FEB. 13-16, 2026

NACA® LIVE

COLUMBUS, OH

Associate Information

NACA LIVE Deadlines	
Showcase Application Deadline	Oct 29, 2025
Showcase Selections Announced	Nov. 17, 2025
Showcase Payments due	Dec 8, 2025
Marketplace & Showcase Refund Deadlines	Jan. 14, 2026
Refund Request Deadline	Feb. 6, 2026
Alternate Refund Request Deadline	Feb. 6, 2026
Event Dates	Feb 13-16, 2026

For the latest info on NACA events, visit **naca.org** and follow **@thenaca.**

You've Decided to Attend. Now What?

Before you start, please review the Event Showcase & Marketplace Policies: Starting on Page 9 of this Guide			
1.	You must be or become a member of NACA to attend a conference.		Click Here
2.	Review the conference schedule		Click Here
3.	Purchase your exhibit booth	You must have a booth to present an educational session, attend a conference and/or perform at the conference. Space is limited, so reserve your booth space early. Booths will be reserved upon payment of the booth fee. Booth location selections open on: Sept 15–Associates with 20+ years NACA membership Sept 17–Associates with 10+ years NACA membership Sept 19–All associate members The Campus Activities Marketplace Booth fee does not include any passes for the individuals who will be attending the event. Those must be purchased separately.	Click Here
		Select your booth location using the link provided in your payment confirmation email.	
4.	Apply to showcase (optional)	Applications will close Oct. 29th at 11:59 PM ET. You must be a NACA associate member.	Click Here
5.	Register everyone staffing your booth.	You must pay a delegate registration fee for each person working your booth at the event. No delegate registrations are included in your primary booth fee. A minimum of one full delegate registration must be purchased for each firm exhibiting in the Campus Activities Marketplace. You may register online; registrations received on or before the early bird deadline will be charged the early registration fee. Registrations received after the early bird registration deadline will be charged the regular rate, and then the late rate accordingly.	Click Here
6.	Submit an educational session proposal (optional)	Associate members submitting educational session proposals must have an active NACA membership. Educational sessions are a great way to show off your expertise and skills as well as help schools understand how to conduct business with agencies and vendors.	Click Here
7.	Reserve hotel rooms and book travel	NACA has special conferences rates at nearby hotels. Use the links provided here to secure the discounted conference rate prior to the reservation deadline. All conference attendees are expected to stay in the conference hotel block. See page 9 for more information.	Click Here
8.	Attend associate orientation	Whether you are a seasoned associate member or new to NACA, orientation is a great way to refresh your knowledge of conference dos and don'ts. Be sure to attend the pre-conference virtual associate orientation!	Click Here
9.	Update act roster on your NACA® 24/7 profile	Before you attend the conference, make sure your act rosters are up to date on your NACA® 24/7 profile. The Business Connections Team and school participants can review your profile for acts/services they are interested in.	Click Here
10.	Review Sponsorship Opportunities (optional)	Sponsorships offer opportunities to highlight your talent, products, programs, or services to conference delegates.	Click Here

Showcase Descriptions & Requirements

Showcase Category	Emcee	Variety	DJ	Spotlight Low/High
Type of Attractions Featured on Showcase	Emcees introduce each showcase and entertain the audience between acts.	These showcases are intended for traditional entertainment acts that need a longer time showcase time such as magicians, hypnotists, illusionists, mind readers, etc. as well as interactive and engaging programs such as game shows, karaoke, lip sync battles, dance lessons, etc.	This showcase is designed for a DJ to open up the showcase and bring energy to the crowd.	Musical acts, comics, and other established up-and-coming artists. Spotlight Low pricing must be $2,000 or less.
Sound, Lights, Stage	Provided by NACA	Provided by NACA	Provided by NACA	Provided by NACA
Available Slots (per event)	3	6	1	11
Alternate Slots (per event)	3	3	1	6
Performance Time	25 minutes	15 mins	15 mins	10 minutes
Competing	No	No	No	No
Application Fee	$180	$180	$180	$180
Showcase Fee	$2,190	$1,315	$1,315	$875
Alternate Fee	$1,095	$660	$660	$440
Consider Moving to Another Category	Spotlight, Variety	Spotlight	Emcee	Emcee, Variety

Conference Logistics & Lodging

Hotel	Room Rate	Address	Reservation Deadline	Booking Link
Hilton Columbus (HQ)	$234 (Single/Double); $254 (Triple); $274 (Quad)*	401 North High St	Thursday, January 15, 2026	**Click Here**
Hyatt Regency Columbus	$223 (Single/Double); $243 (Triple); $263 (Quad)*	250 North High St	Thursday, January 15, 2026	**Click Here**
Drury Plaza Columbus Downtown	$189 (Single/Double); $209 (Triple); $229 (Quad)*	88 E Nationwide Blvd	Thursday, January 15, 2026	**Click Here**
Hampton Inn & Suites Columbus Downtown	$199 (Single/Double); $219 (Triple); $239 (Quad)*	501 North High St	Thursday, January 15, 2026	**Click Here**
Canopy by Hilton Columbus Downtown Short North	$206 (Single/Double); $226 (Triple); $246 (Quad)*	77 E Nationwide Blvd	Thursday, January 15, 2026	**Click Here**

Tentative NACA® Live Schedule

FRIDAY, FEB. 13

DAY	START TIME	END TIME	EVENT
Friday	9:00 AM	10:00 AM	Registration Open (Sponsors Only)
Friday	10:00 AM	12:00 PM	Registration Open (All Associates)
Friday	10:00 AM	5:00 PM	Campus Activities Marketplace Exhibitor Load In
Friday	12:00 PM	7:30 PM	Registration Open (All Attendees)
Friday	12:00 PM	9:00 PM	Relaxation Zone Open
Friday	12:00 PM	7:30 PM	Sponsor Promenade & Activation Space Open
Friday	1:00 PM	6:00 PM	The Forum for Student Organization Advisors
Friday	4:00 PM	5:00 PM	First Timers Tour (Pro Staff & Grads only)
Friday	5:00 PM	7:00 PM	Dinner on Your Own
Friday	7:00 PM	9:00 PM	Welcome Reception Sponsored by TBD
Friday	7:00 PM	8:00 PM	Campus Staff and Associate Member Reception
Friday	8:00 PM	9:00 PM	Recognition Celebration
Friday	9:30 PM	11:00 PM	NACA Foundation Trivia Tournament

