



NDSBA
**NORTH DAKOTA SCHOOL
BOARDS ASSOCIATION**

P.O. Box 7128
Bismarck ND 58507-7128
1-800-932-8791 • (701)255-4127
www.ndsba.org

August 1, 2019

DEAR PROSPECTIVE EXHIBITOR:

We invite you to reserve exhibit space at the 2019 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 24-25, 2019. We will be meeting at the Ramkota Hotel in Bismarck. **The exhibit area will be open one day only--Friday, October 25.**

As indicated on the enclosed map, we will have 30 booths (8' X 8') and 14 suites available. Rental fees are \$425 per booth and \$525 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 \$525 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 24. On Friday, October 25, the exhibit area will be open from 7:30 a.m. to 3:00 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 13 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
2019 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 25, 2019, 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 @ \$425 each (maximum of 2)

_____ Suite @ \$525 (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 13** 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 13.

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

To Meetings

NDSBA REGISTRATION ROOM
2 3 4 5

To Meetings

Suite 1268

COURTYARD

Ladies' Rest Room ←

Suite 1266

A1 B1 C1 D1

Suite 1204

Suite 1264

Coffee Station

A2 B2 C2 D2

Coffee Station

Suite 1206

Suite 1262

A3 B3 C3 D3

Suite 1208

Suite 1260

A4 B4 C4 D4

Suite 1210

Suite 1258

NDSBA
Headquarters

A5 B5 C5 D5

Suite 1212

To Meetings

Suite 1240 Suite 1238 Suite 1236 Suite 1234

To Meetings