



**60-MINUTE WORKSHOP HOURS:**

Thursday ..... 8:00 a.m. - 5:00 p.m.  
Friday ..... 8:00 a.m. - 3:00 p.m.

# Workshop Contract

## NCTM REGIONAL CONFERENCE & EXPOSITION

February 7-9, 2024 | Seattle, WA

Visit [mediakit.theygsgroup.com/nctm](https://mediakit.theygsgroup.com/nctm) for more details!

Please submit any questions and completed contracts to [NCTM@theYGSgroup.com](mailto:NCTM@theYGSgroup.com).

### CONTACT INFORMATION:

Name		Company		Website	
Street Address (No P.O. Boxes)		City	State/Province	Zip/Postal Code	Country
Phone and Ext.		E-mail		Twitter Handle	

### WORKSHOP INFORMATION & RATES

Information on submitting your workshop title and description will be provided with your order confirmation. Please select workshop day(s) and indicate quantity.

- Thursday, February 8, 2024 \_\_\_\_\_ x \$650 = \$\_\_\_\_\_
- Friday, February 9, 2024 \_\_\_\_\_ x \$650 = \$\_\_\_\_\_

TOTAL AMOUNT: \$\_\_\_\_\_

Time Slots: Limited time slots are available and are assigned on a first-come, first-served basis.

Setting: Please contact your Account Executive or [NCTM@theygsgroup.com](mailto:NCTM@theygsgroup.com) for available room settings and capacities.

#### What NCTM Provides

- Workshop room and schedule
- Room signs
- Directional signs to workshop location
- LCD projector with screen
- Lapel microphone
- Listing of your company name, title of the workshop, and a brief description in the Digital Conference Program Book PDF (if contract and description are received before December 1, 2023, the Conference App, as well as the NCTM Online Conference Planner.
- NCTM will send instructions for providing company details and workshop description.

#### What You Need to Provide

- Additional audiovisual arrangements and associated costs
- Promotion of the workshop (Please Note: NCTM cannot guarantee attendance at Exhibitor Workshops. Contact [nctm@theygsgroup.com](mailto:nctm@theygsgroup.com) for additional ways to market your presentation time.)
- Adherence to the workshop schedule and clearance of the room after your session
- Laptop

### PAYMENT INFORMATION

An invoice for your confirmed contracted purchase amount will be provided in no more than 3 business days from the time of receipt of completed contract. Payment in full is due to be remitted immediately upon receipt of your invoice. Payments can be made via check, ACH or credit card.

A 3% surcharge will be applied on all credit card transactions, which is not greater than our cost of acceptance. No surcharge is applied to payments made via ACH. See section 4 of the exhibit terms, conditions and regulations on page 2 of the exhibitor contract for additional details.

### SIGNATURE AND AGREEMENT

By signing below, exhibitor agrees to abide by the responsibilities set forth in this agreement. Any violation on the part of the exhibitor will nullify the exhibitor's right to occupy the meeting space. Exhibitor will not be released from liability and will forfeit to NCTM all monies that have been paid.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

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