



NATIONAL BRAILLE ASSOCIATION

equal access to print through excellence in braille

95 Allens Creek Rd., Bldg. 1, Ste. 202, Rochester, New York 14618

585-427-8260 / FAX 585-427-0263

nbaoffice@nationalbraille.org

www.nationalbraille.org



FOUNDED IN 1945

December 11, 2011

Executive Director
DAVID W. SHAFFER

Dear Friends:

DOROTHY WORTHINGTON
President
Minnetonka, Minnesota

On behalf of the National Braille Association, Inc. (NBA), I'd like to announce the opportunity to participate in our spring professional development conference.

JAN CARROLL
President Elect
Louisville, Kentucky

For our spring conference, we will be heading to St. Louis, Missouri. Our host hotel is the Hilton St. Louis, Frontenac. The conference dates are April 26 through April 28, 2012.

JOANNA E. VENNERI
Vice President
San Francisco, California

The conferences of the National Braille Association are attended by braille transcribers, teachers of the visually impaired, paraprofessionals, and administrators of braille programs. In addition to the classroom instruction on the preparation of braille materials, our conferences provide the opportunity for individuals to learn about other products and techniques developed to improve services to individuals who are blind.

BETTY MARSHALL
Treasurer
Sherwood Park, Alberta

WHITNEY K. GREGORY
Secretary
Garland, Texas

If you have a product or service that would be of interest to those who prepare and produce braille, don't miss the opportunity to participate. Please consider getting involved in one or more of the following ways: renting an exhibit booth(s); sponsoring (or helping to sponsor) a meal, snack, or coffee break; advertising in the conference program, and/or donating items for our Silent Auction event and/or Door Prizes.

DIANE SPENCE
Immediate Past President
Houston, Texas

Directors

SARALYN BORBOA
San Diego, California

If you rent an exhibit booth(s), you will have the morning of April 26 to set-up your display. You will be required to pack up your display immediately following the close of the exhibit hall on April 27. The exhibit hall will be open during the following times:

TYLER COLTON
Jackson, Michigan

April 26, 2012: 12:00 - 5:00 p.m.

DIANE EVERHART
Tucson, Arizona

April 27, 2012: 8:00 a.m. - 5:00 p.m.

JANA HERTZ
Aliso Viejo, California

NBA does not require vendors to stay at their tables when conference workshops are in session. NBA's conference attendees are serious about their training and do not skip workshops!!!

CINDI LAURENT
Edina, Minnesota

Additional information on renting an exhibit booth(s) and the other methods of participation can be found in the enclosed contract and application form. If you have any questions, please feel free to contact me directly at the number on this letterhead.

HEIDI LEHMANN
Castorland, New York

LYNNETTE TAYLOR
Switzerland, Florida

I hope you join us in St. Louis.

Regards,

David Shaffer
Executive Director

Be A Sponsor

National Braille Association is seeking corporate sponsors for its Spring Professional Development Conference in St. Louis, Missouri. Being a sponsor is a great way to support NBA, while giving your company recognition at a nationally attended training conference for individuals who prepare and produce braille materials.

PLEASE CONSIDER BEING A SPONSOR AT ONE OF THE FOLLOWING LEVELS:

PLATINUM - \$5,000

Three platinum level sponsorship spaces are available.

As a Platinum Level Sponsor, you will:

- Be recognized at the conference as the patron of one meal function.
- Receive admission for two (2) to each of the three meal functions (Thursday, Friday, Saturday).
- Have two vendor tables in the exhibit hall.
- Have a full-page color ad in the conference program.
- Have a link to your company website placed on the NBA website for one year.

GOLD - \$2,500

Three gold level sponsorship spaces are available. As a

Gold Level Sponsor, you will:

- Be recognized at the conference as the patron of one coffee break.
- Receive admission for two (2) to two meal functions (Thursday, Friday).
- Have one vendor table in the exhibit hall.
- Have a full-page black and white ad in the conference program.
- Have a link to your company website placed on the NBA website for one year

SILVER - \$1,000

Three silver level sponsorship spaces are available. As a

Silver Level Sponsor, you will:

- Be recognized at the conference as the patron of two workshop sessions.
- Receive admission for two (2) to one meal function (Friday).
- Have a half-page black and white ad in the conference program.
- Have a link to your company website placed on the NBA website for one year.

