



Online Registration At:  
www.ndltca.org/tradeshow

# 2018 Trade Show Registration Guide

Early Bird Deadline  
Friday, March 9, 2018

May 1-4, 2018  
NDLTCA 41<sup>st</sup> Annual  
Convention and Trade Show  
Bismarck Event Center & Ramkota Hotel

Register by  
March 9, 2018 for the  
early bird discount!

BOOTH FEES	Before	After
Associate Member	\$ 500	\$ 600
Non-Member	\$1,000	\$1,100
Platinum Sponsor	2 complimentary booths	
Gold Sponsor	1 complimentary booth	
Bronze Sponsor	1 complimentary booth	



A Great Event... with close to 1,000 decision-making or influencing attendees, representing all disciplines in the long term care profession.

Join close to 1,000 professionals and over 100 businesses showcasing the latest in their products and services at one of the best gathering of long term care professionals in the country! NDLTCA is proud to host the 2018 Annual Convention and Trade Show, May 1-4, 2018 at the Bismarck Event Center. This is a private event for registered vendors and participants only. We invite everyone to attend and get ready to experience:

**The Best Value in North Dakota...** and possibly the nation! We offer more prospects, more booth features, more exhibit time and more potential business for a much lower exhibit fee than other shows twice our size!

**Dedicated Trade Show Hours...** unique strategies and incentives to get all attendees into the exhibition hall!

## 2018 Trade Show Schedule



NDLTCA's trade show is a success because of our attendance, organization and excellent viewing times.

### Move-in / Registration Hours:

Please stop by the NDLTCA registration desk in the Exhibit Hall to pick-up your name badges and information packets.

- Tuesday, May 1 . . . . . 4:00 p.m. – 8:00 p.m.
- Wednesday, May 2 . . . . . 7:00 a.m. – 10:00 a.m.

### Trade Show Hours:

- Wednesday, May 2 . . . . . 10:00 a.m. – 11:30 a.m.  
**(Administrators & DON)**
- Wednesday, May 2 . . . . . 11:30 a.m. – 1:00 p.m.  
(Open to all)
- Thursday, May 3 . . . . . 10:00 a.m. – 12:30 p.m.

### Tear Down / Move-out Hours:

- Thursday, May 3 . . . . . Begins at 12:30 p.m.

**\*PLEASE NOTE:** Shipments will NOT be accepted by the Bismarck Event Center.

All shipments MUST be sent to Jobbers Moving & Storage to arrive no later than **5 p.m.** on **April 27, 2018** to avoid additional surcharges. Jobbers will provide 30 days of free storage space prior to event and up to three business days after the event.

Pre-registration is required for warehouse services. You must log on to [www.jobberswarehouse.com/cfs](http://www.jobberswarehouse.com/cfs). Provide your name, phone number and e-mail. Then select your event from the drop down menu, click submit. Your password will be e-mailed to you with instructions to access and register for warehouse services.

**Exhibitor Arrangement:** All exhibits must be arranged so that they are completely within the allotted booth space. To prevent visibility obstruction, display materials are not allowed in the aisles. Also, when setting up your booth, please be sure there is ample space within the booth for all exhibitor personnel. Exhibits must conform to the size of the booth space and must be of such a character or arrangement so as to not obstruct the view or interfere with the exhibits of others.

## Booth Fees Include

- 10'x10' booth with exhibitor sign
- (1) 8-foot table with 2 chairs
- Cloth table cover, skirting and carpet
- Parking
- 110V electricity - **Please bring your own extension cords** electricity located within 50 feet of your booth (*Extension cords are NOT included in your exhibit fee.*)
- All meal functions during our Trade Show.
- Two Fun Night entrance passes.
- Participant list of convention attendees and email addresses emailed 1-2 weeks prior to conference.
- Mailing labels for NDLTCA member facilities, call or email Erin to request (erin@ndltca.org).

## To Do List:

- Register online today by going to [www.ndltca.org/tradeshow](http://www.ndltca.org/tradeshow). NDLTCA must receive your booth payment no later than **Friday, March 9, 2018** to be included in the printed promotional materials.
- Visa, MasterCard, Discover and American Express, are accepted for payments.
- Bring your extension cords if you need electricity. Electricity is available within 50 feet of each booth.
- Door prizes for drawings during the Trade Show can make a good networking opportunity. Check the box on the registration page if you plan on having a door prize.
- Consider sponsoring a room during Theme Hospitalities Night. For more information contact Peggy Krikava at 701-354-9774.
- NDLTCA has negotiated room rates at several local hotels. You can find a list of hotels at [www.ndltca.org/convention](http://www.ndltca.org/convention). Mention the "NDLTCA Convention" to receive special room rates.
- All convention materials shipped to Jobbers Moving & Storage must arrive by **5 p.m. on Friday, April 27**, to avoid a surcharge.
- When you arrive at the Trade Show, exhibitor registration will be at that Bismarck Event Center in the Exhibition Hall C & D.

## Important Information

**EXHIBIT SPACE:** NDLTCA will assign space in the order of receipt of registration form and payment. We will make every effort to honor your requests, however, assignments are subject to change. Confirmation of assigned booth location will be sent to you prior to the event.

**CANCELLATIONS:** Cancellations must be made to the NDLTCA Office. Cancellations made prior to **Tuesday, April 2, 2018** will be given a 75% refund. No refunds will be made after **Tuesday, April 2, 2018**. Exhibit registration fees may be applied to next year's trade show.

**SPECIAL ACCOMMODATIONS OR EQUIPMENT NEEDS:** NDLTCA is committed to making conference activities available to all attendees. Please contact NDLTCA at 701-222-0660 for special arrangements.



## Conference Hospitality

As an NDLTCA exhibitor, your lunches and breaks are complimentary.

**Awards Gala:** Your presence at the gala is appreciated as the NDLTCA and it's peers recognize and award several long term care professionals and volunteers for their exemplary work and dedication to the industry. A fine meal and good company are sure to make this event an enjoyable and relaxing evening. Tickets can be purchased for \$50 per person.

**Fun Night:** Plan on joining the fun Thursday evening with our Theme Hospitality Suites in the Ramkota Courtyard. Food, beverages, games and prizes are in store as you network and socialize. The band, Johnny Holms, is back again by popular demand! Two passes for this event are included with your trade show registration. Additional passes can be purchased for \$30 per person.



### Conference Highlights

#### Tuesday, May 1

- Golf Tournament
- Exhibitor set-up and registration

#### Wednesday, May 2

- Exhibitor set-up and registration
- **Exhibits Open and Lunch**
- Awards Gala

#### Thursday, May 3

- **Exhibits Open and Lunch**
- 5th Annual Fun Run for Nurse Scholarships
- Theme Hospitalities
- Fun Night Entertainment — Johnny Holms

# Event Center Exhibit Hall