SATURDAY, FEB. 14

DAY	START TIME	END TIME	EVENT
Saturday	8:00 AM	5:30 PM	Registration Open
Saturday	8:00 AM	5:30 PM	Sponsor Promenade & Activation Space Open
Saturday	8:00 AM	10:00 AM	Campus Activities Marketplace Exhibitor Set Up
Saturday	9:15 AM	9:30 AM	Associate Member Welcome & Networking Session
Saturday	9:30 AM	9:55 AM	Convention Kickoff
Saturday	10:00 AM	1:00 PM	Campus Activities Marketplace Grand Opening
Saturday	12:00 PM	2:00 PM	Lunch on Your Own
Saturday	2:00 PM	3:00 PM	Saturday Keynote
Saturday	3:15 PM	4:30 PM	Keynote Connections
Saturday	4:45 PM	5:30 PM	Campus Staff & Associates Speed Networking
Saturday	4:45 PM	5:30 PM	Student Networking Session
Saturday	5:30 PM	7:30 PM	Dinner on Your Own
Saturday	7:00 PM	8:00 PM	Past Board Chairs Reception (Invite Only)
Saturday	7:30 PM	9:00 PM	Showcase 1: Spotlight (1 Emcee @ 25 mins, 4 acts @ 10 mins, 2 Variety @ 15 mins)
Saturday	7:30 PM	8:30 PM	Friends of Bill W. Meeting
Saturday	8:15 PM	9:00 PM	Foundation Donors Reception

SUNDAY, FEB. 15

DAY	START TIME	END TIME	EVENT
Sunday	8:30 AM	6:00 PM	Registration Open
Sunday	8:30 AM	6:00 PM	Sponsor Promenade & Activation Space Open
Sunday	9:00 AM	9:50 AM	Sunday Keynote: TBD
Sunday	10:00 AM	10:50 AM	Ed Programs & Featured Workshops (50 min sessions)
Sunday	11:00 AM	11:50 AM	Ed Programs (50 min sessions)
Sunday	12:00 PM	2:00 PM	Lunch on Your Own
Sunday	2:00 PM	4:00 PM	Showcase 2: Spotlight (1 Emcee @ 25 mins, 4 acts @ 10 mins, 2 Variety @ 15 mins)
Sunday	2:00 PM	6:00 PM	Campus Activites Marketplace 2 Open
Sunday	6:00 PM	7:00 PM	Friends of Bill W. Meeting
Sunday	6:00 PM	8:00 PM	Dinner on Your Own
Sunday	8:00 PM	10:00 PM	NACA Live Game Show Night
Sunday	8:00 PM	10:00 PM	Foundation Bowling Fundraiser (off-site)

MONDAY, FEB. 16

Monday	8:30 AM	6:00 PM	Registration Open
Monday	8:30 AM	6:00 PM	Sponsor Promenade & Activation Space Open
Monday	9:00AM	9:50 AM	NACA Now (Annual business meeting)
Monday	9:00 AM	9:50 AM	Ed Programs & Featured Workshops (50 min sessions)
Monday	10:00 AM	10:50 AM	Education Programs (50 min sessions)
Monday	10:00 AM	11:50 AM	Professional Development Brunch
Monday	11:00 AM	11:50 AM	Roundtables
Monday	12:00 PM	2:00 PM	Lunch on Your Own
Monday	12:30 PM	1:30 PM	Friends of Bill W. Meeting
Monday	1:00 PM	1:30 PM	Associate Member Updates
Monday	2:00 PM	2:50 PM	Ed Programs (50 min sessions)
Monday	3:00 PM	4:45 PM	Showcase 3: Spotlight (1 DJ @ 15 mins, 1 Emcee @ 25 mins, 2 spotlights @ 10 mins, 2 varietys @ 15 mins)
Monday	3:00 PM	6:00 PM	Campus Activities Marketplace 3 Open
Monday	6:00 PM	8:00 PM	Dinner on Your Own
Monday	6:00 PM	7:00 PM	Leadership Fellows & Friends Reception
Monday	6:00 PM	10:00 PM	Campus Activities Marketplace Exhibitor Load-Out
Monday	8:00 PM	10:00 PM	NACA Live After Party

Exhibiting at NACA® Live

STANDARD EXHIBIT INFO	
Decorator	Fern Expo
Electrical Order Link	Click Here
Fees	$1345 = 10x10 booth with equipment as listed $3500 = 20x30 floors space area with no equipment $6/square foot = Marketplace Attraction Space for large scale attractions
Set-Up/Equipment Included	10' x 10' Booth (8' back drape, 3' side drape walls), 6' skirted table, 2 chairs, Wastebasket, 1 ID sign
Marketplace Map	Click Here

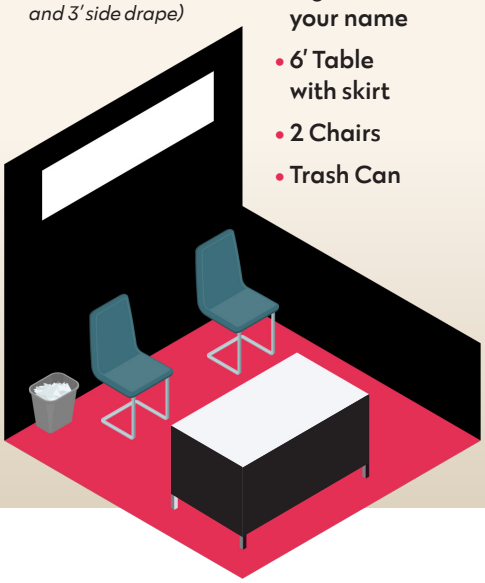
EXHIBIT ACTIVITIES

Before you purchase your booth, please review the list below to determine if you will need additional permissions for your planned activity. If you would like to do something that is not listed below, please ask as this list is not exhaustive and is subject to change pending facility regulations.

ALLOWED WITH NO PERMISSIONS	REQUIRES ADDITIONAL INSURANCE & PERMISSIONS	NOT ALLOWED
Magic tricks/sleight of hand	Inflatables/Inflatable amusement devices	Animals for display or interactive purposes
Photo booths/backdrops	Rock Climbing Wall (Permanent and mobile)/ Rock wall structures	Any activity that requires nudity
Arcade/Video/Board/Carnival Games	Roller Rink	Live entertainment performances such as singing, dancing, comedy, spoken word, hypnosis etc outside of the selected showcases
Make & Take Activities such as stuff a bear, making license plates, etc.	Pancake Art, Food Decoration	Helium Balloons
Playing recorded music or videos	Temporary Tattoos	Smoke/Pyrotechnics/Flash Paper
Caricatures	Human Claw	Confetti or Glitter
Raffles or prize giveaways	Bringing in a car, truck or trailer inside the exhibit hall	Drugs or Alcohol
	Any activity in which a delegate has to physically interact	Cash giveaways
	Outside food or beverages distribution	Retail sales
	Stickers	Distributing flyers/promo items outside of the exhibit hall
	Smash/rage rooms	Streaming video or music content on the conference wifi
	Enclosures of any kind	Films or presentations of explicit sex
	Axe throwing	Access to the loading dock door outside of load-in & load-out times
	Anything involving paint (spin art, tshirt art, etc.)	Access to the exhibit hall outside of the scheduled Campus Activities Marketplace times
	Mechanical bucking devices – including multiple ride attachments	Gun/Firearms/Weapons
	Trampolines	Tackle football
	Ziplines	
	Zippy pets	
	Trackless trains	
	Carnival rides	
	Knockerball/bubble soccer	
	Bungee devices	

What Does Your Booth Include?

