



# 2018 Annual Training Conference

“Building a Promising Future for Our Children on  
Reflections of Our Past”

## EXHIBITOR INFORMATION

### EXHIBITOR SCHEDULE

All booth equipment must be in place in the Exhibition Hall by 4:00 p.m. on Sunday, June 10<sup>th</sup> and must not breakdown until after 3:00 p.m. on Wednesday, June 13<sup>th</sup>. No exceptions!

#### Sunday, June 10

12-4 pm Exhibits Move-In  
5-7 pm Exhibitor Hall Open  
*Event Scheduled:*  
*President's Welcome Reception*

#### Monday, June 11 & Tuesday, June 12

7:30-5 pm Exhibitor Hall Open  
*Events Scheduled:*  
*Continental Breakfast*  
*AM & PM Refreshment Breaks*

#### Wednesday, June 13

7:30-3:30 pm Exhibitor Hall Open  
*Events Scheduled:*  
*Continental Breakfast*  
*AM & PM Refreshment Breaks*  
3:30-5 pm Exhibits Breakdown / Move-Out

### EXHIBIT CHARGES & SERVICES

1, 6-ft. Table — \$800.00

The booth fee includes:

- One full conference registration
- Unlimited floor passes for booth personnel at \$50.00 each.
- 3' high side rail drape
- One 6 x 30" x 30" h draped table (white)
- Two side chairs
- One wastebasket with liner
- One exhibitor ID sign
- Company listing in Conference materials
- One power outlet (as available.)
- Complimentary Wi-Fi in meeting space

### SHIPPING GUIDELINES & CHARGES

The Mystic Lake Casino & Hotel serves as the official service contractor for the 18<sup>th</sup> NTCSA ANNUAL TRAINING CONFERENCE.

Materials may arrive to the Mystic Lake Casino & Hotel up to three (3) days prior to the beginning of the conference. Any materials arriving before that date may be charged a storage fee by the Mystic Lake Casino & Hotel.

**Any attendee bag items should be addressed to:  
"Michelle Rutues/Attendee Bag Item" at address below**

#### Labeling Information

Mystic Lake Casino Hotel ATTN: Convention Services  
NTCSA TRAINING CONFERENCE:

2400 Mystic Lake BLVD., Prior Lake, M.N. 55372

Name of Company:

Name of Representative:

Date of Meeting: JUNE 10 – 14, 2018

#### Return Shipping

Any outgoing shipping must be arranged through a third party vendor and paid for by the exhibitor. Any materials remaining on premises after conclusion of the conference may be charged a storage fee by the Mystic Lake Casino & Hotel and / or disposed of at the discretion of the Mystic Lake Casino & Hotel.

### BOOTH ASSIGNMENTS

All booths are available to exhibitors on a first-come, first-serve basis.

NTCSA will reserve your exhibit booth space only with receipt of full payment.

### SPONSORSHIPS

The National Tribal Child Support Association (NTCSA) is pleased to offer opportunities for corporate sponsorship of conference events and activities such as; our conference publication, educational programs, and social events.

Corporate sponsorship offers you additional on-site visibility and has become an integral part of NTCSA's Annual Conference. If your organization is interested in sponsoring an activity, complete the Sponsorship Commitment Form. Activities are available for sponsorship on a first-come, first-served basis.

**CONFERENCE REGISTRATION**

Exhibitors must designate one representative to receive the one "Full Registration" which is included in the booth fee. A full registration entitles your representative to attend plenary and concurrent educational sessions, as well as NTCSA sponsored meals and social events.

Exhibitors may purchase as many floor passes as needed for \$50.00 each, for individuals who will be staffing your booth during conference hours. These floor passes are for exhibit hall identification only and do not entitle the badge holder to receive any materials or to attend conference functions or events, including meals, plenary and educational sessions.

Exhibitor personnel should register in advance on the forms provided herein. Badges and registration packets are not mailed, but will be available at the Registration Desk.

