



2010 Gold Sponsor Info

Thanks again for being a 2010 NOFA Summer Conference Gold Sponsor! Below is the information you'll need for your Sponsor Ad and your Exhibit booth. On page 2 is information we need from you, please fill it out and return to Bob Minnocci.

Your Ad and Logo: Your full-page program ad needs to be in .pdf, .jpg or .tiff format. Dimensions are 4 5/8" wide by 7 1/2" tall. Paper ads should be clean and camera-ready. Your logo will go on the program cover and the Conference website and can be any size. We will scale it down or up as appropriate. Color ads and logos are fine. You'll want to submit your logo as soon as possible, so we can put it up on the website!

The ad/logo deadline is May 21. Is your ad in the wrong format, or needing layout? We'll do it for you for \$45, limit one edit.

Your Exhibit Booth: You can have a 8' x 2.5' table with 4' of space behind it inside the Exhibit Tent, or a 20' x 10' outdoor space near the Tent (see attached layout and indicate your preferences on the next page). Tables and chairs are provided in the Tent. For outdoor spaces, bring your own table, chairs and shelter. Electricity is available inside the Tent only. Wireless internet will be available in the nearby Campus Center. You can get a username and password when you check in at the Registration area. Exhibit Hours are 11 am to 7 pm Friday, 7 am to 7pm Saturday, and 7 am to 3pm Sunday. See below for booth setup information. Please list your booth Staff on page 2. Your Sponsorship entitles you to one free admission to Conference events (workshops, keynote, entertainment). Register for additional admissions on page 2.

Food Samples--please contact Bob Minnocci if you wish to bring samples to distribute from your booth. Our host, UMass, has strict rules and restrictions about this.

Housing and Meals: See signup for dorms and dining hall meals on next page. Visit the Conference website for local hotel listings. Rooms are also available at the UMass Campus Hotel, www.umasshotel.com, call 413-549-6000 ext. 78047 for reservations. Mention code NOFAC - NOFA Summer Conference for preferred rate.

Dorms: cost for kids ages 3-12 ("Youth") is reduced, under age 3 stay for free. All kids under 12 must room with parent/guardian. A single has 1 single bed, limit of 1 adult & 1 child per room. A double has 2 single beds, limit of 2 adults and 2 children per room. A suite has 4 singles, 2 baths, kitchen, A/C, limit of 1 adult, 1 child per single.

Dining Hall meals: All meals have vegetarian and vegan options. All are organic. Sign up for any combination of meals. Saturday dinner is all-local. Swipe cards will be issued for dining hall admission, \$20 replacement charge for lost cards.

Food Vendors: there will also be vendors selling organic food and snacks out on the Conference lawn.

Arrival/Setup/Parking: See attached campus map and directions. Exhibit setup begins at 7:00 am on Friday, Aug. 13. Thursday afternoon setup may be possible with prior permission. Conference staff will be available to direct you to your pre-assigned booth and help you unload if needed. **You must have your booth set up and your vehicle removed from the Tent area by 10:30 am Friday** at the latest. Conference staff can direct you to the nearest parking. After your vehicle is unloaded and parked, check in at the Registration area for your badge and program. Before 5 pm Friday, you can only park in a few specific lots (for free), or the campus parking garage (\$5/day w/special pass you get at Registration, otherwise \$1.50 per hour). After 5 pm Friday and for the rest of the weekend, most lots on campus are available and free. **Be sure to read the parking lot signs carefully to avoid being ticketed or towed.**

Pets: No pets are allowed at the Conference. This will be strictly enforced.

