

Easy Steps to Complete Secondary Paperwork

If the Secondary is a NACS or PEI member:

- Only complete page 1.
- The trade show contact will receive the information about registering attendees and providing NACS with the directory information. The Primary trade show contact can be the same as the Secondary contact.

If the Secondary is not a NACS or PEI member but wants to pay the listing fee of \$1,350.00:

- **PAY FOR LISTING FEE ONLY:** The listing fee includes 1-year membership dues with NACS. If the company does not want to join, check “I do not want to become a NACS member”.
- **PAY AND BECOME A MEMBER:** If they want to join NACS, complete pages 1-5 of the Secondary Exhibitor Contract.
 - On page 2 of the application, make sure an employee of the Secondary company is listed as the Key Contact (Note: this cannot be the same as the Primary exhibitor tradeshow contact).
- Submit payment information for \$1,350 with the completed application.