



**36th ANNUAL MTA SHOWCASE
November 29 & 30, 2017
Red Lion Hotel & Convention Center, Billings, MT**

**MTA ASSOCIATE MEMBER
EXHIBITOR PRE-REGISTRATION**

Company _____ Contact Name _____
Telephone _____ Email _____

1 Booth & 1 Person \$375	2 Booths & 2 People \$750	Additional Same Company Representatives \$75 * per person	Non-Exhibitor (1 Person) (Member wishing to attend but not exhibit) \$375	MTA Member Sharing Booth with another MTA Member (1 Person) \$200 **
				Member Sharing Booth with:

1 Booth: 1 Person _____ Email _____ Cell # _____

2 Booths: 1 Person _____ Email _____ Cell # _____
2 Person _____ Email _____ Cell # _____

Additional Same Company Rep:

1 Person _____ Email _____ Cell # _____

2 Person _____ Email _____ Cell # _____

Non-Exhibitor:

1 Person _____ Email _____ Cell # _____

MTA Member Sharing Booth with another MTA Member:

1 Person _____ Email _____ Cell # _____



INVITED GUEST REGISTRATION

<p>Invited Guest by MTA Member to join them in their booth \$75 each *</p> <p>Applies to first year only. To participate in the future, either pay higher non-member registration fees or join MTA. This rate does not apply to past attendees or past MTA Associate Members.</p>	Company:	Name:
	Email:	Cell #:
	Company:	Name:
	Email:	Cell #:

* REGISTRATION FEES INCREASES TO \$150 AFTER NOVEMBER 13th

** REGISTRATION FEES INCREASE TO \$300 AFTER NOVEMBER 13th

DESIRED BOOTH NUMBER(S)

Booths 1 – 61 are 10' wide by 8' deep
Booths 62 – 87 are 10' wide by 6' deep

Booths 11&12, 21&26, 27&36, 37&46, 51&52
CAN be sold as double booths and turned to face the entrance of the convention center

1 st Choice	2 nd Choice	3 rd Choice	4 th Choice

LIST all exhibitors you wish to be near: _____

LIST all exhibitors that you'd like NOT to be near: (Must be specific) _____



CUSTOMIZE YOUR BOOTH

Booths 1 – 61 are 10’ wide by 8’ deep
Booths 62 – 87 are 10’ wide by 6’ deep

Booths 11&12, 21&26, 27&36, 37&46, 51&52

CAN be sold as double booths and turned to face the entrance of the convention center

Each booth includes: pipe and draping; one 4, 6, 8-foot skirted table, OR one 6-foot x 18 inches wide schoolies table; two chairs; one garbage can; one display sign; one 110V electrical outlet; and wireless internet access. Additional tables and chairs are available at an additional fee. Rental Aide will be available during the show for any last-minute set-up requests (additional fees may apply).

No Table Wanted	4' Skirted Table (Complimentary)	6' Skirted Table (Complimentary)	8' Skirted Table (Complimentary)	6' x 18 in wide Schoolies Table (Complimentary)	Additional Skirted 4' Table \$15 each	Additional Skirted 6' Table \$15 each	Additional Skirted 8' Table \$15 each	Additional 6' Schoolies Table \$15 each	Additional Chair \$5 each

CO-SPONSORSHIP

Please consider sponsoring an event. Without the sponsorships from our Associate Members, we could not offer meals or the Hospitality Reception. Sponsors are acknowledged in the Showcase Program, in all announcements and on our sponsorship poster. We welcome your support in any of these events.

Coffee & Breakfast \$300	Lunch \$400	Hospitality Hour \$500

CANCELLATION POLICY

Fees collected are non-refundable except in extenuating circumstances, which will be determined by MTA. AFTER November 13th, NO refunds will be made without documentation of a medical emergency or flight cancellation by the airline. Company substitutes of attendees are acceptable. A \$25.00 fee, plus any applicable bank charges, will be charged for any checks or credit cards returned unpaid.



PAYMENT INFORMATION

<p>Option I Credit Card</p>	<p>We accept American Express, MasterCard and Visa. <i>For guaranteed processing, please scan and then Email your signed & completed registration form to MTA.</i> Email to showcase@telecomassn.org. Once payment & registration has been received by MTA, an Email acknowledgement will be sent within 24 hours (during normal business hours) to the contact person listed on the registration form; if no acknowledgement is received within that time frame, please contact MTA at showcase@telecomassn.org. This email does not guarantee booth selection.</p> <p>Please provide the following information & write clearly:</p> <p>Credit Card Type: _____ Credit Card # _____ Amount: _____</p> <p>Card Verification Code: 3 digits for Visa & MasterCard _____ Expiration Date: _____ 4 digits for American Express _____ Expiration Date: _____</p> <p>Full Name as it Appears on the Card: _____</p> <p>Full Address of Cardholder: _____</p> <p>Signature Authorization: _____</p> <p style="text-align: center;"><u>All payments made by credit card will be subject to a 4.0% processing fee</u></p>
<p>Option II Check</p>	<p>Enclosed is a check in the amount of \$ _____</p> <p>Payment must be received by MTA BEFORE a booth will be assigned or reserved. <i>For faster delivery & processing we recommend that you send your payment & registration form via overnight delivery.</i> Once payment & registration has been received by MTA, an Email acknowledgement will be sent within 24 hours (during normal business hours) to the contact person listed on the registration form; if no acknowledgement is received within that time frame, please contact MTA at showcase@telecomassn.org. This email does not guarantee booth selection.</p>

STATEMENT AGREEMENT

"I have read the enclosed Exhibitor Rules & Guidelines and accept the terms and conditions for exhibiting at the 36th Annual MTA Showcase. I am responsible for all payments which cover all fees that I have indicated on the registration form. **I understand that NO booth will be assigned or reserved until these fees have been PAID IN FULL.** I understand that I may be assessed additional fees for added services (i.e. additional equipment, packages and/or freight shipped directly to the hotel) and these fees are payable to MTA by 12/31/2017. I acknowledge that MTA does not allow the hosting and/or sponsoring of meetings/receptions, etc. at any time during MTA's Showcase activities, meetings or events as published in the Showcase Program without prior approval from MTA. I acknowledge that MTA reserves the right to rearrange the floor plan or relocate exhibit space as needed."

Signed: _____

Date: _____