



2018 Housing Credit Connect Exhibitor Reservation Form

EXHIBIT BOOTH SELECTION

Booth selections are made via Map Dynamics, NCSHA’s interactive tradeshow map, at <https://shows.map-dynamics.com/ncsha2018chicago/?register> . Booth spaces are reserved on a first-come, first-served basis. During checkout in Map Dynamics, you will be prompted to upload this completed form. Verbal or written booth requests may not be honored. If this form is not complete upon submission, your reservation may be cancelled at NCSHA’s discretion. Final booth layout is at NCSHA’s discretion.

Please select the booth which applies to you.

**If you are choosing to have a double booth, or sponsoring please contact Kimberly Carr at exhibits@ncsha.org .*

Non-Member Booth: \$4,350	
Member Booth: \$3,150	
Sponsor Booth*	

AUTHORIZED EXHIBITOR REPRESENTATIVE (Exhibitor’s Primary Contact)

The Authorized Representative indicated below will receive *all correspondence regarding the tradeshow*.

Name	
Title	
Company	
Address	
City/State/Zip	
Phone	
Email	

IMPORTANT DEADLINES

Booth Reservation Deadline:	May 18, 2018
Booth Cancellation Deadline:	May 18, 2018
Ad Space Reservation Deadline:	May 11, 2018
Art File Submission Deadline:	May 18, 2018
Program Guide Print Deadline:	May 18, 2018
Sponsorship Reservation Deadline:	May 18, 2018
Set-Up Window:	June 20, 2018, 9:00 a.m. – 11:30 a.m.
Occupation Time:	June 20, 2018, 1:00 p.m. – 5:30 p.m. June 21, 2018, 8:00 a.m. – 7:00 p.m.
Break-Down Window:	June 22, 2018, 8:00 a.m. – 11:00 a.m.

EXHIBIT BOOTH STAFFING

The exhibitor package includes two exhibitor-only registrations, allowing two representatives of your organization access to the exhibit hall to staff your booth during tradeshow hours. The exhibitor-only registration includes meals and social functions that take place inside the tradeshow, and it comes with the option to upgrade to a discounted full registration that includes admission to the educational sessions for your booth representative(s). To upgrade one or both registrations, please mark the appropriate box(es) on the following page.

NOTE: If you are purchasing a double booth, your package comes with four exhibitor-only registrations. Please email names and contact information for your third and fourth representatives to Kimberly Carr at exhibits@ncsha.org .



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The names and contact information you provide for your representatives will be published in the conference program guide, distributed to all attendees on site. **To make changes after you have submitted this form**, please contact Kimberly Carr at exhibits@ncsha.org before the print deadline listed under **Important Deadlines**.

Exhibitor #1 Name		Exhibitor #2 Name	
Title		Title	
Email		Email	
Upgrade to a Full Registration?*	<input type="checkbox"/> Yes member: \$445 nonmember: \$565	Upgrade to a Full Registration?*	<input type="checkbox"/> Yes member: \$445 nonmember: \$565

*If you decide at a later date to upgrade to the full conference registration, please contact Kimberly Carr at exhibits@ncsha.org for assistance.

EXHIBITING COMPANY DESCRIPTION

Please provide the following company information as you would like it published in the conference program guide provided to all attendees. *To make changes after you have submitted this form, please contact Kimberly Carr at exhibits@ncsha.org before the print deadline listed under Important Deadlines.

Company Name	
Company Phone Number	
Company Website	
How should NCSHA read your company name aloud during verbal acknowledgments?	

Type your company description below (50-word limit; NCSHA reserves the right to edit descriptions that exceed this word count). This description will be published in the conference program provided to all attendees.



2018 Housing Credit Connect Exhibitor Reservation Form

ADVERTISING SPACE RESERVATIONS

Exhibitors enjoy a 40% discount on advertising rates for ads placed in the conference program guide. To reserve ad space, please complete the 2018 Advertising Space Reservation Form, pages 9-11. For questions, contact Kimberly Carr at advertising@ncsha.org.

