



NORTH DAKOTA
SCHOOL BOARDS
ASSOCIATION

I N C O R P O R A T E D

Excellence in North Dakota public education through local school board governance

August 1, 2018

DEAR PROSPECTIVE EXHIBITOR:

We invite you to reserve exhibit space at the 2018 Annual Convention of the North Dakota School Boards Association. We anticipate 500-600 school board members, superintendents, business managers, and others.

Dates of this year's convention are Thursday and Friday, October 25-26, 2018. We will be meeting at the Ramkota Hotel in Bismarck. **The exhibit area will be open one day only--Friday, October 26.**

As indicated on the enclosed map, we will have 30 booths (8' X 8') and 14 suites available. Rental fees are \$415 per booth and \$515 for a suite and must be paid in advance. We will rent a maximum of two booths to one exhibitor. All booths include backdrop, side dividers, one table, and two chairs. Each suite has a fold-down bed, and the \$515 exhibit fee includes room rental for both Thursday and Friday night. An 8' table and two chairs are provided in each suite. Wireless Internet access is available in the hotel.

Exhibits may be set up after 5:00 p.m. on Thursday, October 25. On Friday, October 26, the exhibit area will be open from 7:30 a.m. to 3:30 p.m. We will have all breaks in the courtyard during the day to allow for exhibit visitation. In early October, we'll send you a confirmation letter, exhibit map showing your location, and an abbreviated program.

Lunch on us! To thank you for being involved with our convention, we invite you to join us for a buffet luncheon from 12:00-1:00 in the Grand Pacific/Patterson Room. Your exhibitor nametag is all you need to attend.

Enclosed is an application for exhibit space. Please fill out the form and return it to us along with a check for booth/suite rental. Space will be assigned on a first-come/first-served basis on PAID applications. We will not guarantee space by credit card, phone, or fax.

We will be accepting applications until September 14 or until space is filled. Last year exhibit space filled very quickly! The exhibit contract AND CHECK must be received in our office to reserve your space. We do not take credit cards.

Please call if you have any questions.

Sincerely,

Linnae Brew
Administrative Assistant
linnae.brew@ndsba.org

enc: contract
map

APPLICATION AND CONTRACT FOR EXHIBIT SPACE

NORTH DAKOTA SCHOOL BOARDS ASSOCIATION

2018 ANNUAL CONVENTION

The undersigned exhibitor hereby applies for space in the exhibit area of the North Dakota School Boards Association Annual Convention on Friday, October 26, 2018, at the Ramkota Hotel in Bismarck. Payment must accompany this application form. Because of the limited space available, a system of first-come/first-served on the basis of **PAID** applications will be utilized.

All booths include backdrop, side dividers, one 8' table, and two chairs. Suites have a fold-down bed, one 8' table, and two chairs. No exhibitor shall assign, sublet, or share the space allotted. No exhibitor is permitted to display goods/services other than those manufactured or dealt with by his company in the regular course of business.

We would like to reserve the following: [enclose a check for the appropriate amount to secure your space]

_____ Number of Booths @ \$415 each (maximum of 2)

_____ Suite @ \$515 (includes sleeping accommodations for Thursday and Friday night)

complete as you want printed in the program:

FIRM NAME - print clearly

ADDRESS

CITY, ST ZIP

Telephone _____

DOES YOUR BOOTH REQUIRE ELECTRICITY?

YES

NO

OTHER SPECIAL REQUIREMENTS? _____

(Note: wireless Internet access is available)

PRODUCT/SERVICE TO BE EXHIBITED: _____

By _____

exhibitor signature

NDSBA staff

exhibitor contact name - PRINT CLEARLY

exhibitor contact email address - PRINT CLEARLY

WE WILL BE ACCEPTING APPLICATIONS UNTIL **SEPTEMBER 14** or until space is filled. We must have your payment and completed contract in order to guarantee exhibit space. We do not accept credit cards or phone applications. No refund will be issued if you cancel after September 14.

RETURN WITH YOUR CHECK TO:

North Dakota School Boards Association
P. O. Box 7128
Bismarck, ND 58507-7128

NDSBA reserves the right to restrict exhibits that are not in keeping with the educational character of the convention.

F1

F2

F3

F4

F5

1
Suite 1268
Suite 1266
Suite 1264
Suite 1262
Suite 1260
Suite 1258 NDSBA Headquarters

To Meetings

NDSBA REGISTRATION ROOM			
2	3	4	5

To Meetings

Ladies' Rest Room ←
Suite 1204
Suite 1206
Suite 1208
Suite 1210
Suite 1212

COURTYARD

Coffee Station

A1	B1	C1	D1
A2	B2	C2	D2
A3	B3	C3	D3
A4	B4	C4	D4
A5	B5	C5	D5

Coffee Station

To Meetings

Suite 1240	Suite 1238	Suite 1236	Suite 1234
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To Meetings