



2022 RETA National Conference

Peppermill Casino Resort & Spa Reno November 8-11, 2022

EXHIBITOR COMMITMENT FORM

COMPANY & CONTACT INFORMATION

COMPANY NAME	CONTACT NAME (TO RECEIVE EXHIBITOR INFORMATION)	TITLE		
BILLING ADDRESS	CITY	STATE	ZIP	
PHONE	EMAIL			
SECONDARY CONTACT NAME	SECONDARY PHONE	SECONDARY EMAIL		
COMPANY NAME (TO BE PUBLISHED)	COMPANY ADDRESS (TO BE PUBLISHED)	CITY	STATE	ZIP
COMPANY EMAIL (TO BE PUBLISHED)	COMPANY WEBSITE (TO BE PUBLISHED)	COMPANY PHONE (TO BE PUBLISHED)		

COMPANY DESCRIPTION

100 words or less. If unable to cut and paste your company description please email your description to stephanie@reta.com.

Add a little bit of body text

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. _____

*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 INCLUSIONS

- 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.

BOOTH PRICING

- (1) 10 x 10' Booth (member) w/ 1 full conference registration included
- (1) 10 x 10' Booth (non-member) w/ 1 full conference registration included
- (1) 20 x 20' Island (member) w/ 4 full conference registration included
- (1) 20 x 20' Island (non-member) w/ 4 full conference. registration included
- Quantity of "Pre-Paid Registrations" to be included with booth commitment
- Exhibitor Bingo Traffic Driver (limited to 75 exhibitors)

STANDARD FEE

\$ 2100.00
 \$ 2880.00
 \$ 8150.00
 \$11,245.00
 \$ 825.00 Each Additional
 \$ 500.00

QUANTITY

TOTAL \$ _____

EXHIBITOR BINGO

Drive more foot traffic to your booth. Engage with questions and once answered correctly, attendees receive a stamp on your logo'd square. Attendees completing a bingo black out, will be entered to win a big ticket item.

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, 2022. All cancellation requests should be sent by e-mail to stephanie@reta.com or fax at 541-497-2966 with confirmation of receipt by conference staff. No refunds issued after May 1, 2022.

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, 2022. Purchase of Exhibit space after May 1, 2022 must be accompanied by payment in full for the entire cost of space requested.

PAYMENT VIA CHECK IS PREFERRED. IF PAYING VIA CARD PLEASE

APPLY FULL AMOUNT

ENTER CARD INFO BELOW:

APPLY 50% DEPOSIT

CARD #	EXP. DATE	CCV	NAME ON CARD	
BILLING ADDRESS	CITY	STATE	ZIP	AUTHORIZED SIGNATURE

CREDIT CARD PAYMENTS BY FAX

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

Fax#: 541-497-2966

Attn: Conference Department

CHECK PAYEMENTS 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

AGREEMENT

I hereby apply for exhibit space at the 2022 RETA National Conference in Reno, NV 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.

NAME (PLEASE PRINT)

AUTHORIZED SIGNATURE

DATE