



## 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 NAHQ Next).
- If paying by check,
- Questions about NAHQ calendar postings? Please call 847.375.4720 between 9 am-6 pm ET/8 am-5 pm CT, Monday-Friday.

**Posting Information** (\*indicates required fields) Event

Title\* \_\_\_\_\_

Event Sponsor (your organization)\* \_\_\_\_\_

Start Date\* \_\_\_\_\_

End Date\* \_\_\_\_\_

Description \_\_\_\_\_

Location\* \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Contact Name/E-mail\* \_\_\_\_\_

Website \_\_\_\_\_

**Bill To:**

Name \_\_\_\_\_

Facility \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

**Payment: An invoice will be sent once your order has been processed.**

**Three ways to submit your order**

**NAHQ Calendar of Events Mail**

**Mail**  
 NAHQ  
 Attn: NAHQ Marketing  
 8600 W. Bryn Mawr Avenue  
 Suite 710 N  
 Chicago, IL 60631

**Fax** 847.375.6320  
**E-mail** info@nahq.org

**Fee:**

- \$25 Member Rate
- \$50 Nonmember Rate

Please note: There is an additional \$25 fee (NOT reflected in the above prices) for payment by check.