**OFFICIAL CONFERENCE HOTEL**

The official conference hotel is:

**Mystic Lake Casino & Hotel**

2400 Mystic Lake BLVD, Prior Lake, MN 55372  
800-262-7799  
[www.mysticlake.com](http://www.mysticlake.com)

**Room Rates:**

Single/Double Occupancy \$109

**Reservations Deadline:**

Tuesday May 8, 2018 or until room block is filled.  
We encourage you to make your reservations early.

**Reservations:**

Call 800-262-7799  
and request the NTCSA Room block or visit  
[www.mysticlake.com](http://www.mysticlake.com) or [www.supporttribalchildren.org](http://www.supporttribalchildren.org)  
for more information

**Parking Fees:**

Self-Parking and Valet – Complimentary

**Payment of Fees:**

See Exhibitor Application for payment information.

**EXHIBITOR FLOOR PASS REQUEST**

Representatives scheduled to work the show, but who are not registered for the conference, need to have an Exhibitor Floor Pass for admittance into the Exhibit Hall. Each exhibitor pass is \$50.00 per individual.

Floor passes entitle the bearer to admission to the Exhibit Hall only. Anyone wishing admittance to plenary or education sessions, NTCSA meals, and social activities must register for the conference and pay the appropriate registration fee. Tickets are available to most social activities for non- registered individuals.

Use this form for individuals who need admittance to the Exhibitor Hall only.  
Do not fill this form out for individuals who are registered for the conference.

**Floor Pass #1**

\_\_\_\_\_  
Company / Organization

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Email:

\_\_\_\_\_  
Contact Person

**Floor Pass #2**

\_\_\_\_\_  
Company / Organization

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Email:

\_\_\_\_\_  
Contact Person

**Floor Pass #3**

\_\_\_\_\_  
Company / Organization

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Email:

\_\_\_\_\_  
Contact Person

**Floor Pass #4**

\_\_\_\_\_  
Company / Organization

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Email:

\_\_\_\_\_  
Contact Person

# EXHIBITOR APPLICATION

## Agreement

In accordance with the exhibit regulations governing rental of exhibit space in this contract, the under-signed hereby applies for exhibit space at NTCSA'S 18<sup>TH</sup> Annual Training Conference at Mystic Lake Casino & Hotel June 10 – 14, 2018

We have read and agree to the exhibit regulations. We understand that these regulations are incorporated into this contract by reference and that this application becomes a contract when accepted and confirmed by NTCSA. We understand that all exhibit fees are to be paid in full with application.

## Section 1 Table Location

List any organizations you wish to be located near:

\_\_\_\_\_  
*(every effort will be made to accommodate the request)*

## Section 2 Booth Fee

\$800.00

## Section 3 Exhibitor Conference Attendee

Designate below the representative who will receive the full conference registration on behalf of your organization.

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Number of Additional Floor Passes

## Section 4 Official Exhibit Representative

Designate the representative in your organization who is to receive relevant exhibition materials, including booth confirmation and information.

Please Print

\_\_\_\_\_  
Official Exhibit Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

## Section 5 Signature

Note: All applications must be signed in order to confirm booth space.

***I understand and agree to abide by the official regulations on this application.***

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

## Send payment and completed form to:

**NTCSA – C/O Marsha Harlan  
P.O. Box 12556, Green Bay, WI 54307**

## Questions?

**Email: [indiancountryconsultants@yahoo.com](mailto:indiancountryconsultants@yahoo.com)  
Or 918-853-8771**

**PLEASE MAKE CHECKS PAYABLE TO NTCSA**

**To request a W-9 please email  
[indiancountryconsultants@yahoo.com](mailto:indiancountryconsultants@yahoo.com)**

Total Due	
Check#	
Credit Card Type	
Cardholder Name	
Card #	
Card Security Code (CSC)	
Expiration Date	Billing Zip
Cardholder Signature	

## **1. Date and Hours of Exposition**

Sunday, June 10	5:00 pm – 7:00 pm
Monday, June 11	7:30 am – 5:00 pm
Tuesday, June 12	7:30 am – 5:00 pm
Wednesday, June 13	7:30 am – 3:30 pm

## **2. Exposition Sponsorships and Objectives**

The NTCSA Exposition is produced by, and is the property of the National Tribal Child Support Association, herein referred to as NTCSA. The Exposition is a practical, educational adjunct to the professional meetings held during NTCSA's Annual Training Conference. The exposition is meant to supplement the professional meetings by providing a forum where child support enforcement professionals can learn about the various types of products, services, and information available to them. Exhibitors are expected to display their products and/or discuss their services with awareness of the professional and practical needs of NTCSA members. NTCSA reserves the right to refuse space to any applicant who, in the opinion of NTCSA, is unlikely to contribute to the overall objectives of the Annual Training Conference.