- 10' x 10' Booth *(8' back drape and 3' side drape)*
- Sign with your name
- 6' Table with skirt
- 2 Chairs
- Trash Can



Fees & Refunds

Fee	Rate	Deadlines	Description	Refund Policy
Associate Member Full Delegate Registration Fee - Early Rate	$535	Jan. 2, 2026	For the person/people working the booth the entire length of the conference. Associates MUST purchase at least one full registration prior to the start of the conference. The Early Delegate Registration deadline for each event is SIX weeks prior to the start of the conference.	Delegate registration fees cancelled at least 14 days prior to the first day of the conference will receive a 50% refund.
Associate Member Full Delegate Registration Fee - Regular Rate	$615	Jan. 16, 2026	See above.	
Associate Member Full Delegate Registration Fee - Late Rate	$665	Jan. 17, 2026 and beyond	See above	
Associate Member Day Pass - Early	$215	Jan. 2, 2026	Designated for artists or persons who are staffing novelty attractions or booth demonstrations represented by associate members exhibiting in the Marketplace. No meals will be included. Passes may be purchased for multiple days. We strongly encourage associates to purchase day passes by the early registration deadline to reduce wait time at registration and save money.	
Associate Member Day Pass - Regular	$235	Jan. 16, 2026	See above	
Associate Member Day Pass - Late	$250	Jan. 17, 2026 and beyond	See above	
Campus Activities Marketplace Fee	$1345 = 10x10 booth with equipment or $3500 = 20x30 area with no equipment	N/A—First come, first served	All associates must purchase a booth to attend NACA Live. You cannot attend without one, even if there is a wait list for booth space. Refer to Page 20 of this Guide for all Campus Activities Marketplace policies. A booth purchase does NOT include a registration.	Booths cancelled at least 30 days prior to the first day of the conference will receive a 50% refund. Booths that are assigned a wait list number are eligible for a 100% refund while on the wait list, if they request a refund up to two days prior to the first day of the conference. Exhibitors who remain on the wait list after this deadline and do not accept a booth when offered will forfeit their booth fee.
Marketplace Attraction Fee	$6.00 per square foot	N/A—First come, first served	An area in the Campus Activities Marketplace set aside for large-scale booth demonstrations, usually inflatable events. Please contact the NACA Office for availability. Attraction space may be purchased independently from a Campus Activities Marketplace booth.	
Membership Fee	varies based on membership type	N/A	In order to attend, you must be a current national associate member of NACA. Applications can be found at naca.org/join.	This fee is non-refundable.
Showcase Application Fee	$180	Oct. 29, 2025	The fee to submit for consideration to showcase at an event.	This fee is non-refundable.
Showcase Performance Fee	Varies by showcase category	Dec. 8, 2025	This fee is based on the total showcase time and whether performances are competing or not. If an act is selected to showcase and accepts, there is a showcase performance fee. Acts cannot showcase unless this showcase fee is paid. The fee varies, depending on the showcase time and event.	Showcases cancelled at least 30 days prior to the first day of the conference will receive a 25% refund unless there has been a violation of policy. Showcase alternates cancelled at least 7 days prior to the first day of the conference will receive a 100% refund. Showcase alternates who keep their spot and are not offered a showcase before or during the conference will automatically receive a 100% refund within 2 weeks after the last day of the conference.

**Event fee payments are not transferable from one event to another or from one institution/company to another. Delegate names can be substituted for no additional fee. All refund requests must be made in writing by sending an email to memberrelations@naca.org. The NACA Office can confirm availability. Any request for refunds that include special circumstances making it impossible to adhere to the guidelines outlined in the individual refund policies should be forwarded in writing to the NACA Office within 30 days of the event for which the refund is being requested. Any request received after this timeline will not be approved.*

STAND OUT & GET NOTICED • REACH NEW AUDIENCES • REENGAGE WITH AN EXISTING AUDIENCE • SUPPORT NACA'S MISSION

SPONSORSHIP OPPORTUNITIES

Maximize Your Exposure at NACA Live – Become a Sponsor!

Whether you're showcasing talent, products, or services, leading educational workshops, or anything in between, NACA provides the perfect platform to get your brand in front of hundreds of campus decision makers. 2026 NACA Live sponsorship opportunities include:

• Activations • Swag & Giveaways • Game Shows • Sponsored Education Sessions • Tech Demos... and more!

VISIT NACA.ORG OR REACH OUT TO LUCYT@NACA.ORG

NACA® LIVE ASSOCIATE EVENT POLICIES

The following policies and application forms have been standardized for all events to help simplify the application process. General questions regarding policies for ALL events can be directed to the NACA Office at 803-732-6222 or by emailing memberrelationsions@naca.org

1. Who may attend events?

All agencies and/or their subsidiary companies that are:

Current associate members of NACA. Each national and regional associate member must be a separate legal entity. Regional associate members can only attend one conference per year excluding NACA Live for which national membership is required. In order for a company affiliated or related in any way to another company to purchase its own national associate membership, the requesting company must supply NACA with proof that the companies are legally separate entities.

In good financial standing (does not appear on a NACA® bad debt list).

All registered associates must be 18 years of age or older. This applies to all showcasing artists and exhibitors. An exception may be made by the Executive Director for a parent and their nursing child.

2. What are the required registration fees necessary to attend events?

Associate members must purchase Campus Activities Marketplace booth space and a minimum of one full delegate registration to attend an event.

3. What delegate status should I select and what are the delegate fees?

All persons attending the conference in any capacity must register. Passes may not be shared between two or more people. See www.naca.org for a description of different registration categories available. Please note that delegates may only register under one membership category for any activity. No delegate will be allowed to attend any conference function or to enter the Campus Activities Marketplace until their registration fees are fully paid. Badges are required for access.

5. Am I required to stay at the conference hotel or can I book alternative travel arrangements?

All registered delegates of the event are expected to stay inside the conference hotel block. If you do not stay in the conference hotel, or you choose to book outside of the block, you will be assessed an additional fee of $100 per member of your delegation. If you are not booking a hotel due to your close proximity to the conference site or other unique circumstances, or are not able to secure rooms using the booking link, please email memberrelations@naca.org to avoid being assessed this fee. Hotel reservations should be made using the booking link on the NACA website by the reservation deadline listed.

5. What other important information should I know?

Associate members may not provide any demonstration to school delegates of an act, event, tour or any other activity that occurs outside the officially scheduled program, anywhere in any of the conference facilities, including hotel rooms unless specific permissions are granted in advance. This includes live performances outside of the selected showcases anywhere in the conference facilities. Associates shall not distribute any promotion or advertising to school delegates of a performance, act, event, tour or other activity held outside the conference facilities during the dates of that conference. An attraction that has an existing contract to perform in a conference facility is subject to review by the Executive Director or designee.