EXHIBITOR CATEGORIES

Please check all that apply.

<input type="checkbox"/>	Accountant	<input type="checkbox"/>	Consultant	<input type="checkbox"/>	Investor	<input type="checkbox"/>	Stakeholder
<input type="checkbox"/>	Allocator	<input type="checkbox"/>	Developer	<input type="checkbox"/>	Lender	<input type="checkbox"/>	Syndicator
<input type="checkbox"/>	Asset Management	<input type="checkbox"/>	Financial Publisher	<input type="checkbox"/>	Nonprofit	<input type="checkbox"/>	Tax Advisor
<input type="checkbox"/>	Attorney/ Law	<input type="checkbox"/>	Technology	<input type="checkbox"/>	Property Manager	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Compliance	<input type="checkbox"/>	HFA	<input type="checkbox"/>	Real-Estate Professional		

SHOWPLACE RAFFLE (Optional)

All exhibitors are invited to donate a prize for the Showplace Raffle. To participate, fill out the information below, and bring your raffle item to your exhibit booth at the conference, where an NCSHA employee will collect it prior to the raffle and provide you with stamps. Conference attendees receive raffle cards when the check-in at the NCSHA Registration Desk. To be eligible to participate in the prize drawings, which occur during the Networking Reception, attendees visit the booths of each participating exhibitor to have their raffle cards stamped. Participating exhibitors are recognized as the raffle winners are announced.

Note: Exhibitors and Sponsors are not allowed to participate in the Showplace Raffle.

Raffle Item	
Contact Person	
Email	

PAYMENT INFORMATION

Please complete all sections of this form, read the Terms and Conditions, and sign page 8. You will be prompted to upload your completed and signed form to Map-Dynamics during checkout at the conclusion of the booth reservation process. No payments are made via Map-Dynamics.

This form will serve as an invoice. No additional invoice will be mailed unless requested. Payment is due within 30 days of your reservation. NCSHA accepts checks and credit cards; we do not accept electronic fund transfers (ACH).

By Check: Complete this form and return it with the amount due to:

NCSHA
ATTN: Exhibits/Kimberly Carr
444 North Capitol Street NW, Suite 438
Washington, DC 20001

By Credit Card: Please note that a 3.75% processing fee will be charged for each credit card transaction. To make a payment by credit card, please call Kimberly Carr at 202-624-5424 after submitting your reservation form.



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2018 NCSHA Housing Credit Connect

EXHIBITOR AGREEMENT

EXHIBITOR TERMS AND CONDITIONS

DEFINED TERMS

Conference:	2018 Housing Credit Connect
Hotel:	Hyatt Regency Chicago
Booth Reservation Deadline:	May 18, 2018
Booth Cancellation Deadline:	May 18, 2018
General Services Contractor ("GSC"):	Global Experience Specialists, Inc. (GES) 800-475-2098
Set-Up Window:	June 20, 9:00 a.m. – 11:30 a.m.
Occupation Time:	June 20, 1:00 p.m. – 5:30 p.m. June 21, 8:00 a.m. – 7:00 p.m.
Break-Down Window:	June 22, 8:00 a.m. – 11:00 a.m.

Special Labor Requirements: Exhibitors may contract with the General Services Contractor ("GSC") for skilled personnel to install and dismantle exhibits if tools or ladders are required.

THESE TERMS AND CONDITIONS (the "Terms") govern your participation as an exhibitor at the conference listed above (the "Conference"), which will be conducted by the National Council of State Housing Agencies ("NCSHA"). If you wish to participate as an exhibitor, you will first have to certify that you have read, understood, and agreed to these Terms. Such certification will function as your legal and binding electronic signature. If you choose to make this certification, these Terms will become binding both on you and on NCSHA, and both parties will be expected to abide by the Terms if any issues arise in connection with the Conference. Throughout these Terms, the phrases "you" and "Exhibitor" will refer to the exhibitor stating that the Exhibitor has read, understood, and agreed to be bound by these Terms. Capitalized terms used in these Terms will have the meanings ascribed to them, either above in the list of defined terms or hereafter in the body of these Terms. Any matters not specifically addressed in this document are subject to the sole discretion of NCSHA.

