

October 25-28, 2026 | Nashville, TN

**Exhibit Booth Fee - \$2,575**

Please register for your booth by **October 2** to ensure your company is listed on the exhibit hall floor plan and preliminary attendee list.

## Exhibiting Company

### Primary Contact - Booth Logistics

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title (required): \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Payment Methods

All payments must be in U.S. funds. Electronic payment is strongly encouraged.

- **ONLINE:** Login at [www.ncpers.org](http://www.ncpers.org) to pay with credit card or ACH. You'll need your username and password to login.
- **E-MAIL** top half of registration to [registration@ncpers.org](mailto:registration@ncpers.org) to receive an invoice by email with a secure payment link. **Do not email your credit card information.**
- **FAX** completed registration to 202.688.2387.
- **MAIL** to NCPERS 1201 New York Avenue, NW Suite 850, Washington, DC 20005
- **ACH** payment available via the website. If needed, please call 202.601.2445 or email [registration@ncpers.org](mailto:registration@ncpers.org) for details.

### Questions

- Booth Logistics: Call 202.601.2447 or email [events@ncpers.org](mailto:events@ncpers.org)
- Registration/Payment: Call 202.601.2445 or email [registration@ncpers.org](mailto:registration@ncpers.org)

### Credit Card

Please select credit card type:



Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CC Verification Code: \_\_\_\_\_ Name on the card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Authorized Amount to Charge: \$ \_\_\_\_\_

*By signing this form, I certify I have read and understand the terms of this registration. If paying by credit card, I authorize NCPERS to charge my card for the total amount indicated.*

Signature: \_\_\_\_\_

**Health & Safety Policy:** NCPERS prioritizes the well-being of attendees and staff. We encourage respect for personal choices regarding masks and physical contact, adherence to any local or venue guidelines, and staying home if unwell. Thank you for helping us create a safe and welcoming environment.

**Complaint Resolution Policy:** NCPERS is dedicated to providing a positive, engaging, and valuable experience for all attendees of our educational programs. We welcome feedback and take all complaints seriously as part of our ongoing commitment to improving our programs and services.

### First Booth Staffer

Check here if first booth staffer is the same as primary contact.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title (required): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Second Booth Staffer

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title (required): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Liability

*Neither the NCPERS nor Renaissance Nashville Hotel, nor their employees, officers, agents, directors, or representatives are liable for any damages or loss that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor, on signing this contract, agrees to indemnify and hold forever harmless the aforementioned for any and all liability and expense for personal injury, accident, or property damage from fire, theft, destructive causes, or loss arising out of, in, at or in connection with the exhibitor's display.*

Organization Name: \_\_\_\_\_

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by: \_\_\_\_\_

### Cancellation Policy

All exhibit booth cancellations and refund requests must be submitted in writing to [registration@ncpers.org](mailto:registration@ncpers.org). Exhibitors who cancel by October 1 will receive a refund of their booth fee, less a \$200 administrative fee. Due to commitments with our venue and event partners, we are unable to issue refunds for cancellations received starting October 2. Failure to occupy booth space does not release the exhibitor from the obligation to pay for full cost of the rental. These terms shall apply regardless of the execution date of this contract.