

## ANCILLARY MEETING/ NETWORKING EVENT REQUEST

The CFF permits confirmed NACFC supporters to hold virtual meetings during designated dates in association with NACFC. **All functions in conjunction with NACFC 2020 must first be approved by NACFC Show Management.** Upon approval, NACFC Show Management will provide applicable meeting details and information to attendees via the NACFC 2020 platform. Supporters are responsible for all arrangements and costs associated with the virtual meeting. Completed applications must be returned by **September 4.**

### APPLICATION GUIDELINES & PAYMENT POLICIES

- Complete **ALL FIELDS** and use one application per meeting; return all applications to NACFC Show Management by **September 4.**
- 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 4.**
- Meeting should not detract from participation at official NACFC sessions and therefore are only permitted between **October 8-16, 2020**, unless otherwise approved by NACFC.
- **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](mailto:Exhibit-Support-NACFC@cff.org)) for more information.
- Virtual meetings for **personnel only** events (i.e., sales meetings) do not qualify as ancillary meetings.
- The ancillary meeting/networking event request fee is \$500 per function. Payment is required within 10 business days upon receipt of invoice.
- Written notice of cancellation must be received on or before **September 4**, otherwise 100% of the total ancillary meeting/networking event request fee will be retained.
- Organizations must adhere to NACFC regulations and may not hold functions that compete with official NACFC programming.

### CONTACT INFORMATION

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

**Submit your payments online**

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

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## FUNCTION SPECIFICATIONS

Function Name	Anticipated # of Attendees
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Preferred Date	Meeting Hyperlink	Requested Start Time <i>(include set-up)</i>	Requested End Time <i>(include tear-down)</i>
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Primary Purpose of Function *(provide as much detail as possible)*

### Check all that apply:

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| <input type="checkbox"/> Check here if promotional and/or marketing materials will be developed for this function. <b>Note:</b> The CFF requires review of all marketing materials prior to printing and distribution. | <input type="checkbox"/> Function is open to all NACFC attendees<br><input type="checkbox"/> Function is by invitation only |
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Please return this form to:

**Rebekah Kim**  
 Meeting Planner and Exhibit Specialist  
 Email: [Exhibit-Support-NACFC@cff.org](mailto:Exhibit-Support-NACFC@cff.org)