



## 2025 NATIONAL CREDIT UNION COLLECTIONS ALLIANCE BUSINESS PARTNERS CONTRACT TERMS

### **General Rules:**

The following rules and regulations have been implemented for the mutual protection of the business sponsor and NCUCA

- No one under the age of 18 years old will be allowed to attend any NCUCA event
  - The Conference Committee and the NCUCA are not responsible for the delivery of sponsorship materials, hotel reservations, or other items outside the scope of the agreed upon sponsorship.
  - To ensure you receive the discounted room rate, you must make your reservations with the hotel no later than **January 10, 2025** as long as the room block has not sold out. Hotel link is on the [NCUCA](#) website.
- Deadline for the format/spec requirements for print-related logo and advertising submission is **January 10, 2025**, digital assets need to be supplied no later than **March 1, 2025**. Please visit the website and choose the option: "Business Partners" for all other information.
  - No refund will be issued to any company who does not comply with the NCUCA Exhibitor Rules and Regulations.
- You will be given a conference attendee list at registration, during the conference. If you are a sponsor, the list will be provided two weeks prior to the conference. If you are a lead sponsor, you will also receive a preliminary conference attendee list four weeks prior to the conference.
- Only Business Sponsors will receive the attendee list, based on their sponsorship package, prior to the conference. Business Sponsors are strictly prohibited from disseminating the attendee list to any attendee, non-sponsor vendor or business partner or any third parties for any reason. Business sponsors may not utilize any third parties to

contact attendees for any reason including the coordinating of events or inviting guests to outside entertainment events.

- No flyers or solicitations may be made at the conference hotel door or lobby without the prior written consent of NCUCA.
  - All paid exhibitors are allowed and encouraged to attend any educational sessions. All exhibit booth personnel are required to register for the conference.
- The conference badge must be worn at all NCUCA functions and sharing of badges is strictly prohibited.
- All exhibitors will be provided a 6'x 6' area (first come, first serve), 6' table, table cloth and two chairs.
- Exhibitors are responsible for their own booth design and construction. Set up time will begin on: **March 25th at 7:00 a.m.** (Please visit the [NCUCA](#) website for ballroom room information and tear down times).
- Exhibitors **MUST** be in their booths and booths **MUST** be operational during ALL exhibitor hours. Exhibitors cannot tear down early for any reason, failure to comply with this policy will result in exhibitors not being allowed to return to any NCUCA events thereafter.
- Exhibit structures may not exceed 8 feet in height and 7 feet in width.
- No one will be allowed to set up their booths once lunch has started
- NCUCA reserves the right to restrict exhibitor activities and exhibits which because of method of operations, content or for any other reason become objectionable or other detract from the conference as a whole.
- NCUCA reserves the right to determine eligibility of any exhibitor or sponsor or partner and accordingly reserves the right, in its sole discretion, to deny space to any exhibitor whose products or services are inconsistent with NCUCA's policies and philosophies or could have a negative impact on the credit union marketplace. NCUCA reserves exclusive control over admission policies.
- To finalize your registration and sponsorship for the conference, please visit [www.ncuca.com](http://www.ncuca.com), if you have not done so.
- Please read and adhere to all deadlines.

- For electrical needs and WiFi access, you will receive an email from Encore prior to the conference where you may make your request. Or you can reach them at Giovanni.Elmore@encoreglobal.com. All Business Partners are responsible for the charges associated with your booth.
- For any questions about the conference (setup times, attendee information, etc.), please contact our partners at Elevated Meeting Solutions below:

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