

Exhibitor Workshop Contract

nctm.org/annualexhibit

Contract Deadline: September 6, 2024



2024
ANNUAL MEETING
& EXPOSITION
Sept. 25-28, Chicago

Deadline for workshop descriptions, titles, etc. in the digital conference program: **July 19, 2024**

Submit completed contracts via email to NCTM@theygsgroup.com.
Call 717.430.2221 with any questions.

CONTACT INFORMATION

Exhibiting Organization _____

Contact Name _____

Contact Phone Number & Extension _____

Contact Email _____

WORKSHOP INFORMATION & RATES

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 (if contract and description are received by **July 19, 2024**), mobile app, and 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 for additional ways to market your presentation time.)
- Adherence to the workshop schedule and clearance of the room after your session
- Laptop

Date & Quantity Preference

Please indicate the date(s) and quantity per day for workshops you'd like to purchase.

- Thursday, Sep. 26, 2024 _____ x \$1,330 = \$ _____
- Friday, Sep. 27, 2024 _____ x \$1,330 = \$ _____

Deadline for inclusion in the digital conference program is August 1, 2024. Exhibitor workshops submitted after August 1, 2024 will be included in any/all available digital listings.

CONTRACT TOTAL

TOTAL: \$ _____

ROOMS & SETTINGS

Room N134	75 Theater
Room N135	140 Theater
Room N136	65 Classroom
Room N137	75 Classroom
Exhibitor Theater 1	80 Theater
Exhibitor Theater 2	75 Classroom

Rooms cannot be reconfigured

TIME SLOTS

Exhibitor Workshops are one-hour long and start at the following times on Thursday, September 26th and Friday, September 27th:

8:00 AM	9:30 AM	11:00 AM
1:00 PM	2:30 PM	4:00 PM

PAYMENT POLICY & INFORMATION

Full payment and complete contract are due no later than **September 6, 2024**. Applications received without payment will not be processed. **No refunds will be made for a cancellations July 19, 2024.**

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 this contract for additional details.

SIGNATURE AND AGREEMENT

By signing below, exhibitor agrees to abide by the responsibilities set forth in this agreement in addition to the terms and conditions outlined on pages 2 and 3 of the Exhibitor Contract. 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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