## **3. Exhibitor Representative Responsibilities**

Each Exhibitor must name at least one person to be identified as the official on-site representative and responsible party. The official representative will receive all relevant materials relating to the NTCSA Exposition. That representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to NTCSA, and to other contractors and subcontractors.

Each paid exhibit company is entitled to one complimentary conference registration and unlimited name badge floor passes at \$50/each for admittance to the Exhibit Hall only. Exhibitor personnel may purchase a conference registration to attend educational and plenary sessions and/or conference social activities (separate tickets for social activities are also available).

## **4. Contract for Space**

The application for exhibit space, notice of space assignment by NTCSA, and full payment of booth fees, together constitute a contract for a right to use space. Applications should be completed and must be accompanied by payment in full. No pre-paid fees will be refunded on cancellations made after April 5, 2018. Cancellations on or before April 5, 2018 are entitled to receive a 50% refund.

## **5. Installation and Dismantling**

Exhibits must be installed between 12:00pm and 4:00 pm on Sunday, June 10, 2018. Any space unclaimed by 4:00 pm on Sunday, June 10 (without prior arrangement with NTCSA's Conference Planner Michelle Rutues) will be reassigned without refund fees paid, and NTCSA will not be liable for any incurred expenses.

## **6. Use of Exhibit Space**

No exhibitor shall assign, sublet or share the whole or any part of the space allocated without the consent of management and approval of the terms thereof. No exhibitor is permitted to show goods other than those manufactured or handled in its regular course of business. No firm, organization or individual not assigned space in the Exhibit hall will be permitted to solicit business, in any manner, within the Exhibit hall

## **7. Care of Building/Regulations**

Exhibitors or their agents shall not injure or deface walls or floors of the building, tables, and/or equipment or furnishings. Exhibitors will be held liable for any such damage caused by their agents or employees. Exhibitor assumes full responsibility for complying with union regulations concerning fire, safety, electrical wiring and health.

## **8. Location of Exhibits**

Management reserves the right to alter the location of exhibit booths shown on the official floor plan as it deems advisable and in the best interest of the Exposition.

## **9. Liability and Insurance**

Management and the Mystic Lake Casino & Hotel will take reasonable precautions to safeguard the Exhibitor's property, however, management and the Mystic Lake Casino & Hotel will not be liable for loss or damage to property of the Exhibitor or its representatives or employees from theft, fire, accident, or any other cause beyond its control. Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save NTCSA and the Mystic Lake Casino & Hotel, and each of their respective parents, subsidiaries, contractors, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Mystic Lake Casino & Hotel and its employees and agents. The Exhibitor understands that neither Management nor the Mystic Lake Casino & Hotel maintains insurance covering the exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage.

## **10. Failure to Open Exposition**

In case this premises of the Mystic Lake Casino & Hotel area therein shall be destroyed or damaged, or if the NTCSA Exposition fails to take place as scheduled or is interfered with by reason of any strike, lockout, injunctions, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by NTCSA. In the event of such termination the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of NTCSA shall be to return to each exhibitor its space payments, less a pro rata of all costs expenses incurred and committed by NTCSA.

## **11. Drayage and Decorating**

NTCSA's official service contractor for the 2018 Exposition is Mystic Lake Casino & Hotel  
2400 Mystic Lake BLVD. Prior Lake, M.N. 55372

## **12. Regulations and Contract**

These regulations have been formulated in the best interest of all concerned and become part of the contract between the Exhibitor and NTCSA. All matters and questions not covered by these regulations are subject to the decisions of Management.