

SUPPORTER AND EXHIBITOR REQUEST FOR FUNCTION SPACE

The CFF permits supporters and exhibitors to reserve space for private functions during NACFC. Companies wishing to hold functions in conjunction with NACFC must first obtain NACFC Show Management approval. Groups are strictly prohibited from holding functions at hotels other than where authorized and assigned by NACFC Show Management. **All functions in conjunction with NACFC 2019 must be approved by NACFC Show Management regardless of location.** Upon approval, NACFC Show Management will provide the appropriate contact information for the assigned hotel. Supporters and exhibitors are responsible for all arrangements and costs associated with all services ordered. Completed applications must be returned by **September 6**. Any requests accepted after **September 6** are subject to an additional \$100 processing fee.

NACFC Fees for Function Space:

- Function space administrative fees are calculated at a rate of \$50 per each 100 square feet.
- Square footage will be rounded to the highest 100 square feet.
- Function space administrative fees will remain the same regardless of length of use.
- There is a \$500 minimum for all function space requests and must be submitted with this application in order to hold the space request.

PLEASE NOTE: Additional meetings follow the same pricing structure as outlined above. Fees listed above do not represent charges by the facility.

Meeting space is available on a first-come, first-served basis as follows:

Tuesday, Oct. 29 3:00 p.m. – 11:59 p.m.	Wednesday, Oct. 30 7:00 a.m. – 11:59 p.m.	Thursday, Oct. 31 7:00 p.m. – 11:59 p.m.	Friday, Nov. 1 8:00 p.m. – 11:59 p.m.
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- Complete **ALL FIELDS** and use one application per function; return all applications to NACFC Show Management by **September 6**.
- Additional timeframes will be considered for investor meetings. Please contact NACFC Show Management for approval.
- NACFC Show Management will provide a written acknowledgement of your request within 14 business days of receipt. Confirmations will be sent on or before **September 20** and space will be assigned based on the date the completed application is received.
- **Scheduled programming shall not offer CME/CEU credits.** Program requests of an educational nature may qualify as Industry Supported Seminars, which require submission of a separate application. Contact Rebekah Kim at 240-200-3763 (or email at Exhibit-Support-NACFC@cff.org) for more information.
- Function space for **personnel only** events (i.e., sales meetings) may be available during alternate times.
- Written notice of cancellation must be received on or before **September 6**, otherwise 100% of the total function space fee will be retained.
- Organizations must adhere to NACFC regulations and may not hold functions that compete with official NACFC programming.

Submit your payments online

Visit the Exhibitors and Supporters tab on our website
<https://www.nacfcconference.org/Payment.aspx>

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FUNCTION SPACE REQUEST SPECIFICATIONS

CONTACT INFORMATION

Company Name			Contact Person
Street Address	City	State	Zip Code
Phone	Fax	Email	
Invoice to be sent to			Department (if applicable)

FUNCTION SPECIFICATIONS (FINAL DATE/TIME/LOCATION WILL BE DETERMINED BY NACFC SHOW MANAGEMENT BASED ON SPACE AVAILABILITY)

Function Name			Anticipated # of Attendees
Preferred Date	Preferred Hotel	Requested Start Time <i>(include set-up)</i>	Requested End Time <i>(include tear-down)</i>

Primary Purpose of Function *(provide as much detail as possible)*

Check all that apply:

<input type="checkbox"/> Check here if promotional and/or marketing materials will be developed for this function. Note: The CFF requires review of all marketing materials prior to printing and distribution.		<input type="checkbox"/> Function is open to all NACFC attendees <input type="checkbox"/> Function is by invitation only	
Room Setup <i>(check all that apply)</i>	<input type="checkbox"/> Rounds	<input type="checkbox"/> Crescent Rounds	<input type="checkbox"/> Stage
	<input type="checkbox"/> Schoolroom	<input type="checkbox"/> Hollow Square	<input type="checkbox"/> Podium
	<input type="checkbox"/> Theater	<input type="checkbox"/> Conference	<input type="checkbox"/> Head Table for # ____
	<input type="checkbox"/> Other _____		<input type="checkbox"/> Easel # ____
			<input type="checkbox"/> Registration Table
			<input type="checkbox"/> Materials Table

Please return this form to:

Rebekah Kim
Senior Coordinator, Meetings

Email: Exhibit-Support-NACFC@cff.org