



## Sponsorship Policies and Procedures

23rd Annual Conference • May 1-4, 2008 • Radisson Resort Orlando – Celebration, Kissimmee, FL.

**Application for Sponsorship, Advertising and Welcome Bag Inserts.** Please forward your application to the INA office by fax, mail or email. Applications must be accompanied by payment in full. Please note that applications will not be considered without payment. Make checks payable to: INA Conference 2008. Applications will be accepted on a first-come, first-serve basis. Be sure to forward your ad copy (we can help design it for you) or 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.

**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 may be charged for extension cords (you are permitted to bring your own cord/cords). 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 and forward it to the INA office with your application as soon as possible.

**Exhibit Tables 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. Conference registration begins at 1 p.m. on Thursday. Please plan to set up your exhibit on Thursday morning or early afternoon, but no later than 5 p.m. Always secure your table if leaving it unattended. Note that materials cannot be posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furnishings.

**Your Website Logo Inclusion on Our 2008 INA Annual Conference Web Page.** As a conference sponsor, your company's logo will be displayed on INA's conference web pages until the end of 2008. Please email your logo (no larger than business card size — 2" x 3 1/2") to: [memberservices@nanny.org](mailto:memberservices@nanny.org).

**Raffle Donation.** Each year we select a worthy charity to support. Typically the charity is located in the host city and is dedicated to providing 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 during the conference.

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

### International Nanny Association

3801 Kirby Drive, Suite 540 □ Houston TX 77098 □ Fax: 713-526-2667 □ 888-878-1477 □ 713-526-2670 (Local)  
Email: [memberservices@nanny.org](mailto:memberservices@nanny.org) □ Website: [www.nanny.org](http://www.nanny.org)



The International Nanny Association

**2008 INA Conference: Sponsorship Policies and Procedures continued**

**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 send to:**

**INA Conference 2008**  
International Nanny Association  
3801 Kirby Drive, Suite 540  
Houston TX 77098

**Fax to:** 713-526-2667  
**Email:** [memberservices@nanny.org](mailto:memberservices@nanny.org)