



If you would like to purchase an Ad in our program booklet, check here

If you would like to purchase a Banner Ad on our website, check here

By signing the exhibitor agreement, I agree to the following – not to sell, sample or display lewd or explicit material. If the product or service being exhibited on/or before the event does not appear to be in line with the vision of National College Resources Foundation or The College Expo, which is to promote and encourage higher education, **we reserve the right to have you removed from the premises, and your registration fee is non-refundable. No food sampling/selling is permitted or authorized.**

**Method of Payment: Include registration form and exhibitor agreement with payment**

**Check or Money Order:**

**Make Check or Money Order Payable to:**

NCR Foundation  
750 N. Diamond Bar Blvd., Suite 208  
Diamond Bar, CA 91765

Check amount: \_\_\_\_\_ Check Enclosed  Check #: \_\_\_\_\_

**Credit Card**

**Credit Card Information:**     Visa     MasterCard     Amex

Acct#: \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

Print name as it appears on credit card: \_\_\_\_\_

Signature: \_\_\_\_\_

Security#: \_\_\_\_\_ Amount to be charged on credit card: \* \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

List of additional costs to be considered

- Electrical Cost
- Wi-Fi Cost
- Ad Booklet Cost
- Banner Ad Cost
- Processing Fee

**\*Please include a credit card processing fee of \$25.00 for booth fees up to \$600.00 and a fee of \$50.00 for \$601.00 and up.**

**CANCELLATION POLICY: Due to limited spaces available – No Refunds.**

**Tax ID#86-1120719 501c3 organization. All fees/donations are tax deductible**

**Please advise the following information:**

**Names of Representatives:**

**Contact person on the day of the event:**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Emergency Contact:**

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

Please return above information to us no later than 2 weeks prior to all NCRF Expo Events

Fax 909-396-0932 • Phone 909-396-0151

Email to: [diana@thecollegeexpo.org](mailto:diana@thecollegeexpo.org) • cc: [rachel@thecollegeexpo.org](mailto:rachel@thecollegeexpo.org)

**To be used the day of event only:** Diana Love: (310) 770-8865 (cell) • Rachel Ortega: (909) 240-1405 (cell)

**FOR OFFICE USE ONLY:**

Invoice#: \_\_\_\_\_ Date Received: \_\_\_\_\_ Sales Rep: \_\_\_\_\_

Welcome Letter: \_\_\_\_\_