



36th ANNUAL MTA SHOWCASE
November 29 & 30, 2017
Red Lion Hotel & Convention Center
1223 Mallowney Lane, Billings, MT

EXHIBITOR RULES & GUIDELINES

- Review the floorplan before submitting your registration. Registration opens to our associate members before opening up the registration to the general public.
- Exhibit space will be reserved on a first-come, first-served basis to those who PAY IN FULL (i.e., payment of registration must be received by MTA in order to hold your booth space).
- Once registration has been received by MTA, an Email Acknowledgement will be sent within 24 hours (i.e., during normal business hours) to the contact person listed on the registration form. If no acknowledgement is received within that time period, please email MTA: showcase@telecomassn.org. *This Email does not guarantee booth selection.*
- No reservations will be accepted over the phone.
- No more than 2 booths may be reserved by a vendor.
- No booth saving is allowed.
- Review the floor plan and request your desired booth number. Every effort will be made to accommodate these requests but booths are assigned in order received based on those who have paid their registration fees in full, and the placement of vendors away from competitor's booth location.
- The exhibitor will be required to replace, repair, or otherwise assume all expenses for any defacement or injury of the premises caused by their exhibit or its representatives.
- All aisles must be kept clear of exhibits, demonstrations, etc.
- All reasonable means are taken by MTA to protect the property of the exhibitors. However, it is understood that MTA is released from any and all claims, demands, and other damages arising out of occurrences in or at the booth space. Exhibitors are urged to use caution and not leave valuables in booths when not attended.
- For those securing their registration with a credit card, please scan the registration form and Email it to: showcase@telecomassn.org. Please note there is a 4.0% processing fee for those paying with a credit card.
- For those submitting a payment by check, it is recommended that you send your registration & payment via overnight delivery for faster service & processing (send to: MTA, 208 N. Montana Avenue, #105, Helena, MT 59601). UNTIL payment is received in hand NO booth space can be reserved.
- A confirmation email indicating exhibit booth number(s) reserved will be emailed once booths have been assigned.

Pre-Registration ENDS November 13th:

AFTER November 13th, registrations fees will increase to:

- MTA member ~ Additional same company representative: \$150
- MTA member ~ Member sharing booth with another MTA member: \$300
- Non-member ~ Invited first time guest by a MTA member: \$150

DISPLAY SET-UP

The exhibit area will be open for set-up starting on **Tuesday, November 28th from noon until 9:00 p.m.** The exhibitor's registration desk will also be open from noon until 4:00 p.m. To avoid the rush on Wednesday morning, please pick up your registration package at that time. Please note: MTA is not responsible for any lost or stolen property left unattended.

DISPLAY TEAR DOWN

Booths may NOT be broken down BEFORE 10:30 a.m. on Thursday, November 30th

Any vendors tearing down before this time will be penalized and will NOT have access to any front booth locations at future Showcase events. We ask that vendors make their travel arrangements accordingly to follow this policy.

BOOTH HOURS

Day 1 ~ November 29th

Hosted Breakfast Buffet - 7:30-8:30 a.m. (Outside Tent)
Booths Open - 8:30-12:30 p.m. (Convention Center)
Hosted Lunch Buffet - 12:30-1:30 p.m. (Outside Tent)
Booths Reopen - 1:30-5:00 p.m. (Convention Center)
Hosted Hospitality Hour – 5:00-6:00 p.m. (Hotel Lounge)

Day 2 ~ November 30th

Hosted Breakfast Buffet - 7:30-8:30 a.m. (Outside Tent)
Booths Open - 8:30-10:30 a.m. (Convention Center)
Booths Tear Down - 10:30 a.m.

There will be a hosted breakfast, hosted luncheon and hosted hospitality hour held on day one (Wednesday, November 29th). A hosted breakfast will be served on day two (Thursday, November 30th).

SHIPPING INFORMATION

MTA is working again with Rental Aide Convention Services for your shipping needs. For shipments requiring a pallet jack or a single item weighing more than 150 pounds, you must arrange to have your shipment delivered to the hotel direct. It is the responsibility of the motor carrier to furnish a pallet jack for the shipment. Please make sure your carrier does indeed have a pallet jack BEFORE shipment is arranged. Shipments sent to the hotel must be identified by the vendor name and booth number. Please contact the Red Lion Hotel for any questions: 406-867-8239.

DOOR PRIZES

Our door prize drawings are held Thursday afternoon immediately following the last seminar. All door prizes are donated by the exhibitors, and we invite you to donate one or more items. No donation is too small! Telco attendees must be present to win.

In our attempt to encourage booth visits, we have initiated a new procedure for our Telco attendees. Each Telco will be given a "card" with the exhibitors listed (list of exhibitors split among the cards). They will be required to get signatures on the card, stating they have in fact visited those exhibitors. These "cards" will then be used for the door prize drawings (replacing the name tags as used in the past).

SHOWCASE SCHOLARSHIP RAFFLE

Once again, there will be a rifle raffle! All proceeds will go towards the MTA Showcase Scholarship Fund. The raffle is open to ALL participants (attendees and exhibitors) and tickets are available at the Registration Desk for only \$5.00 each (must be present to win).

NAME BADGES

Name badges will be part of the registration packet and **MUST BE** worn at all times. **ANYONE** not wearing a name badge will be asked to pay the appropriate registration fees OR be asked to leave the premises. The exhibit hall will be monitored for this purpose. ALL exhibitors **MUST** check in at the Registration Desk on Tuesday afternoon or Wednesday morning, prior to the official opening of the Showcase. You may meet visitors in the Convention Center Lobby, but visitors **MAY NOT** enter the actual Showcase without the proper registration or prior MTA approval. MTA appreciates your cooperation!

HOTEL RESERVATIONS

Room blocks have been reserved at the following hotels. Please call by the cut-off date to get the guaranteed low rate. Please note a 7% bed tax will be assessed at check-in.

Red Lion Hotel

cut-off date: Monday, 11/13/2017
1223 Mullowney Lane, Billings, MT
406-248-7151
Rate - \$97
Room Block under: MTA

SPECIAL ACCOMMODATIONS

If you require any special accommodation, please email MTA (showcase@telecomassn.org) at least three weeks prior to the start of the Showcase.

NON-MTA EVENTS

MTA does not allow the hosting and/or sponsoring of meetings, receptions, raffles, etc., at any time during MTA's Showcase activities, meetings or events as published in the Showcase Program without prior approval from MTA.

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.

**PLEASE NOTE: PRE-REGISTRATION CLOSES NOVEMBER 13th
AFTER WHICH TIME THE WALK-IN REGISTRATION FEES WILL APPLY**