

NDLTCA's Fall Professional Development Conference

"United We Care"

September 11-14, 2018– Fargo Holiday Inn

Sponsor Member Only Trade Show Information

As a NDLTCA Sponsor Member, you are invited to participate in the "Sponsor Member Only" Trade Show. The trade show will be held Wednesday, September 12th from 5:30 –7:30 p.m. **The theme for the Trade Show is "Patriotic".**

For Your Information: Booth size is a 10 x 10 space with a table and chairs. You will need to bring extension cords as the outlets may not be right next to your booth. Tables will be skirted. Set-up time will be sent to you as we get closer to the conference dates.

Platinum Level Sponsors are eligible for 2 booths

Gold and Bronze Level Sponsors are eligible for 1 booth

Please complete the following information:

- Yes, we plan to exhibit at the Sponsor Member Trade Show
- No, Our Company will not be participating this year

Company Name	
Name of the contact person you would you like listed in the Conference Booklet:	
Address, City, State, Zip Code:	
Telephone Number:	
E-mail address:	
Website:	
Description of Company For use in the Conference Booklet:	
List who will be attending the Sponsor Trade show:	1. _____ 2. _____ 3. _____ 4. _____

NDLTCA Sponsor Trade Show Information Continued

If you are a Platinum Level Sponsor:	I would like: <input type="checkbox"/> 2 Booths <input type="checkbox"/> 1 Booth
Gold and Bronze Level Sponsor:	<input type="checkbox"/> Yes, we will participate with 1 Booth
Questions on 2018 Sponsorship:	Does your company plan to continue in the NDLTCA Sponsor Program in 2019? Level of Sponsorship: <input type="checkbox"/> Platinum <input type="checkbox"/> Gold <input type="checkbox"/> Bronze

Please Review the following:

Advertising: All Sponsors will receive a complimentary advertisement in the Conference Booklet. See the attached form regarding sizes of the ads.

- Please use the ad our company used in the 2018 NDLTCA Membership Directory & Buyers Guide**
- Use enclosed new ad.**

Sponsor Mailing: All sponsor members are encouraged to participate in the Sponsor Mailing that will go to member facilities via regular mail prior to the Fall Conference. You may want to promote a sale you are having, provide information regarding your company or invite them to stop by your booth. **Please send us 200 copies** of your sponsor mailing by August 28th. We will be sending out information to our members prior to the Fall Conference.

Attendance at the Fall Professional Development Conference: Platinum level sponsors are eligible for four complimentary registrations to attend the entire conference. Gold level sponsors are eligible for two complimentary registrations to attend the entire conference and Bronze level sponsors are eligible for one complimentary registration to the conference.

Room Reservations: If you have not made room reservations yet for this conference, please call the Holiday Inn and indicate you are attending the NDLTCA Fall Professional Development Conference. The room block will fill up fast so call as soon as possible: 701-282-2700. Room rates are: \$113.00 plus tax.

If you are unsure of who will be attending the Trade Show, you may send those names at a later date. For planning purposes, we need to know if you are attending. Sponsor members do not pay a booth fee for the Sponsor Member Only Trade Show!

Please return this form by August 6, 2018 to erin@ndltca.org