The firm representing a showcasing act must be the only booking contact for that act during the conference. If the representation of that act is in dispute and the dispute cannot be settled prior to the beginning of the conference, the act will not be allowed to perform on the showcase, and the firms in dispute regarding the representation of the act will forfeit their booth spaces and any subsequent showcases.

No alcoholic beverages or smoking are permitted in educational sessions, showcases or the Campus Activities Marketplace.

Stickers and other promotional items may not obscure name and organizational data on conference badges.

Nudity is not allowed at NACA events. NACA defines nudity as a person who appears in a state of nudity or is seminude; the purposeful exposure, whether complete or partial, of anatomical area; or prosthetic genitalia or breasts.

5. How are violations handled?

Violations of any of the policies may subject the exhibitor to actions and/ or sanctions as outlined in these Event Policies.

Any person not an official exhibitor of the conference who engages in any form of product or talent solicitation will be removed from official conference events.

6. Insurance and Indemnity

Exhibitors and/or showcase acts that feature or include demonstrations that involve participants physically, through use of equipment, the wearing of devices or apparel provided by the exhibitor/showcaser, and that may place the participant at risk, must meet the following insurance requirements:

• Exhibitor/showcaser agrees to release, hold harmless, indemnify, defend and forever discharge the National Association for Campus Activities (NACA) and each and every officer, agent and employee of NACA, from all claims, causes of action, loss, damage, costs, attorney's fees and liability for all injuries to persons or property arising from acts or omissions of the exhibitor/showcaser or exhibitor's/ showcaser's employees, agents or officers howsoever caused. Exhibitor/showcaser further agrees to waive rights of subrogation in favor of NACA in any claim, liability or cause of action.

All exhibitors/showcasers shall arrange for NACA to receive a Certificate of Liability Insurance. Exhibitors/showcasers that include, but not limited to:

Inflatable amusement devices

Carnival rides

Knocerball/bubble soccer

Bungee devices

Fireworks

Mechanical bucking devices–including multiple ride attachments

Permanent and mobile rock wall structures

Security services other than contracted law enforcement officers

Trampolines

Ziplines

Tackle football

Surfing

Zippy pets

Trackless trains

Must arrange for NACA to receive a Certificate of Liability Insurance naming NACA as co-insured, from the exhibitor's/showcaser's insurance company by the date specified in the event Guide in order to perform a booth demonstration, marketplace attraction or showcase. The liability insurance shall cover the entire period of the exhibitor's/showcaser's stay at the event including early arrival and late departure dates. Certificates of liability should be mailed directly to the NACA Office and may cover more than one event.

Minimum coverages are as follows:

Commercial General Liability

1) $1,000,000 per occurrence limit

2) $2,000,000 general aggregate limit

3) $2,000,000 products / completed operations aggregate limit

Umbrella or Excess Liability

1) $1,000,000 per occurrence minimum limit

SHOWCASE POLICIES

Who May Apply

Any firm wishing to submit an act for a conference showcase must:

Be a current national associate member of NACA. Regional associate members can only submit to showcase and attend one conference per year. (see "General Policies" for more information).

Be in good financial standing (not appear on a NACA bad debt list).

NOTE: Purchase of an exhibit booth is NOT required at the time of showcase submission, however all showcasing acts must purchase at least 1 booth in order to showcase and attend the conference.

Submit a Showcase Application and a non-refundable application fee.

For a Level 1 national membership and regional agency, no more than three acts and two alternates per agency will be selected for each event.

For a Level 2 national membership, no more than 6 acts and 3 alternates per agency will be selected for each event.

For a Level 3 national membership, no more than 9 acts and 4 alternates per agency will be selected for each event.

This will be inclusive of all showcasing categories.

SHOWCASE CATEGORY DESCRIPTIONS

DJ

This showcase is designated for DJs to open up the showcase and bring energy to the crowd. The DJ showcases have 15 minutes of performance time.

Master of Ceremonies Showcase

These acts introduce the other acts in Showcases and entertain during set changes. This category includes acts that require a minimum of setup time and which can perform on the thrust. Emcees will have a total of 25 minutes to showcase their acts exclusive of their introduction time. This should be divided among multiple sets. The final breakdown of time between each act must be coordinated day of with Showcase Production Coordinator as these "sets" are necessary to complete turnover between acts.

Spotlight Showcase (High and Low)

This category features both established and up-and-coming artists performing for 10 minutes each. Spotlight Low encompasses acts with single date prices of $2,000 or less, which should be approximately 50% of the acts chosen for the Spotlight Showcase.

Spotlight High encompasses all other pricing above $2,000. Spotlight High acts are interspersed with Spotlight Low acts.

Variety Showcase

Variety showcases are a 15-minute set on the primary stage. These showcases are intended for traditional entertainment acts that need a longer showcase time such as magicians, hypnotists, illusionists, mind readers, etc. as well as interactive and engaging programs such as game shows, karaoke, lip sync battles, dance lessons, etc. Variety Showcases will be scheduled interspersed with Spotlight Showcases.

MATERIALS FOR SUBMISSION

Showcase submissions will be accepted only through the NACA® 24/7 dashboard.

SHOWCASE POLICIES

It is the responsibility of associate members to ensure that information submitted is correct. NACA takes no responsibility for verifying artist rosters submitted for the online directory or during the showcase submission process. Duplications or conflicting information in rosters must be worked out between agencies and the NACA Office notified

of the final disposition. If associate members knowingly submit inaccurate information, they are subject to sanctions as outlined in the NACA® Process for Dealing with Violations of Association Policy, including revocation of membership.

For an act to be considered for a showcase, submissions must be received by the published deadline.

Artist pricing cannot be increased once the committee has reviewed the application.

Criteria for Reviewing Submitted Acts

1. The Showcase Selection Committee has the sole authority to select acts for the conference showcases.

2. Materials submitted must be an accurate representation of the material and personnel that will actually appear on the showcase and must be complete to be considered

3. An artist/performer may not showcase more than once at the same conference in any given year, regardless of category, either as a member of a group or as a solo artist. If the act is a product/program rather than a person (ie. A game show or dance party), the host of the product/program may also host other products/programs at the same event.

4. The criteria utilized to review submitted acts will include but are not limited to (not necessarily in priority order):

- Originality (both of performance/act and within the pool of acts submitted).
- Talent as compared to other acts submitted.
- Competition with regards to other acts submitted.
- Staging capabilities (Full Stage vs Thrust).
- Anticipated college marketability and audience appeal within the region to which the application was submitted.
- Diversity and/or variety as compared to other acts/artists submitted.
- Distribution of artists among exhibiting associate members.
- Accomplishments/appearances within the college and general entertainment market.

5. Acts will be considered for the category for which they applied. If an individual act has indicated that they would be willing to be moved to another showcase category, and the Committee feels the act would be better suited to that category, the act will be informed of the move upon selection.

