

# Exhibitor Workshop Contract

## NCTM SPRING CONFERENCE

February 5-7, 2025 | Kansas City, MO

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

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

## CONTACT INFORMATION

Contact Name	Exhibiting 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 below.

Thursday, February 6, 2025 \_\_\_\_\_ x \$650 = \$ \_\_\_\_\_  
Friday, February 7, 2025 \_\_\_\_\_ 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.

## 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 pages 2-3 of the exhibitor contract for additional details.

## SIGNATURE AND AGREEMENT

The exhibitor agrees to abide by all exhibit terms, conditions and regulations set forth on this form and on pages 2-3 of the exhibitor contract.

Authorized Signature	Date
Print Name and Title	

## WHAT NCTM PROVIDES

- Workshop room and schedule
- Room signs
- Directional signs to workshop location
- LCD projector with screen
- Lapel microphone
- Instructions for providing exhibitor workshop details (title, description, etc.)
- Listing of your exhibitor workshop in the NCTM Online Conference Planner and mobile app

## WHAT YOU NEED TO PROVIDE

- Additional A/V arrangements and associated costs
- Promotion of the workshop (NCTM cannot guarantee attendance at Exhibitor workshops. Contact [nctm@theygsgroup.com](mailto:nctm@theygsgroup.com) or your Account Executive for additional ways to market your presentation)
- Adherence to the schedule and clearance of the room after your session
- Laptop