

2022 SUPPLIER REGISTRATION INFORMATION



Golf Outing | Monday, May 9th @ Moorhead Country Club

Conference & Showcase | May 10th – May 12th @ Fargo Holiday Inn

Fee for Exhibiting Supplier Companies

\$275 per company for 8' x 8' exhibit space

\$350 per company for 8' x 10' wide exhibit space

\$500 per company for 8' x 16' wide exhibit space (two adjoining 8' spaces)

\$125 Non-Exhibiting Suppliers (no booth, but does want to be placed in TOC event app)

\$150 Parking Lot Only Exhibit (no additional charge for parking lot displays if you are paying for exhibit space indoors)

\$90 Registration Fee per Attendee

\$150 On-Site Registration Fee per Attendee

Exhibit Set-Up & Hours

The showcase will be held 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 10th. Take down of exhibits is after 6:00 pm on Wednesday, May 11th.

Please bring your own **extension cord and multi-outlet strip**. *Wireless Internet is available in the exhibit area and throughout the Holiday Inn.*

Shipping Information

You can ship your exhibit display 1 to 1 1/2 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.

Exhibit Hours

Exhibit hours are 3:00 to 6:30 p.m. on Tuesday, May 10. Keg beer will be served in the exhibit areas on Tuesday and Wednesday. **On Wednesday, May 11, the exhibits will be open from 3:00 to 6 p.m.**

A Supplier-Sponsored Reception will be held in the Harvest Hall from 6 -7:30 p.m. with full bar and large assortment of hors d'oeuvres.

Registration Fees

Per-person cancellations and company fees may be refunded in full up to **April 22nd. No refunds after April 22, 2022.** Only companies with paid registrations will be assigned exhibit space.

Golf Fees

This is the first year of online registration through Eventbrite for the TOC Golf Outing! The golf registration form can be found on www.NDTA.net. 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 \[tocgolf@rrt.net\]\(mailto:tocgolf@rrt.net\)](mailto:tocgolf@rrt.net) to have your golf questions answered.