**UNIVERSITY EVENTS**

# REGISTRATION & SPECIALTY SERVICES

## ONLINE REGISTRATION

| ITEM | PRICE |
|---|---|
| **Standard OnLine Registration**<br>*Includes site set-up, guest assistance, payment processing, attendance rosters* | $500 to set up $5.00 per person.<br>3% credit card transaction fee |

### PREMIUM REGISTRATION ADD-ONS

| ITEM | PRICE charges in addition to standard reg pricing above |
|---|---|
| **Virtual Attendee Hub** (for virtual & hybrid events)<br>*Includes virtual platform and/or mobile app setup, guest assistance, onsite management for duration of event* | $150 platform setup and/or $150 app setup. Additional $6.50 per person.<br>$25.00 per hour staffing |
| **OnArrival Premium On-site Registration Services**<br>*Includes on-site event check-in, on-site badge printing, individual session check-in, on-site management for duration of registration with attendance tracking* | Additional $1.50 per person.<br>Purchase of badge materials.<br>$25.00 per hour staffing |

## EVENT STAFFING

| ITEM | PRICE |
|---|---|
| **On-Campus Conference**<br>*Check-in and registration assistance for guests on campus* | $25.00 per hour |
| **Off-Campus Conference**<br>*Check-in and registration assistance for guests outside campus* | $40.00 per hour |

## EVENT PARTICIPANT ITEMS

| ITEM | PRICE |
|---|---|
| ND Events Folder | $2.00 |
| ND Events Notepad | $1.00 |
| Campus Map | $0.25 |
| ND Events Pentel Pen | $1.00 each // $10.00 box of dozen |
| Plain Bic Stic Pen | $0.50 each // $5.00 box of dozen |
| Folder/Packet Assembly Fee | $3.00 per folder, bag, etc. |

## NAMETAG MATERIALS

| ITEM | PRICE |
|---|---|
| Plain Lanyard | $0.50 |
| ND Events Lanyard | $2.00 |
| Sheet of 6 Blank Nametag Inserts | $0.75 per sheet |
| 4”x3” Nametag Plastic Holders | $0.75 per holder |
| Nametag Sponsor/Speaker/Volunteer Ribbons (Custom Available for Additional Fee) | $1.00 |
| “Hello. My Name Is...” Sticker Nametag | $0.25 each |

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## PERSONALIZED ITEMS AND SERVICES

| ITEM | PRICE |
|---|---|
| Personalized Pin Clip Nametag | $1.00 |
| Personalized Sticker Nametag | $0.50 |
| Personalized Nametag with Magnetic Holder (4”x3”) | $3.00 |
| Personalized Nametag and Plain Lanyard (4”x3”) | $1.50 |
| Personalized Nametag and ND Events Lanyard (4”x3”) | $3.00 |
| Personalized Nametag and ND Events Lanyard (3.5”x5.5”) | $3.50 |
| Personalized Table Tent Card | $1.50 |
| Personalized Place Card | $1.50 |
| Personalized Dinner Menu Card | $2.00 |
| Personalized Certificate with Cover | $3.00 |
| Nametag Transportation Cases | $16.00 |

## STOCK EVENT ITEMS

| ITEM | PRICE |
|---|---|
| Table Tent-Blank | $1.00 |
| Place Card-Blank | $1.00 |
| Floor Directional Decal | $10.00 |
| Ream of Paper | $5.00 |
| Legal Pads (8.5”x14”) Canary or White | $2.75 |
| 3”x3” Post-it Pad | $1.50 |
| Vis a Vis Marker | $1.50 each // $14.00 box of dozen |
| Highlighter | $1.50 each // $14.00 box of dozen |
| Copies – Black & White | $0.10 per page |
| Copies – Color | $0.25 per page |