



CALENDAR POSTING ORDER FORM

The following guidelines apply when submitting a calendar posting:

- Calendar listings may include a link to additional promotional content.
- The fact that an event has appeared on the NAHQ calendar may not be referred to in collateral advertising.
- NAHQ retains the right to decline any submitted calendar of events listing, discontinue the posting of any event/s, and decline to link with another site or to remove links to other Web sites.
- Allow 10 working days from the date the complete order is received by the NAHQ office.
- Most current fees apply; please check with office to confirm rates prior to placing order.
- NAHQ has a 60-Day Blackout Period. This is inclusive of any listings during the following time frames (30 days prior to or following the NAHQ Annual Meeting).

Posting Information: (* indicates required fields)

Event Title* _____
 Event Sponsor (your organization)* _____
 Start Date* _____ (MM/DD/YY)
 End Date* _____ (MM/DD/YY)
 Description _____
 Location* _____
 City _____
 State _____
 Contact Name/E-mail* _____
 Web Site _____




Bill To:

Name _____
 Facility _____
 Address _____
 City/State/Zip _____
 Phone _____

Fee:

\$25 Member Rate
 \$50 Nonmember Rate

Payment Method

Check (Enclosed)  Visa  Master Card  Amex

Card Number _____ Exp Date _____

➤➤Complete & return this form along with payment to:◀◀

NAHQ Calendar of Events
 Attn: Heather Payette
 8735 W. Higgins Rd., Suite 300
 Chicago, IL 60631
 ☎ 847.375.4720 | Fax 847.375-6320
hpayette@nahq.org

For office use only:
 Client ID _____
 Tracking Code _____
 Date Shipped _____