



LOUISIANA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

DEDICATED TO ASSISTING STUDENTS

CORPORATE SPONSORSHIPS AND EXHIBITORS **Policy and General Information**

Corporate sponsor and exhibitor participation in LASFAA is valued, appreciated, and needed in order that LASFAA might fulfill its mission of promoting professional competency, assisting educational institutions with developing effective programs, and facilitating communication between educational institutions and sponsors of student financial aid funds through exchange of ideas, information and experiences. The following policies and procedures have been adopted to avoid activities that may contribute to any inference or appearance of conflicts or interest. To ensure compliance with conflict of interest policies, LASFAA requires that Exhibitors/Sponsors agree to the rules and procedures outlined below. LASFAA reserves the right to decline sponsorship or exhibitor payment from any organization that does not promote the ideals of LASFAA or whose activities are inconsistent with the Code of Conduct and Conflict of Interest policies adopted by LASFAA members.

1. Exhibitors and Corporate Sponsors are not required to be members of LASFAA in order to exhibit at a LASFAA event. However, the nature of their business must be relevant to student financial aid administration.
2. LASFAA has eliminated named sponsorship of specific conference and workshop activities/events.
3. Exhibitor fees are annual and not event specific.
4. Exhibitors who pay the specified exhibitor fee for the fiscal year has the right to exhibit at the LASFAA Spring and Fall conferences and other LASFAA sponsored events held during that year.
5. All exhibitors and contributors for the year will be listed alphabetically in conference programs for each LASFAA sponsored event held during the year.
6. Exhibitor fees must be paid by August 1 of each fiscal year.
7. Exhibitors are expected not to organize, sponsor, or conduct any social activities directed towards conference or workshop attendees.
8. Gifts or give-aways must be of nominal value
9. All prize drawings, including scholarships, are prohibited. Exhibitors may not offer conference or workshop participants the opportunity to sign up for or enroll in any contests or to receive gifts or give-aways at a later time in excess of the stated nominal value.

10. Exhibitors and Corporate Sponsors attending conference activities must pay the relevant conference registration fee for each corporate member in attendance by the deadline specified by the conference committee.
11. Exhibitors or Corporate Sponsors may organize, sponsor, or conduct non-social events, such as focus, advisory, or user groups. These events must be available to all conference attendees. Only non-alcoholic beverages and light snacks can be served at these events.
12. Exhibitors or Corporate Sponsors wishing to conduct a non-social event must complete a CORPORATE SPONSOR NON-SOCIAL EVENT REQUEST form and submit it to the relevant event chairperson for approval.
13. Corporate Sponsors wishing to exhibit at a LASFAA function must complete LASFAA EXHIBITOR FEE PLEDGE form annually.
14. Corporate Sponsors or Exhibitors must complete a LASFAA EVENT EXHIBITOR SETUP form for each event where they wish to exhibit.
15. Corporate Sponsors or Exhibitors wishing to become members of LASFAA must complete a membership application. Only one membership form is needed per company.