**Vendor Information**

**Exhibit Space**

Vendor spaces are available on a first-come, first-served basis. A layout is provided at right to facilitate your exhibit space selection. Vendors should indicate on the Vendor Registration Form (following page) their exhibit space preference. Power and two chairs will be provided to each vendor. A skirted table is also available upon request, and there is no additional charge for these items. To receive the early registration fee, interested companies and organizations must complete this form and return to Meetings Northwest, LLC OR go online to register at [http://nritsconference.org/vendorssponsors.html](http://nritsconference.org/vendorssponsors.html) no later than Friday, July 19, 2013. It should be noted that vendor registration also includes one complimentary participant registration. All space is located within the River’s Edge Convention Center in St. Cloud, MN.

Spaces marked with an X are no longer available.

**Vendor Fees**

Early registration fees (before July 19th) are $550.00 for an 10’x10’ space and $850.00 for a 10’x20’ space. Late registration fees are $700.00 for an 10’x10’ space and $1000.00 for a 10’x20’ space. All vendors will receive a confirmation email following receipt of a completed vendor registration form and corresponding payment to Meetings Northwest, LLC.

**Vendor Exposure**

Vendors wishing to have their name listed in conference publications (agenda, registration materials, etc.), as well as the conference website, should register as soon as possible. Vendors are also invited to send materials for inclusion in the conference packets. All materials must be approved in advance (email vendor@NRITSconference.org or phone (866) 633-8110) and received by Friday, August 9th, 2013.

- **Sponsor a hole** at the Golf Tournament! Vendors can have the opportunity to sponsor a hole during the Wednesday Golf Tournament. Cost is only $100. Simply mark your desire to participate on the Vendor Registration Form. We would also welcome vendor prizes for the Golf Tournament (this is separate from the general door prizes referenced on the following page). Contact us to learn more.

- **A Vendor Session** is tentatively planned. Due in large part to our success over the past two years, we are continuing to offer this unique opportunity. If you wish to participate in a vendor session, please indicate your interest when you register. You also need to indicate the technology, product or service you would be presenting.

Vendors are also being asked to donate door prizes. To be eligible for the door prize drawing, attendees must gather at least 25 vendor stamps on the vendor map. Door prizes will be awarded during each luncheon.
Dragage Information and Shipping Instructions
A&N Convention Services, Inc. has been designated as the official drayage contractor for the 2013 NRITS Conference. No shipments will be received at the conference site (Rivers Edge Convention Center). Once registration has been completed, drayage instructions will be emailed to each participating vendor. You can also view or download drayage and shipping information online at http://nritsconference.org/vendorssponsors.html.

Setup/Show Times
Vendors are asked to setup between 12:00 pm and 6:00 pm, Sunday, August 25th and should remain setup until 4:00 pm on Tuesday, August 27th.

Show times are tentatively scheduled as 7:30 am - 4:00 pm Monday, August 26th through Tuesday, August 27th. A preliminary agenda can be found online at http://www.nritsconference.org/agenda.html.
Vendor Fees*

<table>
<thead>
<tr>
<th></th>
<th>Early (before July 19th)</th>
<th>Late (after July 19th)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’x 10’ space</td>
<td>$550.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>10’x 20’ space</td>
<td>$850.00</td>
<td>$1000.00</td>
</tr>
</tbody>
</table>

*Includes a complimentary participant registration, a table (if needed), two chairs, and power.

Registration:
Please provide the name of the primary contact:

NAME
TITLE
COMPANY (this name will be used on conference publications/website)
ADDRESS
CITY, STATE/PROVINCE, ZIP/POSTAL CODE
PHONE
EMAIL

Complimentary Session Attendee:
Please provide the name of the individual to receive the complimentary registration (session attendee) - They will need to fill out the Conference registration form which will be sent later via email. If it is the same individual as the primary contact (above), please write SAME AS ABOVE.

NAME
TITLE
COMPANY
ADDRESS (if different from above)
CITY, STATE/PROVINCE, ZIP/POSTAL CODE
PHONE
EMAIL

Booth/Vendor Space Attendee(s):
Please provide the name(s) of the individual(s) who will be attending as vendors (non-session attendees). You can name up to 3 additional individuals at no charge.

NAME
TITLE
COMPANY
ADDRESS
CITY, STATE/PROVINCE, ZIP/POSTAL CODE
PHONE
EMAIL

continue to the next page
Vendor Registration Form continued...

Vendor Session (check one):
☐ No, I do not wish to participate in the Vendor Session.
☐ Yes, I wish to participate in the Vendor Session. I would like to present on the following technology, product or service:
______________________________________________________________________

Sponsor a hole (check one):
☐ No, I do not wish to sponsor a hole in the Golf Tournament.
☐ Yes, I wish to sponsor a hole in the Golf Tournament. Indicate number of holes ($100 each): __________ (transfer total amount to payment section)

Registration Fee (check one):
10’x10’ Exhibit Space:
☐ Early Registration (before July 19th) = $550.00  ☐ Late Registration (after July 19th) = $700.00
10’x20’ Exhibit Space:
☐ Early Registration (before July 19th) = $850.00  ☐ Late Registration (after July 19th) = $1000.00

Equipment Needs (check all that apply):
☐ Skirted Table  ☐ Other (please specify _________________________________________________________________________________)
☐ We would like to donate the following item(s) as door prizes _________________________________________________________________

Table Preference:
Table # _______ is our 1st choice    Table #_______ is our 2nd choice
______________________________________________________________________

Payment:
$________________________ Golf Tournament Sponsorship (sponsor a hole)
$________________________ Registration Fee
$________________________ TOTAL
☐ Check or Money-Order (Payable to Meetings Northwest, LLC)
☐ Credit Card (provide all of the below information)
Circle one:        Visa         MasterCard        American Express
______________________________________________________________________
Name (as it appears on the card)
______________________________________________________________________
Number
Expiration Date    Card Verification/Validation Code
______________________________________________________________________

Mail this form to:
Attn: 2013 NRITS Conference
Meetings Northwest, LLC
PO Box 2083
Missoula, MT  59806-2083

Or,
You can fax this form with payment information to (406) 273-2494 (credit card payment only). You can also register online at http://nritsconference.org/vendorssponsors.html.