NYC 2024 Application Form

YES! We want to participate in the INS 5th Annual North American Meeting in New York City

Submit the completed and signed application form with your exhibitor, promotion, and/or partnership selections, along with full payment in U.S. funds (U.S. checks or all major credit cards are accepted), by the deadlines. Send applications and payments to INS by email, fax or mail.

Email: ins@the-ins.org
Mail: 2319 S. Foothill Drive, Ste 260, Salt Lake City, UT 84109
Phone: 801-487-0475 Fax: 801-487-6270

Payment Contact:

Company Name & Contact
Mailing Address
City, State, Zip
Country
Phone
Fax

Key Contact for this application (if different from above):

Name
Email
Phone

MOBILE or VIRTUAL APP LIST NG Information on your organization:

Sales Contact
Email Address
Website
Phone
Fax

INS Sponsorship
If interested contact the office directly and they can help put something together for you.

Select an Exhibitor Opportunity:

Booth Space
Application Due: Wednesday, January 25, 2024
Circle your letter choice

☐ $1,450 One Booth (includes 2 waivers, bag insert, 1x post meeting mailing list) #
booth preference

☐ $1,500 On 30-60 second video shown throughout conference days.

☐ # of Additional Registration Waivers ($300 each or 2 for $500): ______ (max. 2
additional per booth; provide names below)

Please provide attendee names for registration waivers/badges for the Exhibitors:
(Use a separate page if additional space is needed)

1. First/Last name __________________________ Email __________________________
2. First/Last name __________________________ Email __________________________
3. First/Last name __________________________ Email __________________________
4. First/Last name __________________________ Email __________________________
5. First/Last name __________________________ Email __________________________
6. First/Last name __________________________ Email __________________________
Select Promotional Opportunities:

**DIGITAL ONLINE PROGRAM**

- Application and Artwork Due: Wednesday January 10, 2024
- $2500  Outside back cover (color)
- $950  Inside back cover (color)
- $950  Inside program, full page (color)
- $500  Inside program body, half page (horizontal only, color)

**BAG INSERTS**

- Application Due: Wednesday January 10, 2024 (if not choosing a booth)
- $500  Per 1-page Flyer or brochure
- $1000  Per Promotional Item

**YEAR ROUND**

- Contact Us Directly for: Job Post - Newsletter - Email - Website Banner - Homepage - Slider

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**Payment Summary:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Total Cost of Selected Partnership Opportunities</td>
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<tr>
<td>Total Cost of Selected Exhibitor Opportunities</td>
<td></td>
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<tr>
<td>Total Cost of Selected Promotional Opportunities</td>
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<tr>
<td>Total Amount of Authorized Payment</td>
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**Participant Acceptance:** By submitting your application, you acknowledge that you have read, understood, and agree to abide by all INS policies and guidelines outlined.

**Payment Options:** Full payment in US funds - either credit card authorization or check payable to INS - must accompany completed application.

- Check/Money Order: Please make checks payable to INS. Please write check #: ______________________
- Credit Card: All major cards accepted. Please enter all card details securely here: [https://the-ins.org/meetings/new-york-2024/nyc-2024-exhibitor-payment-form/](https://the-ins.org/meetings/new-york-2024/nyc-2024-exhibitor-payment-form/)

**Returned Payment, Cancellation, & No-Show Policy:** All returned check payments are subject to a $30 processing fee. All cancellations must be received in writing and are subject to a $50 administrative fee. Any cancellations received on or after January 22, 2024 will be refunded minus 50% of the total cost. No refunds available for cancellations received on or after January 23, 2024. Exhibitors who fail to show at the meeting will forfeit all monies paid.