SHOWCASE SELECTION PROCEDURES

1. The showcase selection committee meets virtually for all NACA conferences.

2. The Showcase Selection Committee Coordinator will begin the process by reviewing the selection procedures and criteria, the number of acts that must be reviewed, and the confidentiality of the Committee's discussions. The coordinator should also answer any questions from the Committee at this time.

3. All deliberations and discussions during the showcase selection process are confidential. Any breaches of confidentiality could result in sanctions from the Association.

4. The Committee will review submissions in the following order:

a. DJ

b. Variety

c. Spotlight Low

d. Spotlight High

e. Master of Ceremonies

5. Submissions will be reviewed in alphabetical order by performer name in ascending order (A–Z).

6. The Committee will view 1.5 minutes of the submitted materials. The committee will follow the instructions indicated by the applicant. At this time, the committee will also review the written materials provided by the act, utilizing the criteria for selection as outlined previously. After this review, a vote will be taken. If 50% or more of the Committee members vote in the affirmative, the act will move forward.

7. In the last round, each individual Committee member will develop a ranked list of the acts they would select for showcase, each considering the criteria for selection as outlined previously. The National Showcase Selection Team, NACA office, and designated Conference team member will work together to create the final list based on the committee's rankings.

8. After all acts are selected for showcase, alternates will be chosen and ranked accordingly in the following categories:

a. DJ

b. Variety

c. Spotlight Low

d. Spotlight High

e. Master of Ceremonies

The Committee reserves the right to revisit eliminated acts and/or to move acts indicating they would accept such a move into any other category as needed to finalize the alternate lists.

9. The NACA Office will notify associate members of selection by posting this information on the NACA website as soon as possible following its receipt and no later than the notification date listed in this Guide.

10. Associate member agency(cies) representing acts/artists not selected to showcase will be able to see the review round in which their act/artist was eliminated via NACA 24/7; no other feedback will be developed or provided.

11. If an in-person event is replaced with a virtual program, virtual showcase performances would be sourced from the selections made for that in-person event.

Committee Composition

The composition of the Conference Showcase Selection Committee will be at the discretion of the National Showcase Selection Team or designee with the following considerations:

1. Appointment to the committee should be made with consideration of the various demographic characteristics

of the NACA member schools. These considerations should include, but are not limited to:

a. Diversity, which is defined as ethnic identification/race, gender, gender identity, disability, sexual orientation, age and religion.

b. Geographic location.

c. Size and type of institution.

d. Commuter vs. resident student populations.

e. Awareness of current trends in campus activities.

2. At least 50% of the voting members shall be students, pending application numbers.

3. Members shall be appointed designated Conference Team member, in consultation with the National Showcase Selection Team and NACA Office.

4. Associate members may not serve on the Conference Showcase Selection Committee, nor will they attend the showcase selection committee meeting.

5. Members of the Conference Showcase Selection Committee may not be a current or former employee or intern of an NACA associate member firm or agency, or plan to be employed by or be an intern for an NACA associate member firm or agency within the next NACA fiscal year.

SHOWCASE SCHEDULING

1. The performance time slot assigned to each act will be determined by the designated NACA official, who reserves the right to change the showcase order within the showcase block as they deem necessary at any time.

2. In order to be considered, acts must be available to appear on any of the showcases listed.

3. All acts selected to appear for a showcase must submit a signed letter of intent regarding their appearance on the showcase and payment of the showcase fee by the noted deadline or the act will be removed from the showcase and an alternate will be moved onto the showcase.

4. Once the performance schedule is finalized and Showcase Letters of Intent have been sent, no requests from acts or associate member firms to change performance times will be honored. If an act cannot perform at the time assigned the act will be removed from the showcase and an alternate will be moved onto the showcase. Changes in showcase performance times due to technical limitations, labor issues or any other reason that may be deemed necessary by the Showcase Production Coordinator in coordination with the NACA Office will be permitted.

SHOWCASE ALTERNATES

1. An alternate will appear during the same showcase block in which the vacancy occurred (i.e. Showcase 1, Showcase 2, etc.) but may not necessarily perform in the same order as originally occupied by the act they are replacing. The Showcase Production Coordinator has the authority to change the order of acts in the showcase block as they deem necessary.

2. Alternates will be approached as follows: a. DJ, Variety, Speaker, Spotlight Low, Spotlight High will be chosen from their individual alternate pools only b. Master of Ceremonies will be chosen from their individual alternate pool. If that pool is exhausted, alternates will be chosen from the SPOTLIGHT alternate pool at the sole discretion of the Showcase Production Coordinator, based on who can effectively be placed in a MASTER OF CEREMONIES spot.

3. In the event of a cancellation where no alternate in the original alternate pool is available, the Showcase Production Coordinator shall attempt to fill the spot to the best of their abilities.

a. If all attempts to fill a cancellation with an alternate fails, the slot will be left open.

b. At the end of the conference, any alternate offered a showcase opportunity that was not available to perform when asked will forfeit the previously paid showcase alternate fee.

DURING THE SHOWCASE

1. Technical control of all showcase performances including the power supply for lights and sound, sound levels and lighting direction, and all stage and equipment setup will at all times be under the control and direction of the Showcase Production Coordinator in coordination with the student stage crew. All questions should be directed to this official.

2. The firm representing a showcasing act must be present for the duration of the conference unless prior written permission has been granted by the NACA Office. This agency must be the only booking contact for that act during the conference. If the representation of the act is in dispute, and the dispute cannot be settled prior to the beginning of the conference, the act will not be allowed to perform in the showcase, and the firms in dispute regarding the representation of the act will forfeit their booth spaces and any subsequent showcases, and will no longer be able to participate in and/ or attend the conference.

3. Changes of equipment, instruments or personnel within the act that do not alter the concept or talent as presented by the act to the Showcase Selection Committee in the showcase and as will be presented by the act on the road may be permitted at the sole discretion of the Showcase Production Coordinator. Changes in personnel in single artist acts are not allowed.

4. Acts cannot include any other guests or performers that were not included in the submission materials, nor can they include acts that are already showcasing separately.

5. The representative for all showcasing acts and alternates shall provide a written introduction as part of the showcase application. Introductions will be available for review and edit upon check in at sound check. The act's introduction will be read from the stage immediately prior to their performance.

6. Showcasing Acts will have the following performance times:

a. DJ – 15minutes

b. Variety – 15minutes

g. Spotlight Low – 10 minutes

h. Spotlight High – 10 minutes

i. Master of Ceremonies – 25 minutes

An act's performance time will not begin until after their introduction is read.

6. Acts appearing in the showcase may only attend the conference the day they are appearing unless they are registered as delegates. Showcase alternates may attend the conference on one day of choice. If a showcasing act or alternate wishes to attend on days not covered by their showcasing act pass, they may purchase a Day Pass. Day Passes may be purchased for multiple days.

7. All instruments, instrument amplifiers, laptops, keyboards, backline and stage props are the sole responsibility of the attraction or agency. All attractions will perform under general stage lights unless a representative is present to call lights. A standard concert sound system and operator will be provided by NACA.

