



2023 RETA National Conference

Hyatt Regence Riverplace Jacksonville November 14-17, 2023

EXHIBITOR COMMITMENT FORM

COMPANY & CONTACT INFORMATION

COMPANY NAME _____

BILLING ADDRESS _____ CITY _____ STATE _____ ZIP _____

PRIMARY CONTACT NAME (TO RECEIVE EXHIBITOR INFORMATION) _____ PRIMARY EMAIL _____ PRIMARY PHONE _____

SECONDARY CONTACT NAME _____ SECONDARY EMAIL _____ SECONDARY PHONE _____

COMPANY INFORMATION & DESCRIPTION (TO BE PUBLISHED)

COMPANY NAME (TO BE PUBLISHED) _____ COMPANY EMAIL (TO BE PUBLISHED) _____ COMPANY WEBSITE (TO BE PUBLISHED) _____

COMPANY ADDRESS (TO BE PUBLISHED) _____ CITY (TO BE PUBLISHED) _____ STATE _____ ZIP _____ COMPANY PHONE (TO BE PUBLISHED) _____

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

HEAVY EQUIPMENT LIMITS

RETA 2023 in a NON-HEAVY Equipment Show. The Hyatt Regence Exhibit Hall is on the second floor with weight and dimension restrictions.

Exhibit Hall Height: 21 ft	Exhibit Hall Foyer Height: 13 ft
Freight Elevator 18' L x 8' H x 8' W Capacity: 6,000 lbs	Exhibit Hall Door 7.8' H x 7.2' W

Limited Heavy equipment exterior space available for an additional fee.

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 are not immediately located in front of the entrances.

1. _____ 2. _____ 3. _____

BOOTH INCLUSIONS

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

- (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 registrations included
- (1) 20 x 20' Island (non-member) w/ 4 full conference registrations included
- Pre-Paid Registrations to be included with booth commitment - each additional
- Exhibitor Bingo Traffic Driver (limited to 75 exhibitors)

STANDARD FEE	QTY	TOTAL
\$ 2310.00	_____	_____
\$ 3170.00	_____	_____
\$ 8965.00	_____	_____
\$ 12,370.00	_____	_____
\$ 840.00	_____	_____
\$ 500.00	_____	_____
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, 2023. 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, 2023.

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, 2023. Purchase of Exhibit space after May 1, 2023 must be accompanied by payment in full for the entire cost of space requested.

PAYMENT VIA CHECK IS PREFERRED. IF PAYING VIA CARD PLEASE ENTER CARD INFO BELOW:

APPLY FULL AMOUNT

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 2023 RETA National Conference in Jacksonville, Florida 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, the Rules & Regulations, 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. By signing, I acknowledge I have read, reviewed and agree the Exhibitor Rules & Regulations.

NAME (PLEASE PRINT) _____

AUTHORIZED SIGNATURE _____

DATE _____