

2020 SUPPLIER REGISTRATION INFORMATION



Golf Outing | Monday, May 11th @ Moorhead Country Club

Conference & Showcase | May 12th – May 14th @ Fargo Holiday Inn

Fee for Exhibiting Supplier Companies

\$275 per company for 8' x 8' exhibit space

\$350 per company for 8' x 10' wide exhibit space

\$500 per company for 8' x 16' wide exhibit space (two adjoining 8' spaces)

\$125 Non-Exhibiting Suppliers (no booth, but does want to be placed in TOC event app)

\$150 Parking Lot Only Exhibit (no additional charge for parking lot displays if you are paying for exhibit space indoors)

\$90 Registration Fee per Attendee

\$150 On-Site Registration Fee per Attendee

Exhibit Set-Up & Hours

The showcase will be held in the Great Hall and Pool Patio at the Holiday Inn. Set-up is 8:00 a.m. to 2:00 p.m., Tuesday, May 12th. Take down of exhibits is after 6:00 pm on Wednesday, May 13th.

Please bring your own **extension cord and multi-outlet strip**. *Wireless Internet is available in the exhibit area and throughout the Holiday Inn.*

Shipping Information

You can ship your exhibit display 1 to 1 1/2 weeks prior to the show:

Fargo Holiday Inn

% TOC Conference Showcase

3803 13th Avenue South

Fargo, North Dakota 58103

The Holiday Inn will store your shipment and place it in your exhibit space for Tuesday set up. It is important that your company name is shown on each box that is being shipped and the number of boxes being shipped (1 of 4, 2 of 4, etc.). Please bring along a prepared RETURN shipping label so Shipping and Receiving personnel at the Holiday Inn can return your items efficiently.

Exhibit Hours

Exhibit hours are 3:00 to 6:30 p.m. on Tuesday, May 12. Keg beer will be served in the exhibit areas on Tuesday and Wednesday. **On Wednesday, May 13, the exhibits will be open from 3:00 to 6 p.m.**

A Supplier-Sponsored Reception will be held in the Harvest Hall from 6 -7:30 p.m. with full bar and large assortment of hors d'oeuvres.

Registration Fees

Per-person cancellations and company fees may be refunded in full up to **April 17th. No refunds after April 17th, 2020.** Only companies with paid registrations will be assigned exhibit space.

Golf Fees

Mail the golf fees and golf registration forms directly to **TOC Golf Outing, c/o Red River Communications, PO Box 136, Abercrombie, North Dakota 58001.** We prefer that you keep your golf fees separate from your conference registration fees. If you must include them with the exhibit registration fees, NDTA will forward your golf fee to Red River. [Email \[tocgolf@rrt.net\]\(mailto:tocgolf@rrt.net\)](mailto:tocgolf@rrt.net) to have your golf questions answered.