



# National Tribal Child Support Association 22<sup>nd</sup> Annual Training Conference

## Exhibitor Information

### \$800 booth fee includes the following:

- ❖ One full conference registration
- ❖ One 6ft draped table
- ❖ Two chairs
- ❖ One lined wastebasket
- ❖ 8' high backed drape
- ❖ 3' side rail drape
- ❖ One exhibitor ID sign
- ❖ Company listing in conference materials
- ❖ Unlimited \$50 floor passes for booth personnel
- ❖ Complimentary Wi-Fi in exhibit hall

### CONFERENCE HOTEL

Radisson Hotel & Conference Center 2040 Airport Dr.  
Green Bay, WI. 54313  
800-333-3333/ 920-494-7300  
Room Block Code: NTCSA  
Room Rates: Single/Double Occupancy \$96 + 15.5% tax  
Reservations Deadline: June 16, 2023 or until room block is filled  
Parking Fees: Self-Parking and Valet – Complimentary

### EXHIBIT LOCATION

The exhibit hall will be located in the TURTLE ROOM

### EXHIBITOR SCHEDULE

All booth equipment must be in place in the Exhibition Hall by 4:00 p.m. on Sunday, July 9, 2023, and must not breakdown until after 12:00 p.m. on Wednesday July 12, 2023.

#### Sunday, July 9, 2023

12:00 p.m. -4:00 p.m. Exhibitors Move in  
5:00 p.m. - 7:00 p.m. Presidents Tailgate Welcome Reception (location TBD)

#### Monday, July 10 & Tuesday July 11, 2023

7:30 a.m. -4:30 p.m. Exhibitor Hall Open  
Events Scheduled: Continental Breakfast Morning & Afternoon Breaks, Lunch

#### Wednesday, July 12, 2023

7:30 a.m. -3:00 pm Exhibitor Hall Open  
Events Scheduled: Continental Breakfast Morning & Afternoon Breaks  
3:00 p.m. Exhibits Breakdown / Move-Out  
5:30 p.m. - 7:30 p.m. Awards Banquet  
7:30 p.m. - 11:00 p.m. Social Gathering (location TBD)

#### Thursday, July 13, 2023

9:00 a.m. - 10:00 a.m. Plated Breakfast  
10:00 a.m. - 10:30 a.m. Closing Ceremonies



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## Exhibitor Information

### **SHIPPING GUIDELINES**

The Radisson Hotel & Conference Center serves as the official service contractor for the 22<sup>nd</sup> Annual NTCSA Training Conference.

Materials may arrive to the Radisson Hotel & Conference Center up to three days prior to the beginning of the conference. Any materials arriving before that date may be charged a storage fee by the Radisson Hotel & Conference Center.

### **Labeling Instructions:**

All incoming materials should be addressed as follows:

Radisson Hotel & Conference Center  
2040 Airport Road  
Green Bay, WI. 54313  
NTCSA Training Conference July 9 – 13, 2023  
Organization:  
Representative Name:  
Number of Packages:

### **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 Radisson Hotel & Conference Center or disposed of at the discretion of the Radisson Hotel & Conference Center.

### **Attendee Bag Items**

Any items an exhibitor or sponsor would like included in the attendee conference bags should be addressed as above in addition to the following: **ATTN: MICHELLE RUTUES/ATTENDEE BAG ITEM.**

Attendee bag items should arrive 3 days prior to the conference.



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## Exhibitor Information

### **EXHIBITOR APPLICATION**

Designate the name of the person in your organization who is to receive all relevant exhibition materials, including booth confirmation and information.

Company / Organization

First Name

Last Name

Job Title

Mailing Address

City

State

Zip Code

Telephone

Email

Website

### **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 22<sup>nd</sup> Annual Training Conference at Radisson Hotel & Conference Center July 9 – 13, 2023. 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 along with application.

I understand and agree to abide by the Official Exposition Regulations attached to this application.

