

# RESERVATION FORM FOR ADVERTISING AND EXHIBITING

NATIONAL COUNCIL FOR HISTORY EDUCATION

2022 Conference ♦ St. Louis, MO ♦ March 17-19

## PROGRAM ADVERTISEMENT RESERVATION

Ad Type	Details	Dimensions	Cost	Total
Full Page - Color	Inside Front Cover	7.75"w X 10.25"h	\$1,000	
Full Page - Color	Inside Back Cover	7.75"w X 10.25"h	\$800	
Full Page - B&W	Interior	7.75"w X 10.25"h	\$600	
½ Page - B&W	Horizontal	7.75"w X 5.00"h	\$500	
¼ Page - B&W	Horizontal	7.75"w X 2.25"h	\$400	
¼ Page - B&W	Vertical	3.75"w X 5.00"h	\$400	

**Advertisement Total:**

## EXHIBITOR RESERVATION

Booth Type	Number of Booths or Attendants	Cost	Total
For-Profit	X	\$1,000	
Government Entity	X	\$800	
Non-Profit	X	\$600	
Additional Attendant	X	\$150	
Tote Bag Insert	X	\$150	

Early Bird Discount -\$50 per booth until 11/12/21:

15% Past Exhibitor (2020 or 2021) Discount until 11/12/21:

10% Past Exhibitor (2020 or 2021) Discount after 11/12/21:

**Exhibits Total:**

**Grand Total:**

We will donate the following items to the 2022 NCHE Raffle Drawing:

## CONTACT INFORMATION

Company Name:

*(As it should appear at conference)*

Main Contact:

*(To receive confirmations)*

Billing Address:

City:

State:

ZIP Code:

Phone:

E-mail:

## Payment Type

Check (Payable to NCHE)

P.O.

Credit Card

Card Type:

Account number:

Exp. Date:

CVV #:

Billing Zip Code:

BY SUBMITTING THIS FORM, I AUTHORIZE THE NATIONAL COUNCIL FOR HISTORY EDUCATION TO MAKE CHARGES FOR THE TOTALS ON ACCOUNTS LISTED ABOVE.

Print Name

Signature

Date

National Council for History Education  
13940 Cedar Road, #393  
University Heights, OH 44118  
Phone: 240-888-4105 - Fax: 240-718-7766  
[john@nche.net](mailto:john@nche.net) - [www.nche.net](http://www.nche.net)

## Terms and Conditions

1. ACCEPTANCE of advertising, exhibit booths and sessions are dependent solely on the discretion of the NCHE Conference Committee.
2. CANCELLATION POLICY. All cancellations must be submitted in writing to NCHE. Cancellations will be assessed a processing fee: \$100 if cancelled before January 1 and \$150 if cancelled after January 1, but before February 15. No refund will be issued after February 15, 2022.
3. EXHIBIT BOOTH ASSIGNMENTS are determined by reservation order and/or availability. All assignments are made in the best interest of the exhibit hall. Show Management reserves the right to change an exhibitor's assigned space if it is in the best interest of the exposition. Show Management will consult with the exhibitor before any changes are made.
4. DAMAGE TO PROPERTY caused by an exhibitor will be paid for by that exhibitor. Exhibitors may not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the exhibit hall, any adjoining exhibits or the official decorator's display materials.
5. COMPETING meetings, sessions or events that are not part of the official conference program are prohibited.
6. EACH EXHIBITING COMPANY OR ORGANIZATION assumes the entire responsibility and liability for losses, damages and claims arising out of the exhibitor's activities on the conference center premises and will indemnify, defend and hold harmless the conference center, the National Council for History Education, Inc and the expo company, their owners and management companies as well as their respective agents and employees, from any and all such losses, damages and claims.
7. MOVE-IN, SHOW AND MOVE-OUT hours and dates are those specified by NCHE. Removal or packing of exhibits prior to the close of the exposition is prohibited. Each exhibitor shall be responsible for all storage and handling charges if exhibit materials are not removed by the designated time.
8. All Exhibitors and contractors working in the exhibit hall must have LIABILITY AND PROPERTY INSURANCE.
9. REASONABLE CHANGES to the above rule and regulations may be made by Show Management. Any changes, amendments or additions shall be binding on the exhibitor. The ruling of Show Management shall be final in all instances with regard to use of any exhibit space.