EXHIBITORS & SPONSORS

SEPTEMBER 18-21, 2023

2023 ANNUAL MEETING
NATIONAL ASSOCIATION OF STATE FORESTERS
To be recognized as an exhibitor or sponsor in meeting print materials, please make your commitment by August 11, 2023.

Exhibitor and sponsorship inquiries should be directed to NASF Policy Coordinator Eli Lewis at elewis@stateforesters.org.

Register as an exhibitor, sponsor, or Friend of Forestry at www.stateforesters-2023.eventbrite.com
Support Our Annual Gathering

Information For Sponsors and Exhibitors

There are several ways you can support the 2023 NASF Annual Meeting in Louisiana. In addition to four levels of meeting sponsorship, NASF offers opportunities for exhibitors, meeting-goers, and other NASF partners to contribute directly to the meeting’s success:

<table>
<thead>
<tr>
<th>SPONSORSHIP LEVELS</th>
<th>WALNUT</th>
<th>CHESTNUT</th>
<th>OAK</th>
<th>PINE</th>
<th>EXHIBITOR</th>
<th>FRIEND OF FORESTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>BENEFITS</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CONFERENCE EVENT SPONSORSHIP</td>
<td>Premium event</td>
<td>Standard event</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>RECOGNITION IN PROGRAM</td>
<td>Full-page logo or ad</td>
<td>Half-page logo or ad</td>
<td>Quarter-page logo</td>
<td>Quarter-page logo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECOGNITION IN NASF NEWS</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>EXHIBIT SPACE</td>
<td>One exhibit space in prime location</td>
<td>One exhibit space in prominent location</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>COMPLIMENTARY REGISTRATION</td>
<td>x4</td>
<td>x3</td>
<td>x2</td>
<td>x2</td>
<td>x1</td>
<td></td>
</tr>
<tr>
<td>UP TO 2 INSERTS IN MEETING MATERIALS</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>MEETING SIGNAGE</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Register as an exhibitor, sponsor, or Friend of Forestry at [www.stateforesters-2023.eventbrite.com](http://www.stateforesters-2023.eventbrite.com)

For exhibitor and sponsorship questions, please contact NASF Policy Coordinator Eli Lewis at [elewis@stateforesters.org](mailto:elewis@stateforesters.org)

GO TO [WWW.STATEFORESTERS.ORG](http://WWW.STATEFORESTERS.ORG) FOR MORE INFORMATION
Information For Sponsors

Walnut
Starting at $15,000 — Recognition in meeting program with full-page-sized logo or ad; Recognized as Walnut-level sponsor in promotional communications (including at least one press release); Exclusive sponsorship of a premium conference event (with signage denoting sponsorship); Up to two inserts in meeting materials packet; One exhibit space in prime location ($1,750 value); Four full conference registrations ($3,000 value).

Chestnut
Starting at $10,000 — Recognition in meeting program with half-page-sized logo or ad; Recognized as Chestnut-level sponsor in promotional communications (including at least one press release); Sponsorship of any standard event such as breaks (with signage denoting sponsorship); Up to two inserts in meeting materials packet; One exhibit space in prominent location ($1,750 value); Three full conference registrations ($2,250 value).

Oak
Starting at $5,000 — Recognition in meeting program with quarter-page-sized logo; Recognized as Oak-level sponsor in promotional communications (including at least one press release); Up to two inserts in meeting materials packet; One exhibit space ($1,750 value); Two full conference registrations ($1,500 value).

Pine
Starting at $3,000 — Recognition in meeting program with quarter-page-sized logo; Recognized as Pine-level sponsor in promotional communications (including at least one press release); Up to two inserts in meeting materials packet; Two full conference registrations ($1,500 value).

Information For Exhibitors

The fee to exhibit at this year's annual meeting is $1,750. This fee includes one (1) complimentary meeting registration, one (1) exhibitor booth, and (1) one flyer and/or (1) one swag bag item for inclusion in the conference registration materials.

