



## SUPPLIER REGISTRATION INFORMATION

### **Fee for Exhibiting Supplier Companies**

**SOLD OUT!**

### **Fee for Supplier Companies Not Exhibiting**

Registration FOR SUPPLIERS NOT EXHIBITING is \$125 per company plus \$75 per person attending from your company. Your company name, product and/or service, and contact information will be listed in the program.

Any person registering on-site will be charged \$150 and MUST pay on site. The fee is payable by cash or check only...so come prepared with cash or a check. A receipt will be issued.

### **Your Product Information**

When completing the registration form, make sure you give us a description of your product or service so we can list the information in the program booklet. **Exhibiting companies and non-exhibiting companies** will be listed in the program. Deadline to be included in the program is March 31, so get your product/service description in on time.

### **Sponsorships**

Platinum, Gold and Silver sponsorships are not available after exhibit spaces are sold out.

### **Showcase**

The showcase will be in the Great Hall and Pool Patio at the Holiday Inn. Set up is 8:00 a.m. to 2:00 p.m., Tuesday, May 11. Take down of exhibits is 5:30 pm on Wednesday, May 12.

**Please indicate on the registration form if you need a table(s), chair(s), electricity, etc. Tables will have a tablecloth, no skirting** (skirting is available at a \$5 fee). Tall tables, stools, and skirting are available at an additional cost as indicated on page 2 of the registration form. Please bring your own ***extension cord and multi-outlet strip***. ***There is no charge for electrical power. Wireless Internet is available in the exhibit area. Security will be provided around the clock for both exhibit areas during non-exhibiting hours.***

**If you want to exhibit equipment in the parking lot**, please indicate on your registration form how many parking spaces you will need. There is no additional charge for parking lot displays if you are paying for exhibit space indoors. If you do not require space inside but want space in the parking lot, your fee would be \$150. Only suppliers who make prior arrangements can park in the roped off area. Equipment companies bringing SMALL equipment into the Holiday Inn will automatically be assigned exhibit space on the pool patio. Please send me an email to let me know if you are bringing in small equipment. The Holiday Inn does not allow small equipment on wheels in the Great Hall and would **prefer** all equipment be displayed in the parking lot.

### **Shipping Information**

You can ship your exhibit display 1 to 1 ½ weeks prior to the show:

Fargo Holiday Inn  
% TOC Conference Showcase  
3803 13th Avenue South  
Fargo, North Dakota 58103

The Holiday Inn will store your shipment and place it in your exhibit space for Tuesday set up. It is important that your company name is shown on each box that is being shipped and the number of boxes being shipped (1 of 4, 2 of 4, etc.). **Please bring along a prepared RETURN shipping label so Shipping and Receiving personnel at the Holiday Inn can return your items efficiently.**

**If you have additional needs for your booth/exhibit space, the company we work with is Gompf Displays in Fargo. Check them out at [www.gompfdisplays.com](http://www.gompfdisplays.com) for your additional exhibit needs.**

Gompf Displays  
110 University Drive South  
Fargo, ND 58103  
(701) 293-1900 · (800) 497-3524

### **Exhibit Hours**

Exhibit hours are 3:00 to 6:30 p.m. on Tuesday, May 11. Keg beer will be served in the exhibit areas on Tuesday and Wednesday. On Wednesday, May 12, the exhibits will be open from 3:00 to 5:30 p.m. From 6:00 to 7:30 p.m., a supplier-sponsored reception will be held in the Harvest Hall with full bar and full assortment of hors d'oeuvres.

### **Registration Fees**

Registration fees must be included when returning the registration form. **If you fax or email your completed registration** form, please follow up with payment or you can request an invoice be sent to you (by email). Make checks payable to **NDTA**. Per-person cancellations are refunded in full up to April 23. Per company fee for exhibit space or non-exhibiting company fee is not refundable after April 10 (once the program is printed).

### **Golf Fees**

Mail the golf fees and golf registration forms directly to TOC Golf Tournament, c/o Red River Telephone, P.O. Box 136, Abercrombie, North Dakota 58001. We prefer that you keep your golf fees separate from your conference registration fees. If you must include them with the exhibit registration fees, NDTA will forward your golf fee to Red River. Email [tocgolf@rrt.net](mailto:tocgolf@rrt.net) to have your golf questions answered.

### **Supplier Update**

In April, you will receive a diagram of the exhibit area with assigned exhibit spaces and a list of participating suppliers. Your name badge, registration packet will be available for you at the registration table, Tuesday from 8:30 a.m. to 5:00 p.m. and Wednesday from 8:00 a.m. to 4 p.m.

### **Room Reservations**

See separate attachment "Hotels 2010" to choose a hotel for your sleeping accommodations.