BRONZE - \$500

Three bronze level sponsorship spaces are available. As

a Bronze Level Sponsor, you will:

- Be recognized at the conference as the patron of registration, one workshop session, or audio/visual equipment.
- Have a half-page black and white ad in the conference program.
- Have a link to your company website placed on the NBA website for one year

Interested? Please contact NBA's Executive Director, David W. Shaffer, at 585-427-8260 or nbaoffice@nationalbraille.org.

By being a sponsor, you are identifying your company as being dedicated to the professional development of braille transcribers and to the production of quality, uniformly formatted materials for individuals who are blind.

Silent Auction 2012

At the NBA Spring Professional Development Conference, we will once again be hosting a Silent Auction. The Silent Auction will take place in the Exhibit Hall and the hours will run concurrent to the exhibit hall schedule. Winners of the Auction will be announced at the Friday evening banquet.

Door Prizes 2012

We will also be providing door prizes to some lucky conference attendees at the Saturday luncheon.

If you or your company has something to donate for the Silent Auction and/or for a Door Prize, please send it by March 31, 2012 to:

National Braille Association, Inc.

95 Allens Creek Rd., Bldg. 1, Ste. 202

Rochester, NY 14618

Donations are tax deductible, so please provide the value of the donated item when submitting.

APPLICATION FOR EXHIBIT SPACE AND PROGRAM ADVERTISEMENT

National Braille Association
Spring Professional Development Conference
St. Louis, Missouri April 26-28, 2012

EXHIBITOR INFORMATION

Company Name:

Address:

City:

State/Province:

Zip/Postal Code:

Email:

Phone Number:

Contact Name:

EXHIBITOR BOOTH

Are you a nonprofit or commercial vendor?

Commercial Vendor: Number of Tables Needed: @ \$300.00 each:

Nonprofit Vendor: Number of Tables Needed: @ \$100.00 each:

PROGRAM ADVERTISEMENT

Inside Front Cover in color- \$250.00 Inside Back Cover in color- \$200.00

Full Page in B&W- \$100.00 Half Page in B&W- \$50.00 Quarter Page- \$25.00

Please email a PDF version of your advertisement to nbaoffice@nationalbraille.org by March 1, 2012.

PAYMENT

Total from above:

Check (Payable to National Braille Association, Inc.)

Purchase Order (must be submitted along with completed registration)

Credit Card Visa Mastercard

Card Number:

Expiration Date: Month Year

Cardholder Name:

Cardholder Signature:

NATIONAL BRAILLE ASSOCIATION, INC.
equal access to print through excellence in braille
95 Allens Creek Rd., Bldg. 1, Ste. 202, Rochester, New York 14618
585-427-8260 / FAX 585-427-0263
nbaoffice@nationalbraille.org

CONTRACT FOR EXHIBIT SPACE

This agreement is made between National Braille Association, Inc. (NBA), an Illinois corporation, and the undersigned exhibitor (Exhibitor).

1. NBA agrees:

a. To provide Exhibit Space at the NBA Conference to be held at the (Exhibit Building):

Hilton St. Louis Frontenac
1335 South Lindbergh Drive
St. Louis, MO 63131

during the period commencing Thursday, April 26, 2012 at 12:00 p.m., and ending Friday, April 27, 2012 at 5:00 p.m.

b. The Exhibit Space shall consist of one six-foot table, draped and skirted and two chairs.

