract and payment.

SPONSORSHIP PACKAGES

Platinum: \$15,000+

- 2 Complimentary Meeting Registrations
- 2 Complimentary Banquet Tickets
- 1 Page Ad in Meeting Program
- 1 Complimentary Exhibit Space
- Choice of "Platinum event" sponsorship

Gold: \$10,000 - \$14,999

- 1 Complimentary Meeting Registration
- 1 Complimentary Banquet Ticket
- ½ Page Ad in Meeting Program
- 1 Complimentary Exhibit Space
- Choice of "Gold event" sponsorship

Silver: \$5,000 - \$9,999*

- ½ Page Ad in Meeting Program
- Choice of "Silver event" sponsorship

Bronze: \$1,000 - \$4,999*

- ¼ Page Ad in Meeting Program
- Choice of "Bronze event" sponsorship

*Attendee registration not included

LOGO AND ADVERTISEMENT GUIDANCE

Please submit your high-resolution logo as soon as possible. All artwork for printed program must be submitted in PDF format to NACD Director of Communications **Sara Kangas** at sara-kangas@nacdnet.org, by Jan. 17, 2020. Please include bleeds.

Full page: 4" wide X 8.5" high
Half page: 4" wide X 4.25" high.
1/4 page ad: 4" wide by 2.12" high

SPONSORSHIP ITEM SELECTION

Sponsorship Level	Sponsorship Item (One per sponsorship)	Amount Committed	Item Preferred (if available)
Platinum	Leadership Luncheon	\$15,000	
Platinum	Monday General Session	\$15,000	
Platinum	Appreciation Banquet	\$15,000	
Gold	Tuesday General Session	\$10,000	
Gold	Attendee Bag Sponsorship	\$10,000	
Gold	Inspirational Program	\$10,000	
Gold	Expo Hall	\$10,000	
Gold	Conservation Careers Workshop	\$10,000	
Gold	Keynote/Entertainment	\$10,000	
Gold	Registration Welcome Station	\$10,000	
Silver	Auction Reception	\$5,000	
Silver	Conservation Education Booth	\$5,000	
Silver	Attendee Lanyards	\$5,000	
Silver	Banquet Happy Hour	\$5,000	
Silver	Conservation Innovation Hour	\$5,000	
Silver	Media Coverage	\$7,500	
Silver	Meeting Attendance Scholarships	\$5,000	
Silver	Opening Reception	\$5,000	
Bronze	Water Station	\$3,000	
Bronze	President's Reception	\$3,000	
Bronze	Monday Coffee Break	\$3,000	
Bronze	Speaker Honorarium	\$1,500	

NACD staff may follow up with you on your sponsorship selection, if unavailable, and will find another suitable option for recognition.

PAYMENT INFORMATION

Sponsor/Exhibitor Registration Total Amount \$ _____

Disc MC Visa Check# _____ PO# _____

Name on CC _____ CC # _____ Billing Zip _____ Exp. Date _____

Email completed form to:

Laura Demmel, laura-demmel@nacdnet.org
406-539-4670

(If more comfortable, please share credit card information over the phone.)

Fax or mail completed forms to:
509 Capitol Court NE | Washington DC, 20002
(202) 547-6450

THANK YOU!

EXHIBITOR SPONSOR REGISTRATION CANCELLATION POLICIES

Refund/Substitution Policy: Cancellations, substitutions and requests for refunds must be submitted in writing to laura-demmel@nacdnet.org before **Jan. 17, 2020**, in order to receive a refund. An administrative processing fee of \$200 will be deducted. Partial refunds of registration fees after Jan. 17, 2020 will not be refunded except in extenuating circumstances that are clearly beyond the control of registrants, such as airport or road closures for weather or extreme immediate family emergencies. In this case, a written request must be provided. All approved refunds will be processed within six to eight weeks after the meeting. For questions regarding your refund, please contact **Laura Demmel** at 406-539-4670 or by email at laura-demmel@nacdnet.org. Returned checks are subject to a \$50 administrative fee.

ATTENDEE INFORMATION

ATTENDEE REGISTRATION POLICIES

Conference registration includes: entry into the Conservation Expo; NACD General & Breakout Sessions; Monday's Leadership Lunch and Live Auction; NACD Training Sessions and Workshops. All events require badge for entry.

A separate form must be completed for more than two exhibitor/sponsor attendees.

Regular Exhibitor/Sponsor Registration is defined as registration and payments received before **Dec. 20, 2019**.

Late Exhibitor/Sponsor Registration begins **Dec. 20, 2019** and ends **Jan. 17, 2020**. Individuals wishing to attend after Jan. 17, can register on-site at the meeting.

DO NOT mail or fax registration forms after **Jan. 17, 2020**. After this date, you must register on-site as an attendee, and accommodations are unlikely to be made for booth space.

Special Assistance Needs: If you have any needs addressed by the Americans with Disabilities Act (ADA), or dietary requirements, please contact NACD Director of Membership **Kimberly Uldricks** at 202-547-6223 x 108 or by email at kimberly-uldicks@nacdnet.org by **Jan. 17, 2020**, so that we can accommodate your request.

Registration Confirmation: A confirmation email will be sent soon after you register and payment is received. If you do not receive your confirmation, please contact Laura Demmel at 406-539-4670 or by email at laura-demmel@nacdnet.org. Your confirmation is your receipt for the meeting; please keep it for your records. **You must provide payment to be registered for the conference and tours.**

ATTENDEE REGISTRATION HOURS

Registration will be at the Grand Salon.

Saturday, Feb. 8	12:00 p.m.-6:00 p.m.
Sunday, Feb. 9	7:00 a.m.-6:00 p.m.
Monday, Feb. 10	7:00 a.m.-6:00 p.m.
Tuesday, Feb. 11	7:00 a.m.-6:00 p.m.
Wednesday, Feb. 12	8:00 a.m.-12:00 p.m.

HOTEL & GROUND TRANSPORTATION

Location & Rates

Bally's Las Vegas
3645 Las Vegas Blvd South
Las Vegas, NV 89109

The room rate is \$159/night plus taxes and fees.

Reservations

To reserve your room, please call 702-967-4111 and identify yourself as a registration with "NACD." You can also make a reservation online at: <https://book.passkey.com/go/SBNAC00>

The deadline to reserve rooms is Friday, Jan. 17, 2020.

Transportation

Nearest airport is the Las Vegas Airport – McCarran (LAS)

Taxi Estimate: \$24 one-way
Shuttle Estimate: \$11 one-way

Visit the Las Vegas Airport transportation guide for more information: <https://www.las-vegas-airport.com/transport.php>