**NDLTCA’s 2023 Fall Conference**

**“**Unmasking Your Potential**”**

 **September 25-28, 2023– Fargo Holiday Inn**

**Sponsor Member Only Expo Information**

As a NDLTCA Sponsor Member, you are invited to participate in the “Sponsor Member Only” Expo. The Expo will be held Tuesday, September 26th from 4:00 –6:30 p.m. **The theme for the Expo is “Mardi Gras”. We will be hosting a best dressed contest for the attendees that our vendors will get the privilege of voting for a winner!**

**For Your Information: Your registration is complimentary.** Booth size is a 10 x 10 space with a table and chairs. You will need to bring extension cords as the outlets may not be right next to your booth. Tables will be skirted. Set-up time will be from 1:30-4:00 p.m.

**Platinum Level Sponsors are eligible for 2 booths.**

**Gold and Bronze Level Sponsors are eligible for 1 booth.**

**Please complete the following information:**

 We plan to exhibit at the Sponsor Member Expo.

 Our Company will not be participating this year.

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| Company Name |  |
| Name of the contact person you would you like listed in the Conference Booklet: |  |
| Address, City, State, Zip Code: |  |
| Telephone Number: |  |
| E-mail address: |  |
| Website: |  |
| Description of CompanyFor use in the Conference Booklet.  |  |
| List who will be attending the Sponsor Expo  | 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If you are a Platinum Level Sponsor: | I would like:  2 Booths 1 Booth |
| Gold and Bronze Level Sponsor: |  Yes, we will participate with 1 Booth |
| **Questions on 2024 Sponsorship:** | Does your company plan to continue in the NDLTCA Sponsor Program in 2024?Level of Sponsorship: Platinum Gold Bronze |
| **Please Review the following:****Advertising:** All Sponsors will receive a complimentary advertisement in the Conference Booklet. See the attached form regarding sizes of the ads**. Please send your ad by August 21st.****Sponsor Mailing:** All sponsor members are encouraged to participate in the Sponsor Mailing that will go to member facilities via regular mail prior to the Fall Conference. You may want to promote a sale you are having, provide information regarding your company or invite them to stop by your booth. **Please send us 125 copies** of your sponsor mailing by September 11th.**Attendance at the Fall Conference:** Platinum level sponsors are eligible for four complimentary registrations to attend the entire conference. Gold level sponsors are eligible for two complimentary registrations to attend the entire conference and Bronze level sponsors are eligible for one complimentary registration to the conference. **Room Reservations:** If you have not made room reservations yet for this conference, please call the Holiday Inn and indicate you are attending the NDLTCA Fall Conference. The room block will fill up fast so call as soon as possible: 701-282-2700. Room rates are: $127.00 plus tax.**If you are unsure of who will be attending the Expo, you may send those names at a later date.** **For planning purposes, we need to know if you are attending.** |

**Please return this form by August 21st to casidie@ndltca.org**