1. Reservation of Exhibit Booths. The Exhibitor agrees to rent an exhibit booth at the Conference. Exhibitors may apply for exhibit booths on a first-come, first-served basis. Booths will be reserved for a given Exhibitor upon full payment of the price associated with the booth for which the Exhibitor has applied (the "Exhibit Fee"). The Exhibit Fee is due and payable upon submission of this online application. A permanent exhibit booth location assignment is not made until NCSHA receives (a) full payment of the Exhibit Fee, and (b) a full and complete description of the Exhibitor's products, materials, and services. Any misrepresentation with respect to the Exhibitor's products, materials, or services may result in the immediate forfeiture of the Exhibitor's ability to participate in the Conference. Exhibit booth locations reserved but not paid for will be released if requested by another exhibitor presenting full payment. In every event, the Exhibit Fee must be paid on or before the Booth Cancellation Deadline listed above. Any booth for which the applicable Exhibit Fee has not been paid as of the Booth Cancellation Deadline will be released.

2. Booth Cancellation Policy. Should the Exhibitor notify NCSHA in writing of the Exhibitor's intent to cancel its booth application on or before the Booth Cancellation Deadline, NCSHA will issue the Exhibitor a refund equal to Seventy-Five Percent (75%) of the Exhibit Fee. NCSHA WILL NOT ISSUE ANY



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REFUND IN CONNECTION WITH ANY CANCELLATION RECEIVED AFTER THE BOOTH CANCELLATION DEADLINE.

3. Booth Location. NCSHA will make reasonable efforts to assign you to your preferred exhibit booth. In the event your chosen exhibit booths are taken, NCSHA will assign alternative exhibit booths to you based on availability. If you have identified other exhibitors you do not wish to be near, NCSHA will make a reasonable effort to accommodate your request, but no particular proximity to or distance from other exhibitors is guaranteed.

4. Booth Assignment. Notwithstanding any other provision of these Terms, NCSHA has sole, absolute, and final say with respect to exhibit booth assignments and may change such assignments, upon notice to the Exhibitor, at any time and for any reason. Should NCSHA change an Exhibitor's booth assignment, and should such change result in the Exhibitor being placed in a booth priced at a cost different from the cost assessed to the Exhibitor based on the Exhibitor's initial booth choice, the Exhibitor may – at NCSHA's sole option – be refunded or charged the difference between the relative prices of the initial booth and the final booth, and the Exhibitor hereby agrees to pay any increased charge or accept any such discount pursuant to the terms hereof within five (5) business days.

5. Use of Booth Space. Exhibitors may explain, show, demonstrate, and sell products and/or services within the confines of their exhibit booth space. Samples and literature related to the products and/or services being exhibited may be distributed within an Exhibitor's assigned exhibit booth. Exhibitors are not permitted to sublet or divide the exhibit booth space or display times. Display boards and other materials may not be placed in such a manner as may – in NCSHA's sole and absolute discretion – interfere with other exhibits. Exhibitors are authorized to use only the exhibit booths they have paid for and been assigned by NCSHA, which includes space inside the (approximately) 8-foot-deep by 10-foot-wide booth location, up to a height of approximately 8 feet. Any structure or projection – e.g., latte station, gobo projection, poster – that protrudes outside of or above the exhibit booth is prohibited, unless authorized by NCSHA in advance. Exhibitors who set up in aisle space or otherwise violate space restrictions communicated by NCSHA or the Hotel will be required to be in compliance prior to the start of the Conference. NCSHA will have the sole right to resolve any disputes between exhibitors with respect to booth location or displays and reserves the right to alter the location of any exhibitor(s) at its sole and absolute discretion, any claims to which are hereby waived and released by such exhibitor. Please call Lisa Bowman or Kimberly Carr at NCSHA with questions or additional space requests. Additional costs may be incurred in connection with special accommodations. Exhibitors will receive pre- and post-conference attendee lists to be used to promote your participation in the conference.

