



2025 Convocation Exhibitors Terms and Conditions***

Our annual convocation is the perfect place to make a true connection with our members. NACPA is proud to be able to offer this annual event, not only as a space for members to learn, commune and connect with each other, but as a space where our members can meet with vendors who offer exemplary solutions for their specific Church Human Resources needs. As a close-knit community, our members rely on each other for advice and referrals when choosing new vendors. When you attend NACPA convocation, you not only enjoy the opportunity of creating a bond with our attending members, your organization will also be represented, via attendee experiences and recommendations throughout the year, as other members come in need of your services.

Included in the exhibit fee is a 6' x 30" skirted table, two chairs, full participation in non-breakout session event offerings, for two representatives of the exhibiting organization; including the opening reception, opening liturgy, morning prayer, two plenary sessions, Monday evening happy hour, two continental breakfasts, and the closing Awards Banquet Tuesday night. *Only Exhibiting Vendors will receive the NACPA Attendee Contact List (End of Feb 1st Release)*

Exhibitor/Sponsorship Rules and Regulations

- Exhibitors are responsible for booking their own hotel rooms, even if you are also a presenting speaker.
- **While NACPA and its membership is thankful for support in any denomination, vendors wishing to attend NACPA Convocation must purchase an Exhibit Booth to gain admittance.**
- **Providing non-exhibiting sponsorship does not permit representatives of organizations to attend any part of NACPA Convocation, including events.**
- **Exhibitor Representatives are only allowed to attend breakout sessions of colleagues or partner clients with their approval.**
- Only Exhibiting Vendors will receive the NACPA Attendee Contact List
- Exhibit Booth assignments will be released upon check-in and we will connect you with your shipped materials.
- **You are not allowed to procure a table for yourself** without specific authorization from Project Managers Jessica Randazzo or Jillian Green. If a booth is setup before this time, the booth will be dismantled and materials stowed in the locked NACPA office until the proper time. NACPA will not be held responsible or liable for any missing or damaged items due to this process.

Exhibit Hall Hours: See Exhibit Packet for specific times the booths must be staffed

Exhibit Set Up Sun 1:30 - 4 PM All boxes need to be retrieved by 3PM on Sunday, April 27th, the room will be locked and unavailable after this time until the conclusion of the Opening Ceremonies.

Sun 6 PM - 8 PM

Mon 7:00 AM - 5:30 PM (Exhibit Hall Social Mon Evening 5 - 5:30 PM)

Tue 7:00 AM - 2:45 PM (Exhibit Hall Closes after second concurrent sessions begin after lunch, and pack up may begin for exhibitors)

CANCELLATION POLICY

NACPA 2025 Attendee Reservations may be canceled with a refund of fees paid less \$700 upon receipt of cancellation prior to March 1, 2025. Due to contractual and other commitments made by NACPA, no refund will be made for cancellations received after March 1, 2025.

*****By registering as a NACPA 2025 Exhibitor and or Sponsor, you agree to these terms and conditions.**