8. Any performance that exceeds the defined showcase time limit will have its lights and sound cut off. Each performer's time allotment will begin immediately following their introduction. Any showcase act who exceeds their time limit may forfeit any remaining showcases they may have been awarded for the current conference season and will not be eligible to apply to showcase at any events for the following year's conference season.

9. In showcase acts that include hypnosis, the performer may not conduct any mass/group hypnotic suggestion of the audience as part of the showcase. Hypnotists may induce volunteer participants up to 25 minutes prior to the performer's scheduled showcase start time. An available location for the induction will be communicated to the artist during their sound check. Inductions will not be allowed backstage. It is the responsibility of the hypnotist to secure volunteers for their performance. Following a hypnosis showcase, the performer must be available to debrief anyone who has been hypnotized during the show.

10. Showcase acts that feature or include demonstrations that involve participants physically, through use of equipment, the wearing of devices or apparel provided by the showcaser must meet all insurance requirements outlined in the event Guide and provide NACA with a Certificate of Insurance listing NACA as Additional Insured.

11. In the event a showcase is interrupted due to technical difficulties, the NACA Showcase Production Coordinator and the Executive Director or designee will determine if a re-scheduling of the showcase is appropriate. NACA assumes no liability for technical difficulties beyond its control.

12. Any showcases involving pyrotechnics, glitter, gasoline, fire, confetti, blood, water, etc. on stage/performance area must be approved in advance by the Showcase Production Coordinator. The use of live animals is not allowed. Additionally, the clean-up for any messes made on stage/performance area are the responsibility of the showcasing act and should be taken care of immediately following the conclusion of the act or showcase depending on the determination of the Production Coordinator. Failure to provide notice of such aspects of your performance prior to a showcase and/or clean up immediately following may result in the retraction of any remaining showcases they may have been awarded for the current conference season as well as the ineligibility to apply to showcase at any conferences for the following year's conference season. If artist actions cause any additional cleaning fees, work overage charges, venue charges, or damage to production equipment, the representing agency will be charged.

13. ALL parties of the showcasing attraction and its representative must be backstage and in contact with the showcase production coordinator at the SOUND CHECK ARRIVAL TIME as indicated. The representative must remain at the location designated by the production coordinator until the attraction has completed its sound check and the stage is cleared for the next attraction. Firms failing to comply with this requirement may forfeit the right of their attraction to perform.

14. All parties of the showcasing attraction and its representative must be backstage and in contact with the showcase production coordinator at the PERFORMANCE CHECK-IN TIME indicated above. The representative must remain at the location designated by the showcase coordinator until the attraction has completed its performance and the stage is cleared for the next attraction. Firms failing to comply with this requirement will forfeit the right of their attraction to perform.

SHOWCASE FEES & REFUNDS

1. Payment of the showcase fee must be submitted by the deadline stated on the Letter of Intent or the act will be removed from the showcase and an alternate will be moved into the showcase. Showcasing acts and alternates must also electronically sign the Showcase Letter of Intent in NACA 24/7.

2. A 25% refund will be given to associate members when the NACA Office receives a written request at least 30 days prior to the first day of the conference, unless there has been a violation of policy.

3. No portion of showcase fees will be refunded if the act is:

a. Eliminated from the showcase due to violation of conference policies.

b. Unable to appear and notifies the NACA Office less than 30 days prior to the start of the conference.

4. No substitution of acts by associate members will be allowed.

5. Alternate acts must pay 50% of their showcase performance fee by the deadline stated on the Letter of Intent. The balance of the fee must be paid when selected to appear. A 100% refund shall be made to associates who were chosen as alternates and were not selected to showcase. Alternates who are selected to appear and do not showcase when asked will forfeit their showcase fee. Alternates may withdraw for a 100% refund when the NACA Office receives a written cancellation notice at least seven days prior to the first day of the conference.

6. Fees paid on site must be in the form of cash, credit card, money order or cashier's check.

ELIMINATION FROM THE SHOWCASE

An act selected for showcase will be eliminated if the agency submitting it:

• No longer represents the act.

• Is not the only booking contact for that act during the event.

• Withdraws from the conference.

• Fails to attend the conference, leaves the conference after it arrives or is not staffing its booth during the required hours.

• Is under legal restraint from presenting the act.

• Does not have the right to present the act.

• Violates the terms of the signed letter of intent.

• Showcase fees will not be refunded if the act is eliminated from the showcase or showcase alternate list resulting from violation of event policies.

MARKETPLACE POLICIES

OVERVIEW

Campus Activities Marketplace (NACA's exhibit hall) is the center of all business activity conducted during a conference. Face-to-face live meetings or recordings between the school buyers and the firms selling the talent, products or services take place here. Buyers visit booths to peruse press kits and product specifications, view video and listen to audio tapes and to check availability of touring artists. There will be a wide diversity of talent and products on display in the Campus Activities Marketplace

The following policies govern all Campus Activities Marketplace activities.

Their interpretation is based on the decisions of the designated conference official. NACA policies are subject to change without notice.

General Campus Activities Marketplace Policies

1. Each firm exhibiting at the event must maintain separate membership in NACA and must occupy separate booth space.

2. Staffing for booths

   a. Exhibitors may not purchase associate member delegate passes (day or full registration) for a school member

   b. Exhibiting firms are fully responsible for any guests they purchase a registration for, and their guests are held to the same policies as an exhibiting firm.

   c. Any person who is an exhibitor's guest or not an official exhibitor of the event who engages in any form of product or talent solicitation will be removed from the event.

3. An exhibitor may advertise, display, exhibit, or sell only the talent, products or services of its company. Associate members that have joined NACA under the SINGLE ACT category that are found to be distributing materials promoting artist(s) or program(s) other than themselves will be in violation of policy. Such violations will be addressed as outlined under Membership Category Violations.

4. The following equipment will be set up for each booth and is included in the booth fee unless otherwise indicated in the event Guide: eight-foot high background and three-foot-high side rail drapes; one six-foot draped table; two chairs; one wastebasket; and a booth identification sign. Electricity is not provided in the exhibit fee and must be requested and paid for on the form provided to each exhibitor in the service kit which will be sent directly to you 6 weeks prior to the event. Please refer to the exhibitor kit for exact fees. Any additional equipment, materials or labor used in the booth is the exhibitor's financial responsibility.

5. Conference WiFi is provided for all delegates in attendance. This will not support exhibitors streaming video in their booths. If using internet in the display, private connections are available through the facility.

6. An exhibitor cannot sell or sublet any or all of the exhibit space or booth.

7. Films or other presentations of explicit sex (as defined by NACA in its sole discretion) are not allowed in the Campus Activities Marketplace area. Any exhibitor desiring to show a film or other material depicting explicit sex must receive prior written approval of NACA and must conform to any special arrangements of such a display. Violations of this policy will result in the display being immediately closed.