6. Non-Compliance and Penalties. NCSHA reserves the right to restrict, reject, prohibit, or eject any exhibit or Exhibitor, in whole or in part, that, because of noise, nuisance, safety hazard, or other prudent reason, is objectionable or poses, in NCSHA's sole and absolute opinion, an undue risk of loss or harm, economic or otherwise. IF AN EXHIBIT OR EXHIBITOR IS EJECTED FOR VIOLATION OF RULES OR REGULATIONS, NO RETURN OF ANY EXHIBIT FEE NOR ANY REFUND WILL BE MADE. Failure to comply with instructions given by NCSHA or the Hotel in connection with the Conference or the subject matter of these Terms may result in forfeiture of future opportunities to exhibit in connection with NCSHA or NCSHA-related events.

7. General Services Contractor. NCSHA has selected the General Services Contractor ("GSC") identified in the list of defined terms above as the general services contractor/decorator for the Conference. This GSC will provide the Exhibitor with a link to its exhibitor manual. The exhibitor manual will answer a number of questions relating to Conference logistics and includes forms relating to shipping, drayage, decorating, signage, furniture, ordering, and rental display. Exhibitors may not use decorating companies other than the GSC selected by NCSHA. Please contact the GSC at the number listed above regarding any questions relating to the exhibitor service manual. In no event will NCSHA be responsible for any item shipped directly to the Conference site.



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8. Set Up and Break Down. The Exhibitor may begin setting up at the start of the Set-Up Window published on page 4. Any exhibit booth not occupied by the Occupation Time published on page 4 may be reassigned or removed without refund. Break-down must be completed within the Break-Down Window published on page 4. The Exhibitor agrees that it will not dismantle or pack any portion of an exhibit outside of the Break-Down Window.

9. Parties' Relationship; Labor Requirements. The Exhibitor has no authority to enter into contracts or agreements on behalf of NCSHA. The Exhibitor is not an employee, servant, agent, partner, franchisee, or joint adventurer as to NCSHA. The Exhibitor agrees to abide by all applicable labor laws, rules, regulations, and requirements, including those Special Labor Requirements listed above.

10. Advertisements.

a. Generation. NCSHA will have absolute discretion regarding the nature and manner of any advertisement's appearance. Position specifications stipulated on insertion orders with respect to a given advertisement will be treated as requests only and will not be binding on the publication. NEITHER NCSHA NOR ITS PUBLISHER WILL BE LIABLE FOR ANY COSTS OR DAMAGES IF, FOR ANY REASON, NCSHA FAILS OR DECIDES NOT TO PUBLISH A GIVEN ADVERTISEMENT. IN NO EVENT WILL NCSHA'S LIABILITY FOR ANY CLAIM RELATING TO ANY EXHIBITOR ADVERTISEMENT EXCEED THE COST ACTUALLY RECEIVED BY NCSHA FROM THE EXHIBITOR IN CONNECTION WITH THE ADVERTISEMENT AT ISSUE. The Exhibitor will pay charges for advertising published at its direction. Rates, conditions, and space units relating to advertisements are subject to change without notice.

b. Content. If the Exhibitor chooses to advertise in connection with the Conference, the Exhibitor acknowledges and agrees as follows: NCSHA endorses equal employment opportunity practices and accepts only ads that are not discriminatory on the basis of race, color, sex, religion, age, national origin, sexual orientation, physical handicap, or any other characteristic protected by applicable law. NCSHA reserves the right to refuse, reject, or cancel any ad for any reason at any time without liability, even if such ad had been previously acknowledged or accepted. Acceptance of an ad does not imply NCSHA's endorsement of the product or service advertised. NCSHA is not responsible for any claims made in an ad. All camera-ready copy, artwork, photographs, and negatives received by NCSHA may be stored for one year and may thereafter be destroyed. NCSHA assumes no responsibility for lost or damaged art or other material supplied by an Exhibitor.

