

Exhibit Space Reservation Contract



NDMEA Conference and All-State Music Festival
March 21-22-23, 2019 (Th-Fri-Sat)

Held at Bismarck Events Center 3
15 S 5th St, Bismarck, ND 58504 701-355-1370

Business Information

Company Name: _____ Phone: (____) _____

Contact Person: _____ Fax: (____) _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Exhibit Options

Please check the following options.

_____ 1 - 8' x 10' booth (1-2 people)	\$175	_____
_____ 2 - 8' x 10' booths (3-4 people)	\$275	_____
_____ 3 - 8' x 10' booths (5-6 people)	\$350	_____
_____ 4 - 8' x 10' booths (7-8 people)	\$425	_____

How many additional tables will you need? _____ X \$15 = _____
(Each booth has 1 30" x 8' table)

Additional Personnel: _____ X \$100 = _____
(We have allotted 2 staff per booth)

Electricity is \$25. Will you need an electrical outlet? Yes _____ No _____ add \$25 _____
(Please bring a 50' extension cord if you need power.)

Total Amount =

Return Address for pp. 1-2

NDMEA, c/o Lindsey Tafelmeyer
1223 N 18th St
Bismarck, ND 58501

Due November 15th, 2018 if you want your name acknowledged in the conference program.
Final deadline to register and pay is February 20th, 2019.

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Nametags

Nametags will be provided for each exhibitor attending the conference. Please list below the names of all of the person(s) attending the conference.

1. Name _____
2. Name _____
3. Name _____
4. Name _____
5. Name _____
6. Name _____
7. Name _____
8. Name _____

Do you have any special needs?

Payment Information

Please make checks payable to "NDMEA" and return pages 1 & 2

Please sign and date this contract.

Signature: _____

Company: _____ Date: _____

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Important Information

Set-up – Thursday

Exhibitors will be allowed to set up from 8:00 AM -1:30 PM

Pull into overhead door E52 to offload your equipment. After equipment is offloaded, you may park in Lot D.

Exhibit Times

Thursday: 1:30-5:30 PM

Friday: 8:30 AM - 12:00 PM and 1:30 - 4:30 PM

Take Down

Friday: 4:30 - 8:00 PM

Payment and Application

This application and full payment for your space will be **due by November 15, 2018** in order for your institution to be acknowledged in the conference journal. Contracts are accepted after this date as well up until February 20, 2017.

Refunds/Cancellations

Cancellation of exhibit space must be done by **January 1st, 2019** in order to receive a full reimbursement less a \$25 handling fee.

Exhibit Space Includes

- ✓ 8' x 10' area
- ✓ 30" x 8' table
- ✓ piping and drape
- ✓ two chairs

Extras

- Extra tables are \$15.00
- Electricity is \$25 (apply in advance only)
- If you wish to have carpet, you need to set that up directly with the Event Center

Location

Exhibits will be located in Exhibit Hall B.

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