

# EXHIBITOR / VENDOR REGISTRATION FORM

## NATIONAL ASSOCIATION OF DIVISION ORDER ANALYSTS 2018 ANNUAL INSTITUTE

Gaylord Opry Hotel  
Nashville, TN  
September 6-8, 2018

### HOTEL ACCOMMODATION REFERENCE:

<b>Gaylord Opry Land Resort</b> 2800 Opryland Dr Nashville, TN 37214 (615) 883-2211 Rate: \$159.00 (plus tax) per night	<i>All Hotel Accommodations will be the responsibility of the Company.</i>  <i>Please reference NADOA when making reservations to receive discounted rate.</i>
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### EXHIBITOR / VENDOR REGISTRATION:

**COMPANY NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE, ZIP CODE** \_\_\_\_\_

**COMPANY REPRESENTATIVE** \_\_\_\_\_

**E-MAIL ADDRESS/PHONE NUMBER** \_\_\_\_\_

_____ Registration - (Includes All Sessions, Breakfasts, Lunches & Breaks for one company representative)	<b>\$700.00</b>
_____ Wednesday & Thursday Night Events .....	Included

**ADDITIONAL COMPANY REPRESENTATIVE** \_\_\_\_\_

**E-MAIL ADDRESS/PHONE NUMBER** \_\_\_\_\_

_____ Registration - Breakfasts, Lunches, Breaks Only. ....	<b>\$200.00</b>
_____ Wednesday & Thursday Night Events .....	Included
_____ Registration, All sessions, meals/breaks and events (NADOA member)	<b>\$575.00</b>
_____ Registration, All sessions, meals/breaks and events (Non member)	<b>\$725.00</b>

**ADDITIONAL COMPANY REPRESENTATIVE** \_\_\_\_\_

**E-MAIL ADDRESS/PHONE NUMBER** \_\_\_\_\_

_____ Registration - (Breakfasts, Lunches, Breaks) .....	<b>\$200.00</b>
_____ Wednesday & Thursday Night Events .....	Included
_____ Registration, All sessions, meals/breaks and events (NADOA member)	<b>\$575.00</b>
_____ Registration, All sessions, meals/breaks and events (Non member)	<b>\$725.00</b>

**ADDITIONAL COMPANY REPRESENTATIVE** \_\_\_\_\_

**E-MAIL ADDRESS/PHONE NUMBER** \_\_\_\_\_

_____ Registration - (Breakfasts, Lunches, Breaks) .....	<b>\$200.00</b>
_____ Wednesday & Thursday Night Events .....	Included
_____ Registration, All sessions, meals/breaks and events (NADOA member)	<b>\$575.00</b>
_____ Registration, All sessions, meals/breaks and events (Non member)	<b>\$725.00</b>

**Please complete this form and return to the address below by May 15, 2018 (in order to be mentioned in the NADOA Institute Edition News Magazine) along with your check made payable to: NADOA**

**NADOA Institute Registration - Vendor  
PO Box 44009  
Denver, CO 80201**

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**REGISTRATION USE ONLY:**

Total Check Amount \_\_\_\_\_ Check # \_\_\_\_\_ Check Date \_\_\_\_\_ Payor \_\_\_\_\_  
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NATIONAL ASSOCIATION OF DIVISION ORDER ANALYSTS  
NADOA Annual Institute

**EXHIBITOR / VENDOR AGREEMENT**

Gaylord Opry Hotel  
Nashville, TN  
September 6-8, 2018

This is to confirm that \_\_\_\_\_ (“Exhibitor/Company”) will participate as an Exhibitor / Vendor at the NADOA 2018 Annual Institute scheduled for September 7-9, 2018 at the Gaylord Opryland Resort, Nashville, TN.

**By payment of the \$700 Exhibitor Registration Fee and execution of this Agreement, the Exhibitor/Company understands that the National Association of Division Order Analysts (“NADOA”) will provide:**

- One (1) 6’ x 30” skirted table with 2 chairs
- Incentive Door Prizes to encourage Institute Attendees to visit the Exhibitor / Vendor Fair
- Exhibitor / Vendor Fair “Passports” for our members, as well as a color-coded stamp for each Exhibitor / Vendor to mark the member’s “Passport” when the Company’s booth is visited
- Institute Registration for one (1) representative of the Company. Registration Form is attached.
  - Registration for one person includes attendance of all Sessions, Meals/Breaks and Receptions, including the Wednesday and Thursday evening social event.
    - Additional Representatives of the Company may attend all Educational Sessions, Meals and Receptions, including the Wednesday and Thursday evening social event, by payment of the normal Member Registration Fee of \$575.00 (member) \$725.00 (non-member).
    - Additional Representatives of the Company may attend the Meals and Receptions as a Guest, by completing an Institute Registration Form for \$200.00.

**By execution of this Agreement, the Exhibitor/Company understands that it will be the Exhibitor/Company’s responsibility to:**

- Make all travel arrangements and hotel reservations for each Representative of the Company. Identify yourself as NADOA to receive our discounted room rate.
- Make arrangements with the hotel concerning any needed computer lines, phone lines or electrical hook ups. (These items are not covered in the \$700.00 Registration Fee).
- Limit the demo of your product/services to your specific booth.
- Coordinate the registration for booth sponsored door prizes at the booth. Inform Vendor Committee contact if you plan to sponsor a door prize.
- Set-up booth Wednesday, September 6, 2018 and tear-down by 5:30 p.m. Friday, September 8, 2018.

**I understand and agree to this Exhibitor’s Acceptance Agreement as set out above.**

Company Name: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_