8. Drawings will be permitted only in the Campus Activities Marketplace. A firm sponsoring a drawing must receive written approval from the NACA Office for both the prize and the drawing, and must announce in advance whether the prize is intended for the school or the individual registering. There may be no payment required to enter a drawing. The nature of the drawing must not be disruptive to the Campus Activities Marketplace. Extravagant prizes are discouraged; cash awards will not be allowed. Any firm/agency doing a drawing is responsible for abiding by all state and local laws.

9. No retail sales of any type will be permitted in the Campus Activities Marketplace.

10. Exhibitors must vacate their booths immediately following the close of the final scheduled Marketplace.

11. Exhibit material remaining in the hotel/facility after the contracted move-out time has terminated, or damaged exhibits left behind, will be removed at the expense of the exhibiting associate member company by the drayage firm contracted for the show management firm.

Defining Campus Activities Marketplace

Space and activities will be defined as follows and fees will be assessed accordingly:

   a. Booth Space–A standard booth within the Campus Activities Marketplace.

   b. Exhibit Area–Area in the Campus Activities Marketplace where booths are in-line and accessed via standard aisles.

   c. Attraction Space–Area in the Campus Activities Marketplace not adjacent to in-line booths or standard aisles.

Purchasing & Selecting Booth Space

1. All firms representing talent, products or services to schools and attending the event must be current NACA associate members, affiliate members, or nonprofit affiliate members. Associate members must purchase Campus Activities Marketplace booth space to attend an event. Firms purchasing a minimum of 100 square feet of Campus Activities Marketplace attraction space are not required to purchase additional exhibit space.

Attraction space is sold on a first-come, first-served basis and must be approved in advance by the NACA Office. Payment of booth fee does not guarantee a booth will be assigned.

2. Booth sales will open to all associate members starting on September 15. Associate member who have maintained membership for 20+ years will be able to select their booth space starting on September 15; 10+ years will be able to purchase and select their booth locations starting on September 17. Booth selections will be opened to all other associate members and affiliate and nonprofit affiliate members starting on starting on September 19.

3. Booths can be requested only by payment in full of all appropriate event and membership fees.

Applicable booth fees as determined annually by the Board of Directors and published in the applicable event Guide will be charged for any space purchased in, or connected via a regular booth to, the defined exhibit area. Booth space dimensions are outlined on the individual conference pages on naca.org.

Booth Setup

1. Exhibitors may begin setting up their displays only after they have checked in and picked up registration materials and name badges at the event.

2. Exhibitors are responsible for their load-in and load-out. No additional assistance or volunteers will be provided by the volunteer staff. The loading dock is not accessible outside of load-in/out times.

3. If an exhibitor is aware that they will be arriving late due to an emergency prior to the start of the conference, they must contact the NACA Office. At this point, it is at the discretion of the NACA office to determine whether or not to allow exhibitors to arrive late and still participate in the event.

4. Booths must be completely set up and open by the beginning of the first scheduled Campus Activities Marketplace. Exhibitors who fail to occupy their booths by the start of the first scheduled Campus Activities Marketplace or fail to notify the Campus Activities Marketplace Coordinator or the NACA Office of the reason for late arrival will forfeit their booth(s) and will not be entitled to refunds.

5. On-site decisions regarding late exhibitors will be made by the NACA Office and their decision will be final.

Booth Operations

1. Exhibitors are NOT required to staff their booth and/or attraction space during all Campus Activities Marketplace hours, but are encouraged to do so as much as possible.

2. Exhibitors and artists will be allowed to enter the Campus Activities Marketplace one-half hour before each Campus Activities Marketplace is scheduled to open.

3. After the first Campus Activities Marketplace, exhibitors may change their booth locations with the approval of the NACA Office or designer. Booths that remain empty may be purchased by an adjacent exhibitor at 50% of the booth fee. If both adjacent exhibitors wish to purchase the same booth, preference will be given to the earliest Campus Activities Marketplace payment. If both payments have the same date, the decision will be made by a single coin toss. If booths still remain empty, other exhibitors may purchase an additional booth for 50% of the booth fee on a first-come, first-served basis.

4. Exhibit(s):

• May not block sight lines to adjacent booths based on the sole discretion of the NACA Office. All booth equipment, banners, etc. cannot be more than 4′ high at the front 4′ of the booth, which should allow clear sight lines to neighboring booths.

• That are large may be allowed but must be approved by the NACA Office in advance and will be restricted to specific locations so that lines of sight will not be blocked.

• Equipment and materials brought by exhibitors must allow enough space for all registered associate delegates to be able to stand within the purchased booth space with school members without impeding aisle traffic. Associate members may be asked to move/remove equipment OR purchase additional booth space if this is not possible.

• Height will be restricted by facility policy.

• May not have any corporate logo, name or other identifier on the reverse side of their back wall, drape or other surface that extends above the back drape that is visible from the rear of the booth space.

5. Exhibitors will be restricted from distributing or posting promotional materials outside their Campus Activities Marketplace booth without prior written approval of the NACA Office. Materials that are not approved will constitute a violation of event policies.

6. Firms are encouraged to have at least one representative present at the event and at its booth or Campus Activities Marketplace attraction space during all Campus Activities Marketplace hours.

7. Booth operations obstructing traffic in the aisles or interfering with surrounding booths will be considered violations of Campus Activities Marketplace policies. Exhibitors may be required to adopt a "deli-ticket" system or other control system to ease the flow of traffic if lines begin to form in the aisles blocking access to other exhibitors' booths.

8. Agencies with showcase acts whose showcases occur after the final Campus Activities Marketplace will be permitted to display and distribute promotional materials for the act at the showcase venue.

9. NACA reserves the right to regulate the volume level within the Campus Activities Marketplace. There is no requirement for exhibitors to use headphones for the amplification of sound in their booth; however, if the noise level interferes with business in other exhibit booths, the designated event official will ask exhibitors to lower their volume.

10. Exhibitors may not load out from Campus Activities Marketplace or begin to break down any elements of their booth or attraction space until the close of the final Campus Activities Marketplace on the last day of the conference. Exhibitors that violate this policy will be subject to penalties as described on Page 22 of this Guide.

Booth Demonstrations

1. Exhibitors and/or showcase acts that feature or include demonstrations that involve participants physically, through use of equipment, the wearing of devices or apparel provided by the exhibitor/showcaser, and that may place the participant at risk, must meet the insurance requirements outlined under the Insurance and Indemnity section.

2. A booth demonstration is an interactive display of talent or product to event delegates in the Campus Activities Marketplace that normally cannot be offered in a staged showcase setting (examples include but are not limited to: close-up magic, balloon sculpting, stunts and merchandise production). Demonstrations must fit appropriately within the purchased booth space, and large-scale activities (such as bungee runs, climbing walls, etc.) will not be eligible for demonstrations (note: these activities are eligible for attraction space).

