

NATIONAL ASSOCIATION OF DIVISION ORDER ANALYSTS
ANNUAL INSTITUTE

EXHIBITOR / VENDOR REGISTRATION FORM

OMNI Oklahoma City Hotel
Oklahoma City, OK
October 2-4, 2024

HOTEL ACCOMMODATION REFERENCE:

OMNI Louisville Hotel 100 Oklahoma City Blvd Oklahoma City, OK 73109 405-438-6500 Rate: \$199.00 (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:

_____ Registration - (Includes All Sessions, Breakfasts, Lunches & Breaks for one company representative) **\$850.00**

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

COMPANY REPRESENTATIVE _____

E-MAIL ADDRESS/PHONE NUMBER _____

_____ Registration - Breakfasts, Lunches, Breaks & Evening Functions **\$400.00**

ADDITIONAL COMPANY REPRESENTATIVE _____

E-MAIL ADDRESS/PHONE NUMBER _____

_____ Registration - Breakfasts, Lunches, Breaks & Evening Functions **\$400.00**

ADDITIONAL COMPANY REPRESENTATIVE _____

E-MAIL ADDRESS/PHONE NUMBER _____

_____ Registration - Breakfasts, Lunches, Breaks & Evening Functions **\$400.00**

ADDITIONAL COMPANY REPRESENTATIVE _____

E-MAIL ADDRESS/PHONE NUMBER _____

**Please complete this form at your earliest convenience.
Also, please make checks payable to: NADOA**

NADOA Institute Registration - Vendor
PO Box 1656
Palm Harbor, FL 34682

NATIONAL ASSOCIATION OF DIVISION ORDER ANALYSTS
Annual Institute

EXHIBITOR / VENDOR AGREEMENT

OMNI Oklahoma City Hotel
Oklahoma City, OK
October 2-4, 2024

This is to confirm that _____ (“Exhibitor/Company”) will participate as an Exhibitor / Vendor at the NADOA 2024 Annual Institute scheduled for October 2-4, 2024, at the OMNI Oklahoma City Hotel.

By payment of the \$850 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
- 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 events.
 - Additional Representatives of the Company may attend the Meals and Receptions as a Guest, by completing the form above for \$400.00.

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 AV/IT. (These items are not covered in the 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, October 2, 2024, and tear-down by 5:30 p.m. Friday, October 4, 2024.

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

Vendors are allowed to host their own separate networking functions at their own cost. However they shall not be scheduled during NADOA functions. Wednesday night of Institute is usually best.

Company Name: _____

By: _____ Date: _____

Title: _____