



California Language Teachers Association

The Quest for Proficiency
Doubletree Hotel, Ontario, California
Ontario Convention Center, Ontario, California
March 8-11,2018

Table with 3 columns and 1 row under the heading EXHIBIT FEATURES. The first column lists booth size (10 x 10). The second column lists booth inclusions (decorative piping, table, chairs, badges) and notes that additional display needs can be obtained through Steele Tradeshow Services. The third column notes that security is provided when exhibits are closed.

*See fees for booths on the fee sheet. These prices will be in effect until January 18, 2018. Add \$100 per booth if reservations and/or payment received after that date.

>>> Payment may be made by check sent to Carol Sparks at the address below or at http://clta.net/exhibitor_payment/

Tentative Schedule:

Table with 3 columns: Activity, Date, and Time. Rows include Set up (Thursday, March 8; Friday, March 9) and Exhibits open (Friday, March 9; Saturday, March 10) with corresponding times.

What will be happening in the Exhibit Hall:

Exhibit viewing during all Conference hours, plus at specific times allotted in the program

Door prizes announced and awarded

The Gala Opening on Friday

A coffee and muffin break on Saturday

BE LISTED IN THE PROGRAM AS A SPECIAL SPONSOR: Your company may wish to help sponsor an event, such as a reception or coffee break. Your sponsorship will be listed in the Conference Program. Please see sponsorship form.

ADVERTISE in the Registration and Pre-Conference Packet and the Conference Program. Information is available online at go.CLTA.net under Conference.

For further information: Carol Sparks (925) 685-7011 e-mail: aceact@aol.com
All e-mail messages must include CLTA in the subject line.

CALIFORNIA LANGUAGE TEACHERS ASSOCIATION
California Language Teachers Association
Doubletree Hotel, Ontario, California
March 8-11, 2018

When this form is completed and signed by a company representative and returned to CLTA with payment, this form becomes a contractual agreement for exhibit space rental at the CLTA Annual Conference. Please **type** or **print** information as you want it in the program.

COMPANY name, contact person, address and telephone:

Phone: (_____) _____

e-mail address of contact: _____

Premium Booths 1-4. 13-16, 25-28. 37-40. 46-50	One booth (see attached)	\$ _____
For each additional booth	(see attached)	\$ _____
Economy Booths 5-12, 17-24, 29-36, 41-45	One booth (see attached)	\$ _____
For each additional booth	(see attached)	\$ _____
Total amount due and payable to CLTA with this contract		\$ _____

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Booth number choice: 1st_____ 2nd_____ 3rd_____ 4th_____ 5th _____
(Please refer to exhibit space floor plan for booth numbers)

TERMS AND CONDITIONS:

- Total payment must accompany this form. No refunds will be made unless written notice of cancellation is received at least 60 days prior to the first day of the conference. A nonrefundable \$100 processing fee will be charged.
- Exhibitor agrees to abide by the terms and conditions of the Steele Tradeshow Services, the Ontario Convention Center, Ontario, California and the Doubletree Hotel, Ontario, California regarding shipping and handling materials.
- Exhibitor acknowledges that the California Language Teachers Association does not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain coverage for any potential losses. Night security will be provided.
- **CLTA respectfully requests that exhibiting companies refrain from sponsoring activities during exhibit hall hours unless they are held in the exhibit hall.**

Accepted by: _____ Date: _____
Company/Exhibitor signature

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Return form to: CLTA Exhibits, 2565 Tampico Drive, Bay Point, CA 94565
California Language Teachers Association
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Premium Exhibit Booths

(Booths are in prime location near the entrance doors and include 10 x 10 booth, piping, drapes, table, 2 chairs, waste basket, 3 exhibit name tags per booth)**

Booths 1-4, 13-16, 25-28, 37-40, 46-50

Early Bird Registration by November 1, 2017	Registration by January 18, 2018	Late Registration after January 18, 2018
one booth \$ 425	one booth \$ 475	one booth \$ 575
two booths \$ 825	two booths \$ 925	two booths \$1150

Economy Booths

(Booths include 10 x 10 booth, piping, drapes, table, 2 chairs, waste basket, 2 exhibit name tags per booth)**

Booths 5-12, 17-24, 29-36, 41-45

Registration by January 18, 2018	Late Registration after January 18, 2018
one booth \$ 375	one booth \$ 475
two booths \$ 725	two booths \$ 950

**Additional display needs may be obtained through Steele Tradeshow Services. Information will be sent in January.

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