

## EXHIBITOR & SUPPORTER REQUEST FOR FUNCTION SPACE

The CFF permits confirmed exhibitors and supporters to hold meetings in association with NACFC from Thursday, October 8 through Saturday, October 10. **All functions in conjunction with NACFC 2026 must first be approved by CFF.** In accordance with the Outboarding Policy, exhibitors and supporters are strictly prohibited from holding functions other than where authorized and assigned by CFF. Upon approval, CFF will provide appropriate event manager contact information. Meetings are charged at a flat rate of \$1,000 per meeting, which do not include charges by the facility. Exhibitors and supporters are responsible for all arrangements and costs associated with ancillary meetings and all services ordered. Contact Rebekah Kim at 240-200-3763 or by email at Exhibit-Support-NACFC@cff.org for more information.

**Meeting space is available on a first-come, first-served basis.**

**Functions may not conflict with NACFC programming and are not permitted within the following time frames:**

<b>Thursday, Oct. 8</b> 8:00 a.m. – 6:30 p.m.	<b>Friday, Oct. 9</b> 8:00 a.m. – 6:15 p.m.	<b>Saturday, Oct. 10</b> 8:00 a.m. – 3:45 p.m.
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### APPLICATION GUIDELINES & PAYMENT POLICIES

- One application per meeting. Completed applications should be submitted to NACFC by **September 11, 2026**.
- NACFC Show Management will provide written acknowledgment of your request within 14 business days of receipt. Confirmations will be sent on or before September 11.
- Ancillary meetings are charged at a flat rate of \$1,000 per function. Payment is required within 14 business days upon receipt of invoice.
- **Scheduled programming shall not offer CME/CEU credits.**
- Function space for personnel only do not qualify as ancillary meetings.
- Written notice of cancellation must be received on or before **September 11**, otherwise 100% of the total ancillary meeting fee will be retained.
- Organizations must adhere to NACFC Exhibitor & Supporter Rules & Regulations and may not hold functions that compete with official NACFC programming.
- Meetings in association with NACFC are only permitted between October 8-10, unless otherwise approved by NACFC.

### Submit your payments online

Visit the Exhibitors and Supporters tab on our website

<https://www.nacfconference.org/Payment.aspx>

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### CONTACT INFORMATION

Company Name			Contact Person
Street Address	City	State	Zip Code
Phone	Fax	Email	
Invoice to be sent to			Department (if applicable)

### FUNCTION SPECIFICATIONS

Function Name			Anticipated # of Attendees
Preferred Date	Preferred Hotel	Requested Start Time <i>(include set-up)</i>	Requested End Time <i>(include tear-down)</i>

Primary Purpose of Function *(provide as much detail as possible)*

#### Check all that apply:

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| <input type="checkbox"/> Check here if promotional and/or marketing materials will be developed for this function. <b>Note:</b> The CFF requires review of all marketing materials prior to printing and distribution. | <input type="checkbox"/> Function is open to all NACFC attendees<br><input type="checkbox"/> Function is by invitation only |
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| <b>Room Setup</b><br><i>(check all that apply)</i> | <input type="checkbox"/> Rounds<br><input type="checkbox"/> Schoolroom<br><input type="checkbox"/> Theater<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Crescent Rounds<br><input type="checkbox"/> Hollow Square<br><input type="checkbox"/> Conference | <input type="checkbox"/> Stage<br><input type="checkbox"/> Podium<br><input type="checkbox"/> Head Table for # ____ | <input type="checkbox"/> Easel # ____<br><input type="checkbox"/> Registration Table<br><input type="checkbox"/> Materials Table |
|--|--|---|---|--|

Please return this form to:

**Rebekah Kim**  
**Sr. Meeting Planner and Exhibit Lead**  
 Email: [Exhibit-Support-NACFC@cff.org](mailto:Exhibit-Support-NACFC@cff.org)