



2024 RETA National Conference

EXHIBITOR COMMITMENT FORM

Gaylord Texan, Grapevine, TX - October 22-24, 2024

COMPANY CONTACT INFORMATION (RECEIVE EXHIBITOR INFORMATION)

COMPANY NAME			
BILLING ADDRESS	CITY	STATE	ZIP
PRIMARY CONTACT NAME	PRIMARY EMAIL	PRIMARY PHONE	
SECONDARY CONTACT NAME	SECONDARY EMAIL	SECONDARY PHONE	

COMPANY INFORMATION & DESCRIPTION (THIS INFO WILL 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.

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' silver draped sidewalls. 8' back drape in silver and/or blue.
- Single line 7" x 44" 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 NOT carpeted.

ADDITIONAL BOOTH INFO

The Exhibit Hall is not carpeted. The booth is unfurnished. If you wish to **ENHANCE** the appearance of your booth, items will be available to order. Ordering information will be sent 3 months prior to the show:

- Tables & Chairs
- Carpet & Padding
- Custom Furniture
- Booth Cleaning
- Booth Labor
- Electricity
- Rigging
- Freight Receiving
 - Advance Warehouse
 - Show-site Handling
- Freight Transportation

BOOTH PRICING

	STANDARD FEE	QTY	TOTAL
• (1) 10 x 10' Booth (member) w/ 1 full conference registration included	\$ 2,425.00	_____	_____
• (1) 10 x 10' Booth (non-member) w/ 1 full conference registration included	\$ 3,333.00	_____	_____
• (1) 20 x 20' Island (member) w/ 4 full conference registrations included	\$ 9,415.00	_____	_____
• (1) 20 x 20' Island (non-member) w/ 4 full conference registrations included	\$ 12,990.00	_____	_____
• Pre-Paid Registrations to be included with booth commitment - each additional	\$ 885.00	_____	_____
• Exhibitor Bingo Traffic Driver (limited to 75 exhibitors) >>> >>> >>> >>> >>>	\$ 500.00	_____	_____
	TOTAL \$		_____

EXHIBITOR BINGO

DRIVE more foot traffic to your booth. **ENGAGE** with attendees. Stamp your company **LOGO** square. Attendees with a bingo blackout, will be entered to **WIN** a BIG TICKET Prize.

PAYMENT METHOD

Return this application with a deposit of 50% of the total cost of the requested exhibit space to the billing addresses listed below. Balance of your payment will be due on or before May 1, 2024. Purchase of Exhibit space after May 1, 2024 must be accompanied by payment in full for the entire cost of space requested.

PAYMENT VIA CHECK IS PREFERRED. APPLY FULL AMOUNT
 IF PAYING VIA CARD PLEASE 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
NOTE: If faxing, please send an email or call HQ for confirmation of receipt.

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

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, 2024. 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, 2024.

AGREEMENT

I hereby apply for exhibit space at the 2024 RETA National Conference in Grapevine, TX 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 _____