Meeting registration includes all provided meals during the meeting and offers admission to all of the meeting's sessions and the Field Tour. Each additional exhibitor attending the meeting must purchase an “Additional Exhibitor Staff Registration” at a discounted rate of $550.
Shipping Information

If you intend to ship exhibit items or items for inclusion in the meeting registration materials directly to the hotel, they should arrive to the following address no earlier than September 15, 2023:

Hilton Baton Rouge Capitol Center
Attn: Savannah May (NASF Annual Meeting 9/18-9/22)
Your Name & Date of Arrival
201 Lafayette Street
Baton Rouge, LA 70801
(If sending multiple deliveries include: Box X of #)

You may ship and store up to 10 boxes under 30 lbs free of charge. Additional packages will be charged $10 per box. Any shipment over 30 lbs will incur a fee of $150. Packages stored 4 days or more will be assessed an additional $10 storage fee per box per day. Please refer to the appended shipping document for additional information.

Exhibition Information

Exhibition hours will be from 8 am to 5 pm each day of the conference, aside from Thursday which will see abbreviated hours due to a field tour. There will be additional time before and after the conference to set up and break down exhibits.

For A/V needs, please refer to the appended form for pricing and supplementary information. Contact Joseph LeGrange at joseph.legrange@encoreglobal.com with any technical questions.

For other exhibition questions, please contact NASF Policy Coordinator Eli Lewis at elewis@stateforesters.org

EXHIBITION HOURS

**Monday, September 18**
12 pm CT to 5 pm CT — Set up only

**Tuesday, September 19**
8 am CT to 5 pm CT

**Wednesday, September 20**
8 am CT to 5 pm CT

**Thursday, September 21**
5 pm CT to 7 pm CT

**Friday, September 22**
7 am CT to 11 am CT — Break down only
Support the NASF Foundation

Become A Friend of Forestry

Not able to sponsor or exhibit at this year's meeting? Whether you attend the meeting or not, you can still show your support for state and private forestry! Meeting goers (and even those who can't make it to Baton Rouge in September) can support the NASF Foundation with donations ranging from $100 to $1,500.

Friends of Forestry contributions will be recognized with signage prominently displayed in the most heavily trafficked meeting areas, like the onsite registration desk. To make sure your Friend of Forestry contribution is recognized, please make your donation via our meeting registration website no later than August 25 to guarantee meeting signage.

Donate To The Silent Auction

One of the most beloved components of the State Foresters' annual meeting each year is the NASF Foundation's Silent Auction. This annual event supports NASF's work to represent state and private forestry interests in Washington, D.C., through a variety of meaningful programs. By participating in the Silent Auction, you ensure that your great state or organization contributes to ongoing national initiatives that make a real difference for your forests at home.

Consider donating an item (or two, or three!) to this year’s Silent Auction. (Please note we cannot accept donations of alcohol this year.) You can either bring your Silent Auction item(s) with you to Hilton Baton Rouge Capitol Center or ship the item(s) ahead of the meeting. Shipping instructions will be published on NASF's website at: stateforesters.org/event/nasf-2023-annual-meeting/

Prior to mailing your item, please email (1) a brief description of your item, including any noteworthy information such as the item's significance to your state, who made it, etc., and (2) its approximate monetary value to Katie Forman-Cook, the executive director for the NASF Foundation, at kathryn.formancook@gmail.com.

GO TO WWW.STATEFORESTERS.ORG FOR MORE INFORMATION
Shipping/Receiving Credit Card Authorization Form

Guest/Company Name: ____________________________________________________

Group/Event Name: __________________________ Date of Event: ________________

I irrevocably authorize my credit card to be used for the following services at the Hilton Baton Rouge Capitol Center.

Schedule of Shipping Charges

Boxes/packages may be sent a maximum of 72 hours prior to group arrival and must be marked with: Responsible Party’s Name, Convention Services Manager’s Name, Group/Event Name, and Group/Event Date. All incoming boxes will be charged as noted below. Packages stored 4 days or more will be assessed an additional $10 storage fee per box per day. All deliveries must be coordinated with hotel personnel prior to function date.