Commercial vendors shall receive one electrical outlet located in the Exhibit Area as designated by NBA.

c. To provide exhibit fee refunds upon written notification of cancellation by the Exhibitor as follows:

- 60 days before Conference, 100%
- 30 days before Conference, 50%
- less than 30 days before Conference, none

2. The Exhibitor agrees:

a. To pay any and all expenses that may be incurred in connection with or relating to the shipping, delivering, assembling, setting up, servicing, and removing of the exhibit and all materials and equipment pertaining thereto. All shipments and deliveries that are to be made to the Exhibitor shall clearly be marked for delivery to the Exhibit Area, c/o National Braille Association Conference, and the delivery shall be made directly to the Exhibit Area.

Due to storage limitations at the exhibit site, arrangements shall be made for shipments to arrive no more than 48 hours in advance of setup. At the close of the Conference, arrangements shall be made to remove all materials and equipment on the same day or the very next day.

b. To assemble the exhibit and then remove it in accordance with the following schedule:

- to be assembled after 8:00 a.m. on Thursday, April 26, 2012
- to be removed no later than 8:00 p.m. on Friday, April 27, 2012

c. To abide by the rules and regulations of the Exhibit Building as customarily required of Exhibitors.

d. To notify the Exhibit Building in advance if special electrical, mechanical or other facilities or utilities are required, and to pay the Exhibit Building the customary charges that may be assessed for any such required facilities or utilities. Exhibitor agrees that any mechanical or electrical equipment shall be muffled so that there will be no noise to disturb other Exhibitors, and that no volatile or inflammable materials, or any substance prohibited by governmental authorities or insurance carriers, shall be used by the Exhibitor.

e. To assume full responsibility for all Exhibitor's property, equipment and materials in the Exhibit Space, the Exhibit Area and the Exhibit Building.

f. That the Exhibit will conform to the size of the Exhibit Space and will not obstruct the view or interfere with other Exhibits. Exhibitor agrees to rearrange the exhibit if equipment, tables, and the like, cause congestion or interfere with other exhibits.

g. That in the event of cancellation of the Conference due to fire, strikes, government regulations, or other causes beyond the control of NBA, an equitable basis for the refund of such portion of the exhibit fee as is possible shall be determined by NBA after consideration of expenditures and commitments already made.

h. That NBA shall have the right to make such further rules and regulations as shall be considered necessary for proper conduct of the Conference, and such decision of NBA shall be binding upon the Exhibitor.

i. That NBA shall have the right to reject any application for Exhibit Space.

j. That as an inducement to NBA to accept the application of the Exhibit Space, the Exhibitor hereby releases NBA, and its officers, directors and agents of and from any and all liabilities, claims, demands, actions or causes of actions, whatsoever, arising out of or related to any loss, damage or injury, including death, that may be sustained by the Exhibitor or to the Exhibitor's property while in or about the Exhibit Space, the Exhibit Area, and the Exhibit Building; and the Exhibitor further agrees to indemnify and hold harmless NBA and its officers, directors and agents from and against any and all claims of any person, including Exhibitor, for damages to person or property resulting from any accident or other occurrence in or about the Exhibit Space, the Exhibit Area and the Exhibit Building.

k. The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the Exhibitor's activities on the Exhibit Building premises and will indemnify, defend and hold harmless the Exhibit Building, its agents, servants and employees from any and all such losses, damages and claims.

l. To pay NBA an exhibit fee in accordance with the following schedule:

- Commercial Exhibitor \$300.00 per space
- Nonprofit Exhibitor \$100.00 per space
(Copy of nonprofit determination letter required)

NATIONAL BRAILLE ASSOCIATION, INC.

CONTRACT FOR EXHIBIT SPACE—AUTHORIZATION

EXHIBITOR AUTHORIZATION

Company Name:

Approved By:

Signature: _____

Date Signed:

NATIONAL BRAILLE ASSOCIATION AUTHORIZATION

Approved By:

Signature: _____

Date Signed:

Note to Exhibitors: Please submit the Exhibitor Registration Form and signed Contract For Exhibit Space together with payment for the exhibit booth and/or program advertisement fees. One fully executed copy of the contract will be returned to the Exhibitor.