



September 2007

Dear Exhibitors,

Thank you for taking the opportunity to expose your organization by exhibiting at the 1<sup>st</sup> annual NHASFAA Conference; appropriately themed "Mission Possible"!

During the first week of October I will be e-mailing your organization booth shipping and contact information. At this time the vending room is *tentatively* scheduled to be open from 8:00am to 12:00pm and 1:30pm-4:30pm on November 1<sup>st</sup> as well as 8:00am to 10:30am on November 2<sup>nd</sup>. Our goal is to allow exhibitors to set-up their booths' on the evening of October 31<sup>st</sup> and the morning of November 1<sup>st</sup>.

Below please also find the "NHASFAA Policies and Procedures" for the Conference, if you have any questions please don't hesitate to contact me via e-mail [leslie.j.bembridge@citizensbank.com](mailto:leslie.j.bembridge@citizensbank.com).

Again, we thank you for choosing to exhibit with NHASFAA and look forward to seeing you in November.

Sincerely,

*Leslie*

Leslie Bembridge  
NHASFAA Development Chair

# NHASFAA Policies and Procedures for Conference

The adoption of the following policies and procedures, are applicable to all entities that desire either to support NHASFAA activities as a donor or exhibit at a NHASFAA conference. We believe that the adoption of these policies and procedures will clarify our relationship with the entities that support our efforts in a manner that is consistent with the NASFAA Code of Conduct for Financial Aid Administrators in avoiding any appearance of conflict of interest, as well as being consistent with NHASFAA's obligations as a tax-exempt educational organization pursuant to Sections 501(c)(3) and 509(a)(2) of the Internal Revenue Code.

## 1. Exhibitors at the Annual NHASFAA Conference

Prospective exhibitors must agree to the rules and procedures outlined below. A prospective exhibitor who does not agree to these rules and procedures will not be permitted to exhibit, and an exhibitor who violates any of these rules must promptly cease any such action, and, at the discretion of NHASFAA, may be required to remove his or her exhibit.

- Gifts or give-aways must be of nominal value (i.e. less than \$10 fair market value).
- All prize drawings, including scholarships, are prohibited. Exhibitors may not offer conference participants the opportunity to sign up for or enroll in any contests or to receive gifts or give-aways at a later time in excess of the stated nominal value.
- Exhibitors are expected not to organize, sponsor or conduct any social activities directed towards Annual Conference attendees.
- Exhibitors may sell their products and services; however, such sales may include only products and services that are normally marketed by the exhibitor.
- Exhibitors may not sell their products and services in conjunction with Financial Aid Business Solutions Seminars (FABS).
- Demonstration rooms may not be used for meal or reception purposes. Non-alcoholic beverages and light snacks may be served.
- Exhibitors may organize, sponsor or conduct non-social events, such as focus, advisory or user groups. Only non-alcoholic beverages and light snacks may be served.

## 2. Support for the Annual Conference

We have eliminated named sponsorship of specific Annual Conference activities and events.

We have also discontinued the practice of recognizing tiers of sponsorship by contribution level. Exhibitors will be acknowledged in the Annual Conference program and at appropriate points and or venues throughout the year via a listing in alphabetical order by organization name.

Organizations will continue to have the opportunity to make charitable contributions in support of the general activities of the Association, the Annual Conference or any other NHASFAA activity, and that support will be properly recognized and substantiated in accordance with Internal Revenue Service requirements. However, contributors must agree to abide by the following rules and procedures in conjunction with the Annual Conference:

- Contributors are expected not to organize, sponsor or conduct any social activities directed towards Annual Conference attendees.
- Contributors may organize, sponsor or conduct non-social events, such as focus, advisory or user groups. Only non-alcoholic beverages and light snacks may be served.

## 3. Exhibiting Refunding

Organizations that choose to exhibit with NHASFAA are eligible for a refund only if the refund is requested in writing to the NHASFAA Development Chair and President. Refunds will be granted if the exhibitor has not already received any benefits of having paid the exhibition fee; i.e. acknowledgement verbally, in e-mail, on the NHASFAA website or other publications indicating that they are an exhibitor with NHASFAA.

June 15, 2007

Amended September 6, 2007