c. Authorization. Exhibitors assume responsibility for all material and all content of advertisements printed and/or provided to NCSHA. By providing material for use in connection with the Conference or with NCSHA, the Exhibitor represents that it is fully authorized and/or licensed to publish the entire content and subject matter of the name, including, but not limited to any (i) names, portraits, and/or pictures of living persons; (ii) copyrighted or copyrightable material; (iii) testimonials encompassed or contained within any advertisements submitted to and published by NCSHA. The Exhibitor hereby agrees to indemnify and hold NCSHA harmless against any and all losses, liabilities, damages, and expenses of any nature arising out of the submission, use, copying, printing, or publishing of material submitted by an Exhibitor – including, without limitation, any and all attorneys' fees resulting from claims or suits for libel, violation of rights or privacy, plagiarism, or copyright and trademark infringement.



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11. Liability and Indemnification. The Exhibitor will be fully responsible for payment of any and all amounts relating to damages to property owned by the Hotel, its owners, or its managers, resulting from or arising out of any act or omission of the Exhibitor. The Exhibitor agrees to defend, indemnify, and hold harmless NCSHA, the Hotel, and all parents, owners, officers, directors, agents, employees, subsidiaries, and affiliates of NCSHA and the Hotel, from and against any and all claims, causes of action, damages, or charges resulting from or arising out of Exhibitor's use of the Hotel's property – including, but not limited to, installation, removal, maintenance, occupancy or use of the exhibition premises or any part thereof – and excluding only such liability caused by the sole gross negligence of NCSHA or the Hotel, its employees, or its agents. The Exhibitor assumes the entire responsibility and liability for losses, damages, injury, and claims arising out of the Exhibitor's activities on any and all Conference premises (including the Hotel) and will indemnify, defend, and hold harmless NCSHA, the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

12. Insurance. Exhibitor has the responsibility of purchasing insurance to cover the Exhibitor's materials and merchandise during transit to and from the Conference site and while such materials and merchandise are at the Conference site. Exhibitor will obtain and keep in force during the term of transit and of installation and of use of the Conference premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than One Million Dollars (\$1,000,000) per occurrence/ Two Million Dollars (\$2,000,000) aggregate coverage for personal injury and property damage. NCSHA, GES, and the Hotel, will be named in such policies as additional insureds, and the Exhibitor will provide as proof a certificate of insurance to NCSHA, upon request. IN ADDITION, THE EXHIBITOR ACKNOWLEDGES THAT NEITHER NCSHA NOR THE HOTEL ARE REQUIRED TO MAINTAIN INSURANCE COVERING EXHIBITOR'S PROPERTY, AND THAT IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO OBTAIN BUSINESS INTERRUPTION AND PROPERTY DAMAGE INSURANCE INSURING ANY LOSSES BY THE EXHIBITOR.

13. Termination. NCSHA may terminate these Terms as to the Exhibitor either (a) upon thirty (30) days' written notice for any or no reason upon which termination NCSHA shall refund any fees received from the Exhibitor, or (b) immediately, upon the Exhibitor's material breach of these Terms.

14. Force Majeure. In the event the Hotel or the Conference premises are destroyed or damaged, or if the Conference does not take place as scheduled, is interrupted, is discontinued, or if access is prevented due to strike, lockout, injunction, emergency, act of God, act of war, terrorism, serious threat of terrorism, or any other cause beyond NCSHA's control – or if such circumstances result in Twenty-Five Percent (25%) of conference attendees being unable to travel to the conference – then NCSHA may terminate any of its obligations arising under these Terms without any liability to the Exhibitor other than the return of any fees received from the Exhibitor pursuant to these Terms.