All applications must be signed to confirm booth space.

Signature of Authorized Representative:

Date:

### **Booth Location**

Booth assignment will be assigned once payment in full is received. Please list any organizations you would like to be located near:

Company is allowed to distribute literature and run demonstrations within the boundaries of the company's assigned space. Company's product demonstration, placement or handling out of literature, signage, all booth furnishings, and lighting must be always well within the confines of the assigned space. All booth furnishings, equipment and displays are the responsibility of the company, must be constructed safely, and must be installed, occupied, and dismantled in accordance with NTCSA's schedule.



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## Exhibitor Information

### EXHIBITOR REGISTRATION INFORMATION

Exhibitors must designate one representative to receive the one "Full Registration" which is included in the full priced 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 additional staff 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.

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

Full Name:

Title:

Email:

Phone #:

### EXHIBITOR FLOOR PASS REQUEST

Representatives scheduled to work the show, but who are not registered for the conference are required 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.

**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:

Name:

Email:

Floor Pass #2

Company/Organization:

Name:

Email:

Floor Pass #3

Company/Organization:

Name:

Email:

Floor Pass #4

Company/Organization:

Name:

Email:



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## Exhibitor Information

### **PAYMENT INFORMATION**

Payment in full is required prior to the conference

Total Due

Credit Card Number                      Type                      CVV                      Exp. Date                      Billing Zip Code

Card Holder Name

Authorized Signature

*\*If you prefer to pay via PayPal, submit completed form to [rutues.michelle@gmail.com](mailto:rutues.michelle@gmail.com) or [jamie.wirth@whiteearth-nsn.gov](mailto:jamie.wirth@whiteearth-nsn.gov) and an invoice will be sent to complete payment processing*

**If paying with a check, mail completed form with payment to:**

NTCSA  
PO Box 12765, Green Bay, WI. 54307

Any questions please contact:

Email: [rutues.michelle@gmail.com](mailto:rutues.michelle@gmail.com) / 920-471-3929 or [Scloer@1fsic.com](mailto:Scloer@1fsic.com) / 828-736-4301

To request a W-9 please email: [rutues.michelle@gmail.com](mailto:rutues.michelle@gmail.com)

NTCSA FEDERAL ID: 01-0552610

### **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.

## **Date and Hours of Exposition**

Sunday, July 9	5:00 pm – 7:00 pm
Monday, July 10	7:30 am – 4:30 pm
Tuesday, July 11	7:30 am – 4:30 pm
Wednesday, July 12	7:30 am – 3:00 pm

### **1.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.

### **2.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 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).

### **3.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 June 1, 2023. Cancellations on or before June 1, 2023, are entitled to receive a 50% refund.

### **4.Installation and Dismantling**

Exhibits must be installed between 12:00pm and 4:00 pm on Sunday, July 9, 2023. Any space unclaimed by 4:00 pm on Sunday, July 9, 2023 (without prior arrangement with NTCSA's Conference Coordinator Michelle Rutues) will be reassigned without refund fees paid, and NTCSA will not be liable for any incurred expenses.

### **5. 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.

### **6.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.

### **7.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.

### **8.Liability and Insurance**

Management and the Radisson Hotel & Conference Center will take reasonable precautions to safeguard the Exhibitor's property, however, management and the Radisson Hotel & Conference Center 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 Radisson Hotel & Conference Center, 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 Radisson Hotel & Conference Center and its employees and agents. The Exhibitor understands that neither Management nor Radisson Hotel & Conference Center 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.

### **9.Failure to Open Exposition**

In case this premise of the Radisson Hotel & Conference Center 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 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 cost's expenses incurred and committed by NTCSA.

### **10.Drayage and Decorating**

NTCSA's official service contractor for the 2022 Exposition is Radisson Hotel & Conference Center. If any additional furniture is required, it is the responsibility of the exhibitor to contract with a third-party vendor.

### **11.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.