

# EXHIBITOR TRANSACTION FORM

NECA 2020 CHICAGO ➔ NECA 2020 LIVE ➔ NECA 2021 NASHVILLE



As you've heard, NECA is transitioning into a virtual / online convention and show this year. We have robust and affordable exhibitor options for you to connect with thousands of electrical contractors across the county. We thank you for your support of the NECA Show and we're offering several ways to handle the monies currently paid for NECA 2020 Chicago.

## Complete and return no later than Friday, August 14, 2020

Indicate your choice from the options below so we can process your request.

*(Check one only)*

\_\_\_\_\_ **Yes**, my company would like to participate in NECA 2020 LIVE, a virtual convention and trade show on October 6-8, 2020. I understand that my company will complete a separate contract for the virtual event, and there may be additional monies owed. If there is still a balance owed to me, please **TRANSFER** any remaining monies to NECA 2021 Nashville. You will be contacted at a later date regarding your choice of 2021 booth locations.

\_\_\_\_\_ **Yes**, my company would like to participate in NECA 2020 LIVE, a virtual convention and trade show on October 6-8, 2020. I understand that my company will complete a separate contract for the virtual event, and there may be additional monies owed. If there is still a balance owed to me, please **REFUND** any remaining monies to my company. Note: all refunds will be processed via check. Please complete the form below.

\_\_\_\_\_ Please **TRANSFER** all monies my company has paid for NECA 2020 Chicago, for Exhibit space and if applicable, any Sponsorship opportunity to NECA 2021 Nashville. You will be contacted at a later date regarding your choice of 2021 booth locations.

\_\_\_\_\_ Please **REFUND** all monies my company has paid for NECA 2020 Chicago, for Exhibit space and if applicable, any Sponsorship opportunity. Important: As stated in the NECA 2020 Chicago Conditions of Contract "all monies received by Show Management shall be returned to the exhibitor less all legitimate expenses incurred for advertising, promotion, rentals, salaries, and travel" which is 10% of payments received. All refunds will be processed via check. Please complete the form below.

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Email this completed form to: [exhibitsales@necanet.org](mailto:exhibitsales@necanet.org)

no later than Friday, August 14, 2020

Questions? Call us at 770-632-0044





**NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION, INC.**

**If refund is requested, return this completed form to:**

[exhibitsales@necanet.org](mailto:exhibitsales@necanet.org)

**NECA REFUND CHECK REQUEST FORM**

Requesting Company: \_\_\_\_\_ Request Date: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

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

Authorized Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Refund**

Description: \_\_\_\_\_ From NECA 2020 Chicago Exhibit \_\_\_\_\_ From Sponsor item \_\_\_\_\_ From Both

*Refund amount will be confirmed by return email prior to processing refund request. Allow up to thirty (30) days for receipt of refund check.*

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Questions? Contact us at 770-632-0044**

**Return this completed form to [exhibitsales@necanet.org](mailto:exhibitsales@necanet.org)**

**Deadline: August 14, 2020**