15. Dispute Resolution. Any action relating to or arising out of these Terms will be governed by the law of the District of Columbia, and exclusive jurisdiction and venue for any such action will lie in state or federal courts located in Washington, D.C., and such actions will be tried solely by such courts. EACH PARTY WAIVES ANY TRIAL BY JURY WITH REGARD HERETO. NEITHER PARTY WILL BE RESPONSIBLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES WITH REGARD TO THE SUBJECT MATTER OF THESE TERMS. If NCSHA should be required to commence any action or proceeding in order to enforce any of the terms hereof or recover any fees or charges due hereunder, NCSHA will be entitled to recovery of its attorneys' fees and costs from the Exhibitor hereto. All rights and remedies hereunder will be cumulative, and any exercise of any right or remedy hereunder will not waive or release any others that might apply.



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16. Full Power and Authority. By submitting this application and agreeing to these Terms, the Party acting on behalf of the Exhibitor represents that s/he has full power and authority to agree to these Terms and to bind the Exhibitor hereto as its authorized representative.

17. Parties Bound; Assignment. This Agreement will be binding on and inure to the benefit of the parties and their legal representatives, heirs, legatees, successors, and assignees. The Exhibitor may not assign any of its rights under this Agreement to any third party without the express written permission of NCSHA.

18. Notice. Any notice, request, instruction, or other document to be given hereunder by any party hereto to any other party will be in writing and will be sufficiently given if delivered in person, sent by telecopy or telefax or electronic mail, sent by internationally recognized overnight courier service, or sent by registered or certified mail, postage prepaid, at the last known address of the Exhibitor or the addresses set forth on NCSHA's website (<https://www.ncsha.org/>), or at such other address for a party as will be specified by like notice.

19. Amendment; No Waiver. This Agreement may be modified only by means of a writing signed by both parties. No waiver of any provision of this Agreement or of a breach thereof will be effective unless expressed in a writing signed by the waiving party. The waiver by any party of any of the provisions of this Agreement or of a breach thereof will not operate or be construed as a waiver or breach of any other provision.

20. Severability. If any provision of this Agreement or the application thereof will for any reason or to any extent be construed by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement, and application of such provision to other circumstances, will remain in effect and be interpreted so as best to reasonably effect the parties' intent.

21. Survival. The parties agree that all provisions of this Agreement that should, by their nature, survive termination of this Agreement will survive termination of this Agreement.

22. Integration. This Agreement constitutes the parties' entire agreement with respect to the subject matter hereof and supersedes any and all prior written or oral understandings, negotiations, and agreements with respect to the subject matter hereof.

I understand the terms of this contract (please sign below):

Signature

Print

Date



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RESERVING ADVERTISING SPACE (Optional)

Please fill out if purchasing an advertisement in the conference program guide. (*Purchase of advertisement is not required.*)

AUTHORIZED REPRESENTATIVE (Primary Contact)

The authorized representative indicated below will receive *all correspondence regarding advertising.*

Name	
Title	
Company	
Address	
City/State/Zip	
Phone	
Email	

Please select the size of your ad below. Please note the Exhibitor Rate reflects a 40% discount on the Standard Rate.

Advertising List Rates	Standard Rate	Exhibitor Rate
Quarter Page: 3.75" w x 5.25" t	\$550	\$330
Half-Page Horizontal: 7.875" w x 5.25" t	\$1,100	\$660
Half-Page Vertical: 3.75" w x 10.875" t	\$1,100	\$660
Full Page: 7.875" w x 10.875" t	\$1,600	\$960
Inside Back Cover: 9.375" w x 12.375"* t (<i>one available</i>)	\$2,200	\$1,320
Back Cover: 9.375" w x 12.375"* t (<i>one available</i>)	\$2,600	\$1,560

**Size includes bleeds. Inside Back Cover and Back Cover Advertisements are reserved on a first-come first-served basis. Contact Kimberly Carr at advertising@ncsha.org for availability.*

FILE SUBMISSION SPECIFICATIONS

- File Size: Sizes are listed above. All sizes denote live area. Bleeds cannot be accepted.
- File Type: Press Optimized PDF or Illustrator EPS file with fonts saved as outlines
- Resolution: 300 dpi and at 100% of output size
- Mode: CMYK
- Fonts: All fonts must be embedded or supplied.

