



2025 Expo Registration Guide

Early Bird Deadline
Friday, March 14, 2025

Register TODAY!
www.ndltca.org/expo

May 6-9, 2025
NDLTCA 47th Annual
Convention and Expo
Bismarck Event Center

Register by March 14,
2025
for the early bird
discount!

BOOTH FEES	Before	After
Associate Member	\$650	\$850
Non-Member	\$1,300	\$1,500
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 2025 Annual Convention and Expo, **May 6-9, 2025** 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 6 2:00 p.m. - 5:00 p.m.
Wednesday, May 7 6:00 a.m. - 7:00 a.m.

Expo Hours:

Open to Administrators & Top Management:
Wednesday, May 7, 7:00 a.m. - 11:45 a.m.

Open to All Attendees:
Wednesday, May 7 11:45 a.m. - 1:30 p.m.

Tear Down / Move-out Hours:

Wednesday, May 7 Begins at 1:30 p.m.

Need to Know

All shipments MUST be sent to Jobbers Moving and Storage to arrive no later than 5:00 p.m. on May 2, 2025 to avoid additional surcharges. Jobbers will provide 30 days of free storage space up to May 2 and up to three business days after the event. Pre-registration is required for warehouse services. You must log onto www.jobberswarehouse.com/cfs. Provide your name, phone number and email address. You will then select our event from the drop-down menu and click submit. Your password will be emailed to you with instructions to access and register for warehouse services. If you have any questions, you can call 701-222-1111.

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.

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
- Participant list of convention attendees and email addresses emailed 1-2 weeks prior to the conference.

To Do List:

- Register online today by going to www.ndltca.org/expo. NDLTCA must receive your booth payment no later than **March 30, 2025**. 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. 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 any credit card fees if paid via credit card. All cancellations must be made in writing and may be emailed to peggy@ndltca.org. Refunds if applicable will be issued via check from NDLTCA after the Convention, regardless of original payment type.

EXHIBIT SPACE: NDLTCA will make every effort to honor your requests. 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 Peggy at 701-354-9774 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 \$65 per person.

Fun Night: Plan on joining the fun Thursday evening with our Theme Hospitality Suites at the Radisson. Food, beverages, games, and prizes are in store as you network and socialize. Join in the fun as *Two Weeks Notice* entertains us. Tickets can be purchased for \$40 per person.

Conference Highlights

Tuesday, May 6

- PAC Event – a "Taste of Bismarck"
- Exhibitor set-up and registration

Wednesday, May 7

- Exhibitor set-up and registration
- Exhibits open and lunch
- Opening Keynote
- Sponsorship Recognition
- Awards Gala

Thursday, May 8

- 11th Annual Fun Run for Nurse Scholarships
- Theme Hospitalities
- Fun Night Entertainment – Two Weeks Notice