3. There are limitations to the type of live performance that are eligible to be considered for booth demonstrations. Examples of live performance that are not eligible to be considered booth demonstration are, but not limited to, live musical/vocal performance, dancing, juggling and/or hypnosis. Eligibility for booth demonstration shall be at the discretion of the NACA Office. The use of musical instruments or a stage, riser or any type of elevation in an exhibit booth for booth demonstration is prohibited. Electronic musical instruments that can be played with all sound run through headphones will be allowed on a case-by-case basis. Please contact memberrelations@naca.org for specific permissions.

4. Agencies presenting a booth demonstration in the exhibit area will be subject to complying with all standard Campus Activities Marketplace policies regarding size or space restrictions and crowd control.

5. Booth demonstrations will be permitted during any scheduled Campus Activities Marketplace unless otherwise specified in the event schedule.

6. All food and potentially dangerous or hazardous components to booths must be submitted to the NACA Office in writing at least 30 days prior to the event and may require venue approval and additional permitting at the expense of the exhibitor.

7. Booth demonstrations and audiences attracted to those demonstrations are restricted to the area occupied by the designated booth spaces purchased. Exhibitors who demonstrate in their booths must purchase adequate booth space to accommodate their agency.

8. If a demonstration cannot fit within the purchased booth space, the demo may be eligible for presentation as an attraction space.

Attraction Space

1. Attraction space allows attractions or merchandise production firms to demonstrate their products to event delegates within the purchased space in the attraction area of the Campus Activities Marketplace during scheduled Campus Activities Marketplace time.

2. Live musical/vocal performance, juggling and/or hypnosis are not eligible to be considered for attraction space.

3. Campus Activities Marketplace attractions that feature or include demonstrations that involve participants physically, through use of equipment, the wearing of devices or apparel provided by the exhibitor/showcaser, and that may place the participant at risk, must meet the insurance requirements outlined under the Insurance and Indemnity section.

4. Agencies presenting in attraction space will be subject to comply with all standard Campus Activities Marketplace policies regarding size or space restrictions and crowd control. Location of and permission to present in attraction space must be approved in writing by the NACA Office at least two weeks prior to the first day of the event.

5. Space in the defined attraction area will be assessed a fee of $6.00 per square foot. There is an exception to this rule for firms purchasing a minimum of 100 square feet of Campus Activities Marketplace attraction space, who are not required to purchase additional exhibit space. Attraction space dimensions shall be defined by each event pending the space available.

6. Attraction space and audiences attracted to those attractions are restricted to the area occupied by the space purchased. Attraction space may not be available at all venues and solely at NACA's discretion.

Campus Activities Marketplace Policy Violations

1. Action by exhibitors that violate NACA policy includes:

- Failing to show up at an event without first notifying the NACA Office in writing of the intent to cancel.
- Arriving late to the event without expressed written permission.
- Breaking down any element of their display, booth demonstration or attraction space prior to the close of the final Campus Activities Marketplace.
- Loading out prior to the close of the final Campus Activities Marketplace unless early departure is required as a result of medical or other emergency and permission is received on site from the designated event officials.

2. Any of the above actions will be reported to the assigned NACA Office staff member present at the event. This information will be shared with the appropriate volunteers and NACA Office staff member that will be present at future events the associate member firm will be attending. Multiple offenses will be addressed as follows:

Membership Category Violations

Associate members that have joined NACA under the SINGLE ACT category that are found to be distributing materials promoting artist(s) or program(s) other than themselves will be in violation of policy. Such violations will be addressed as follows:

First Offense: Exhibitor shall receive verbal warning from the Showcase Selection and Marketplace Coordinator and be required to either remove the materials that constitute the violation or pay the difference in the fee for an Agency/Company membership (either regional or national) before the opening of the next scheduled Campus Activities Marketplace. The violation will be recorded in the Campus Activities Marketplace Coordinator's report that is given to the NACA Office.

Second Offense: Exhibitor shall be given a written warning that outlines the policy violation, the required actions on their part and the penalty of booth closure if an additional violation occurs. This shall be communicated to them by the Showcase Selection and Marketplace Coordinator and the NACA Office. Exhibitor will be required to sign a copy of the written warning acknowledging their understanding of the policy violation and next steps. The exhibitor will be required to either remove the materials that constitute the violation or pay the difference in the fee for an Agency/Company membership (either regional or national) immediately. The violation will be recorded in the Campus Activities Marketplace Coordinator's report that is given to the NACA Office. The written warning will include the clarification that any additional violation of the policy will result in booth closure with no refund of any fees paid being available.

Third Offense: The Campus Activities Marketplace Coordinator and Board of Directors representative on site at the event will give the exhibitor a letter outlining the policy violation and previous steps that had been taken. The exhibitor shall be required to close their booth and vacate the event immediately. No refund of any membership or event fees will be available to the exhibitor and any scheduled showcase for the member at the event will be cancelled and replaced with an alternate. The violation will be recorded in the Campus Activities Marketplace Coordinator's report. Policy violations will be tracked and will accumulate for a period of five years. During the five-year span if a First Offense occurs at any subsequent NACA event, the exhibitor shall be required to close their booth and vacate the event immediately and their NACA membership will be terminated immediately.

No refund of any membership or event fees will be available to the exhibitor and any scheduled showcase for the member at the event will be cancelled and replaced with an alternate.

POLICY VIOLATIONS

Violation of NACA's policies may at the discretion of NACA result in discipline, including the suspension, expulsion or termination of a member from the organization, or the expulsion or barring of an artist or volunteer from a NACA-sponsored event. The following is a partial list of grounds for discipline.

Written or verbal abuse, which is defined as the expression of demeaning, insulting, or intimidating comments based on sex, race, color, religion, national origin, age, disability, sexual orientation, or other areas given legally protected status;

Lewd or indecent behavior during a NACA-sponsored event or any of its activities;

Sexual harassment during a NACA-sponsored event or any of its activities including, but not limited to: suggestions that refusal or willingness to submit to sexual advances will have an effect on membership or participation in or with NACA or any of its activities and/or the unwanted physical conduct or contact of any kind, sexual touching, advances or propositions,

Possession or use of any weapon during a NACA-sponsored event or its activities;

Violation of state or local laws governing the use of alcohol, or selling or distributing alcohol to underage delegates or attendees;

Behavior as a result of consumption of alcohol that causes harm to persons or property;

The possession, use, sale, or distribution of any drug or other substance illegal under state or federal law;

Misusing or damaging NACA property by deliberate or reckless acts;

Theft;

Sending harassing, threatening, repetitive and/or abusive e-mails to NACA members, volunteers and/or Office staff;

Arranging activities and/or events that conflict with scheduled NACA activities or events during NACA conferences, the National Convention or other NACA-sponsored programs or activities;

Inappropriate or unauthorized use of NACA's name and/or logo – or any other Association elements – to imply endorsement, affiliation or for any other non-sanctioned purpose; The Association reserves the right to track infractions and to levy sanctions against parties

The full listing can be found at naca.org/about/Documents/Policy_Violations.pdf.