Note: Advertisements will appear in Conference Program exactly as they are received.

SUBMISSION DEADLINES

Ad Space Reservation Deadline: May 11, 2018

Art File Submission Deadline: May 18, 2018

Send art work to Kimberly Carr at advertising@ncsha.org.



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PAYMENT INFORMATION

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This form will serve as an invoice. No additional invoice will be mailed unless requested. Payment is due within 30 days of your reservation. NCSHA accepts checks and credit cards; we do not accept electronic fund transfers (ACH).

By Check: Complete this form and return it with the amount due to:

NCSHA
ATTN: Advertising/Kimberly Carr
444 North Capitol Street NW, Suite 438
Washington, DC 20001

By Credit Card: Please note that a 3.75% processing fee will be charged for each credit card transaction. To make a payment by credit card, please call Kimberly Carr at 202-624-5424 after submitting your reservation form.



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ADVERTISING CONTRACT CONDITIONS

a. Generation. NCSHA will have absolute discretion regarding the nature and manner of any advertisement’s appearance. Position specifications stipulated on insertion orders with respect to a given advertisement will be treated as requests only and will not be binding on the publication. NEITHER NCSHA NOR ITS PUBLISHER WILL BE LIABLE FOR ANY COSTS OR DAMAGES IF, FOR ANY REASON, NCSHA FAILS OR DECIDES NOT TO PUBLISH A GIVEN ADVERTISEMENT. IN NO EVENT WILL NCSHA’S LIABILITY FOR ANY CLAIM RELATING TO ANY ADVERTISER’S ADVERTISEMENT EXCEED THE COST ACTUALLY RECEIVED BY NCSHA FROM THE ADVERTISER IN CONNECTION WITH THE ADVERTISEMENT AT ISSUE. The Advertiser will pay charges for advertising published at its direction. Rates, conditions, and space units relating to advertisements are subject to change without notice.

b. Content. NCSHA endorses equal employment opportunity practices and accepts only ads that are not discriminatory on the basis of race, color, sex, religion, age, national origin, sexual orientation, physical handicap, or any other characteristic protected by applicable law. NCSHA reserves the right to refuse, reject, or cancel any ad for any reason at any time without liability, even if such ad had been previously acknowledged or accepted. Acceptance of an ad does not imply NCSHA’s endorsement of the product or service advertised. NCSHA is not responsible for any claims made in an ad. All camera-ready copy, artwork, photographs, and negatives received by NCSHA may be stored for one year and may thereafter be destroyed. NCSHA assumes no responsibility for lost or damaged art or other material supplied by an Advertiser.

c. Authorization. Advertisers assume responsibility for all material and all content of advertisements printed and/or provided to NCSHA. By providing material for use in connection with the Conference or with NCSHA, the Advertiser represents that it is fully authorized and/or licensed to publish the entire content and subject matter of the same, including, but not limited to any

(i) names, portraits, and/or pictures of living persons, (ii) copyrighted or copyrightable material, (iii) testimonials encompassed or contained within any advertisements submitted to and published by NCSHA. The Advertiser hereby agrees to indemnify and hold NCSHA harmless against any and all losses, liabilities, damages, and expenses of any nature arising out of the submission, use, copying, printing, or publishing of material submitted by an Advertiser – including, without limitation, any and all attorneys’ fees resulting from claims or suits for libel, violation of rights or privacy, plagiarism, or copyright and trademark infringement.

Advertiser and advertising agency agree to pay charges for advertising published at its discretion. Rates, conditions, and space units may change without notice.

I understand the terms of this contract (please sign below):

Signature

Print

Date