



# 2023 Expo Registration Guide

Register TODAY!  
[www.ndltca.org/expo](http://www.ndltca.org/expo)

Early Bird Deadline  
Friday, March 17, 2023

May 2-5, 2023  
**NDLTCA 46<sup>th</sup> Annual  
Convention and Expo**  
Bismarck Event Center

Register by  
March 17, 2023 for the  
early bird discount!

BOOTH FEES	Before	After
Associate Member	\$ 600	\$ 800
Non-Member	\$1,200	\$1,400
Platinum Sponsor	2 complimentary booths	
Gold Sponsor	1 complimentary booth	
Bronze Sponsor	1 complimentary booth	



A Great Event... with close to 1,000 decision-making or influencing attendees, representing all disciplines in the long term care profession.



Join close to 1,000 professionals and over 100 businesses showcasing the latest in their products and services at one of the best gatherings of long-term care professionals in the country!



NDLTCA is proud to host the 2023 Annual Convention and Expo, **May 2-5, 2023** at the Bismarck Event Center. This is a private event for registered vendors and participants only. We invite everyone to attend and get ready to experience:

**The Best Value in North Dakota...** and possibly the nation! We offer more prospects, more booth features, more exhibit time and more potential business for a much lower exhibit fee than other shows twice our size!

**Dedicated Expo Hours...** unique strategies and incentives to get all attendees into the exhibition hall!



## Expo Schedule

NDLTCA's Expo is a success because of our attendance, organization and excellent viewing times.



### Move-in / Registration Hours:

Please stop by the NDLTCA registration desk in the Exhibit Hall to pick-up your name badges and information packets.

Tuesday, May 2 . . . . . 4:00 p.m. – 8:00 p.m.

Wednesday, May 3 . . . . . 7:00 a.m. – 9:30 a.m.

### Expo Hours:

Wednesday, May 3 . . . . . 9:30 a.m. – 11:30 a.m.

**(Administrators & DONs Only)**

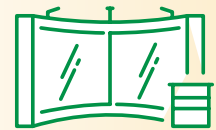
Wednesday, May 3 . . . . . 11:30 a.m. – 1:00 p.m.

(Open to all)

### Tear Down / Move-out Hours:

Wednesday, May 3 . . . . . Begins at 1:00 p.m.

### Need to Know



All shipments **MUST** be sent to Jobbers Moving & Storage to arrive no later than 5 p.m. on April 28, 2023 to avoid additional surcharges. Jobbers will provide 30 days of free storage space prior to event and up to three business days after the event. Pre-registration is required for warehouse services. You must log on to [www.jobberswarehouse.com/cfs](http://www.jobberswarehouse.com/cfs). Provide your name, phone number and email. Then select your event from the drop down menu, click submit. Your password will be emailed to you with instructions to access and register for warehouse services.

**Exhibitor Arrangement:** All exhibits must be arranged so that they are completely within the allotted booth space. To prevent visibility obstruction, display materials are not allowed in the aisles. Also, when setting up your booth, please be sure there is ample space within the booth for all exhibitor personnel. Exhibits must conform to the size of the booth space and must be of such a character or arrangements so as to not obstruct the view or interfere with the exhibits of others.



## To Do List:

## Booth Fees Include

- 10' by 10' booth with exhibitor sign
- (1) 8-foot table with 2 chairs
- Cloth table cover, skirting and carpet.
- Parking
- 110V electricity – **Please bring your own extension cords** located within 50 feet of your booth (Extension cords are NOT included in your exhibit fee)
- All meal functions during our Expo
- Two fun night entrance passes.
- Participant list of convention attendees and email addresses emailed 1-2 weeks prior to the conference.

- Register online today by going to [www.ndltca.org/expo](http://www.ndltca.org/expo). NDLTCA must receive your booth payment no later than **March 17, 2023**. Visa, Mastercard, Discover and American Express are accepted.
- Bring your extension cords if you need electricity. Electricity is available within 50 feet of each booth.
- Door prizes for drawings during the Expo can make a good networking opportunity. You are more than welcome to conduct a drawing on your own.
- Consider sponsoring a room during Theme Hospitalities Night. For more information contact Peggy Krikava at 701-354-9774.
- NDLTCA has negotiated room rates at several local hotels. You can find a list of hotels at [www.ndltca.org/convention](http://www.ndltca.org/convention). Mention “NDLTCA” to receive special room rates.
- When you arrive at the Expo, exhibitor registration will be in Exhibition Hall C & D. Please make sure to check in.

