



2021 RETA NATIONAL CONFERENCE

November 9-11, 2021

Renaissance Schaumburg Convention Center Schaumburg, Illinois

Questions?

For Exhibit Booth Sales & Billing
Contact: Michelle Robinson
Email: Michelle@reta.com
Phone: 541-497-2955
Fax: 541-497-2966
Address: RETA HQ
 1725 Ferry Street SW
 Albany, OR 97322

2021 Exhibitor Commitment Form

COMPANY NAME

NAME OF PRINCIPAL CONTACT (PERSON TO RECEIVE EXHIBIT INFORMATION)

TITLE OF PRINCIPAL CONTACT

STREET ADDRESS

CITY

STATE

ZIP

PRINCIPAL CONTACT'S DAYTIME TELEPHONE NUMBER

PRINCIPAL CONTACT'S E-MAIL ADDRESS

COMPANY NAME AND ADDRESS TO BE PUBLISHED (IF DIFFERENT FROM ABOVE)

COMPANY E-MAIL (TO BE PUBLISHED)

COMPANY WEBSITE (TO BE PUBLISHED)

COMPANY PHONE NUMBER (TO BE PUBLISHED)

BOOTH ASSIGNMENT

Every effort is made to accommodate your preferred booth location, but we cannot guarantee that you will receive one of your preferred choices. Please indicate your 1st, 2nd, and 3rd choices below. To ensure that you receive one of your top choices, please select booths that are in different areas of the exhibit hall, and select some that are not immediately in front of the entrances.

1. _____ 2. _____ 3. _____

BOOTHS INCLUDE:

- 3' draped sidewalls and 8' back drape
- 7"x44" booth identification sign
- One (1) full conference registration included with each booth commitment
- One complimentary pre-conference attendee list containing names and mailing addresses 1 week prior to conference
- One complimentary post-conference attendee list containing names and mailing addresses 1 week post conference.
- Listing in the exhibitor directory

* The exhibit hall is carpeted, so no additional carpet purchase is necessary.

** Standard electricity and booth furniture are not included with your booth commitment and must be ordered through the service kit provided by Arata Expositions, Inc.

BOOTH PRICING

BOOTH TYPE

STANDARD FEE

QUANTITY

(1) 10 x 10' Booth (member) w/ 1 full conference registration included	\$2,045.00	_____
(1) 10 x 10' Booth (non-member) w/ 1 full conference registration included	\$2,795.00	_____
(1) 20 x 20' Island (member) w/ 4 full conference registration included	\$7,920.00	_____
(1) 20 x 20' Island (non-member) w/ 4 full conference registration included	\$10,920.00	_____
Quantity of "Pre-Paid Registrations" to be included with booth commitment	\$825.00 Each Additional	_____

Total: \$ _____

EXCLUSIVE TRAFFIC DRIVER OPPORTUNITY

(75) Exhibit Hall Jeopardy Bingo Exclusive Sponsorship (one per exhibitor only) Limited to 75 Exhibitors **\$500.00**

Bring more foot traffic to your booth by providing 3 educational questions pertaining to your business. Attendees will answer one of your questions. Once one of your three questions have been answered correctly you will stamp your logo which will be on one of the bingo squares. Once the attendee has a bingo black out, they will be entered to win a big ticketed item and 1PDH credit. RETA will provide bingo cards, stamp and big ticketed item. You will provide your logo and 3 educational questions. Your questions are due by September 1, 2020 or your spot will be forfeited.

(3) Exhibit Hall Traffic Driver; Custom Logo'd Hotel Room Sponsorship Item (Monday, Tuesday or Wednesday) **\$1,500.00**

This is a first come first serve opportunity. Your specialty labeled item with your logo and booth number will be placed on attendees' beds when rooms are cleaned 1 of 3 nights. Item choices are: Custom Logo'd Mints or Chocolates. Nights to choose from are Monday, Tuesday and Wednesday.

Grand Total: \$ _____

Company Description (100 words or less) If unable to cut and paste your descriptions please email your description with your booth selection.

REFUND/CANCELLATION POLICY

Refunds are limited to exhibit fees paid. To qualify for a 50% refund, a written cancellation must be received no later than May 1, 2021. No refunds will be given after May 1, 2021. All cancellation requests should be sent via e-mail to Michelle Robinson at michelle@reta.com or by fax at 541-497-2966 with confirmation of receipt by conference staff.

PAYMENT METHOD

Return this application with a deposit of 50% of the total cost of the requested exhibit space to the billing addresses listed above. Balance of your payment will be due on or before May 1, 2021. Purchase of Exhibit space after May 1, 2021 must be accompanied by payment in full for the entire cost of space requested.

PAYMENT TYPE:

Apply 50% deposit now with remaining balance due May 1, 2021

Apply full payment now

Check # (payable to RETA) _____

Visa MasterCard American Express Discover

Credit Card # _____

Exp. Date _____ CVV Code _____

Authorized Name (please print) _____

Authorized Signature

Billing Address _____

CHECK PAYMENTS BY MAIL

Mail your **original** CHECK payment with a **copy** of your exhibit application to:

RETA HQ
Attn: Conference Department
1725 Ferry Street SW
Albany, OR 97322

CREDIT CARD PAYMENTS BY FAX

Fax this form along with a copy of your exhibit application to:

Fax #: 541-497-2966
Attn: Conference Department

AGREEMENT

I hereby apply for exhibit space at the 2021 RETA National Conference in Schaumburg, IL and fully understand that this form shall become a binding contract and is subject to the Exhibitor Terms and Conditions as outlined in these materials and those established by RETA. The exhibition is organized and managed by RETA. Any matters not covered in the Rules & Regulations are subject to the interpretation of the RETA Board of Directors and the RETA Executive Director. All exhibitors must abide by their decisions. Exhibitors must comply with all RETA Rules & Regulations, provided amendments or additions thereto in conformance with preceding sentence.

I have read and reviewed the Exhibitor Rules & Regulations before completing this form.

Signed _____

Name (Please Print) _____

Phone _____

Email _____