



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

**NON-MTA MEMBER
EXHIBITOR REGISTRATION FORM**

Company _____ Contact Name _____
Telephone _____ Email _____

1 Booth & 1 Person \$850	2 Booths & 2 People (from the same company) \$1600	Additional Same Company Representatives \$150 per person	Non-Exhibitor (1 Person) Wishing to attend but not exhibit \$850	Invited Guest by MTA Member to join them in their booth \$75 * per person 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.
				Invited by which MTA Associate Member: _____

1 Booth: 1 Person _____ Email _____ Cell # _____

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

Non-Exhibitor:
1 Person _____ Email _____ Cell # _____

Additional Same Company Rep:
1 Person _____ Email _____ Cell # _____

Invited Guest by MTA Member:
Name _____ Company _____
Email _____ Cell # _____

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



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.

DESIRED BOOTH NUMBER(S)

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

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

LIST all exhibitors **you would like to be near**: _____

LIST **all competitors that you’d like NOT to be near**: (Please be specific)

CUSTOMIZE YOUR BOOTH

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



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 at: 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 406-442-4316.</i> 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 an additional 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 & completed registration form via overnight delivery. 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.</i> This email does not guarantee booth selection.</p>

STATEMENT AGREEMENT

"I have read the enclosed Exhibitor 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. extra desired 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: _____