## Important Information



**REFUND/CANCELLATION POLICY:** Cancellations received more than 20 business days prior will receive a full refund for the registration fee. Cancellations received 13-19 business days prior will receive a refund of 75% of the registration fee. Cancellations received 6-12 business days prior will receive a refund of 50% of the registration fee. Cancellations after this time/date will be charged the full registration fee. No refunds for the CVENT fee of \$6 or any credit card fees if paid via credit card. All cancellations must be made in writing and may be emailed to [mirranda@ndltca.org](mailto:mirranda@ndltca.org). Refunds if applicable will be issued via check from NDLTCA after the Convention, regardless of original payment type.

**EXHIBIT SPACE:** NDLTCA will assign space in the order of receipt of registration form and payment. We will make every effort to honor your requests, however, assignments are subject to change. Confirmation of assigned booth location will be sent to you prior to the event.

**INCLEMENT WEATHER/ILLNESS:** There are no refunds available for cancellations due to weather if the seminar itself is not cancelled.

**SPECIAL ACCOMMODATIONS OR EQUIPMENT NEEDS:** NDLTCA is committed to making conference activities available to all attendees. Please contact Mirranda at 701-354-9775 for special arrangements.

## Conference Hospitality

As an NDLTCA exhibitor, your lunches and breaks are complimentary.

**Awards Gala:** Your presence at the gala is appreciated as the NDLTCA and it's peers recognize and award several long term care professionals and volunteers for their exemplary work and dedication to the industry. A fine meal and good company are sure to make this event an enjoyable and relaxing evening. Tickets can be purchased for \$60 per person.

**Fun Night:** Plan on Joining the fun Thursday evening with out Theme Hospitality Suites in the Ramkota Courtyard. Food, beverages, games, and prizes are in store as you network and socialize. Join in the fun as Johnny Holm entertains us with their rock and roll as the show moves with the speed of lightning and changes direction as soon as “the pied piper” notices a lag. “Never a dull moment” was never a more true description. Two passes for this event are included with your Expo registration. Additional passes can be purchased for \$40 per person.

## Conference Highlights

### Tuesday, May 2

- Golf Tournament
- Exhibitor set-up and registration

### Wednesday, May 3

- Exhibitor set-up and registration
- Exhibits Open and Lunch
- Opening Keynote
- Sponsorship Recognition
- Awards Gala

### Thursday, May 4

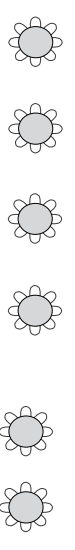
- 10th Annual Fun Run for Nurse Scholarships
- Theme Hospitalities
- Fun Night Entertainment – Johnny Holm



Hall C

# Event Center Exhibit Hall

Hall D



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- 801
- 802
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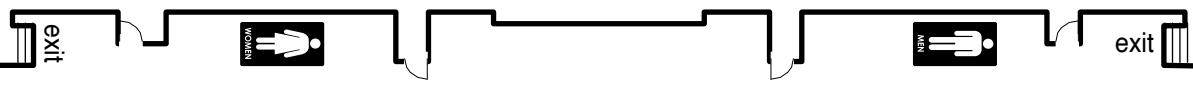
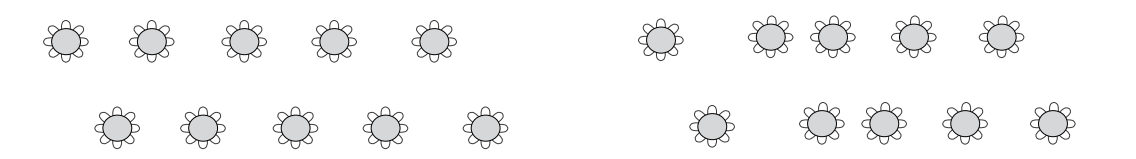
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NDLTCA Booth

Main Entrance

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