<table>
<thead>
<tr>
<th>Receiving Charge</th>
<th>Shipping/Outgoing Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 30 lbs. – up to 10 boxes/packages</td>
<td>Complimentary</td>
</tr>
<tr>
<td>Additional boxes/packages</td>
<td>$10 each</td>
</tr>
<tr>
<td>31 to 200 lbs (large freight)</td>
<td>$150</td>
</tr>
<tr>
<td>Each additional 200 lbs</td>
<td>$150</td>
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<td>$150</td>
</tr>
<tr>
<td>Each additional 200 lbs</td>
<td>$150</td>
</tr>
</tbody>
</table>

- Customer is responsible for actual shipping charges incurred.
- Taxable @ 10% in addition to above charges.
- Shipping and Receiving hours are Monday-Friday, 7:00am – 11:00am, 11:30am-2pm.

Charges will be placed on master account unless otherwise directed. Hotel will not be responsible for any damages or loss to any packages or boxes. Hotel will assist in the return of packages but will not assume any responsibility of shipping costs or delivery, and items must be packaged and labeled by Group for return.

# of Boxes being Received (Weights Included)  # of Outgoing Boxes (Weights Included)

Credit Card Type: ________ Credit Card #: _________________________________ Exp Date: __________

Company Name: ________________________________________________

Name on Card: _________________________________________________

Billing Address: ________________________________________________

City, State, Zip: _______________________________________________

Phone Number: _________________________________________________

E-mail: ________________________________________________________

Signature: _____________________________________________________ Today’s Date: _________________

I warrant and represent that I am authorized to agree that charges for this event are posted to this credit card. This credit card authorization form must be completed in its entirety to secure shipping/receiving requests.

Return form to: Savannah May @ savannah.may@hiltonbr.com

Hilton Baton Rouge Capitol Center
201 Lafayette Street
Baton Rouge, LA 70801
Phone: 225-344-5866 / Fax: 225-906-0595
Vendor Credit Card Authorization Form

National Association of State Foresters (NASF)

I, __________________________________ hereby authorize the Hilton Baton Rouge Capitol Center, Baton Rouge, Louisiana, to charge my credit card account for payment of the audio visual equipment charges as indicated below for use during the conference.

<table>
<thead>
<tr>
<th>Items Available</th>
<th>Date(s) Needed</th>
<th>Check Items Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity Advance Order:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$25.00++ per day</td>
<td></td>
<td></td>
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<tr>
<td>32” Video Monitor:</td>
<td></td>
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<tr>
<td>$205.00++ per day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Internet:</td>
<td></td>
<td></td>
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<tr>
<td>$25.00++ per day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity Day of Order:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$25.00++ per day plus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$10.00 Day of Fee</td>
<td></td>
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<tr>
<td>Exhibitor Tables:</td>
<td></td>
<td>$35.00++</td>
</tr>
</tbody>
</table>

Please specify the amount here: 

** ++ indicates 24% service charge and 9.95% sales tax

Credit Card Type: __________  Credit Card #: ___________________________  Exp Date: __________

Company Name: ____________________________________________________________

Name on Card: ____________________________________________________________

Billing Address: __________________________________________________________

City, State, Zip: __________________________________________________________

Phone Number: __________________________________________________________

E-mail: _________________________________________________________________

Signature: ___________________________________________________________________  Today’s Date: ___________________________

I warrant and represent that I am authorized to agree that charges for this event are posted to this credit card. This credit card authorization form must be completed in its entirety to secure the requested AV equipment.

Please email this form directly to Savannah May at savannah.may@hiltonbr.com at the Hilton Baton Rouge Capitol Center to process your request.

Hilton Baton Rouge Capitol Center
201 Lafayette St.
Baton Rouge, LA 70801
Fax: 225.906.0595
Phone: 225.344.5866