



California Language Teachers' Association

INNOVATE WITH LANGUAGES
Doubletree Hotel, San Jose, California
February 28-March 3, 2018

EXHIBIT FEATURES		
All booths are 8 x 10	Each booth includes: decorative piping and drapes, table, 2 chairs, 2 or 3 exhibit badges (see attached) Additional display needs may be obtained through Tricord Tradeshow Services.	Security provided when exhibits are closed.

*See fees for booths on the following fee sheet. These prices will be in effect until **January 15, 2019**. Add \$100 per booth if reservations **and/or** payment is received after that date.

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

Tentative Schedule:

Set up	Thursday, February 28 Friday, March 1	After 1:00 p.m. 7:00 a.m.-11:00 a.m.
Exhibits open	Friday, March 1 Saturday, March 2	11:00 a.m.-6:00 p.m. 8:00 a.m.-4:30 p.m.

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 CLTA.net under Conference.

PRESENT an Interest Session. Information is available online at CLTA.net under Conference. **Deadline for submission is October 30.**

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
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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 4-8, 13-16, 23-26, 31-35, 42-45	One booth (see attached)	\$ _____
For each additional booth	(see attached)	\$ _____
Over-sized Booth 41	One booth (see attached)	\$ _____
For each additional booth	One booth (see attached)	\$ _____
Economy Booths 1-3, 9-12, 17-22, 27-30, 36-40, 46-48	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 Tricord Tradeshow Services, and the Doubletree Hotel, San Jose, 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: _____
 Company/Exhibitor signature

Date: _____

Return form to: CLTA Exhibits, 2565 Tampico Drive, Bay Point, CA 94565

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Premium Exhibit Booths

(Booths are in prime location near the entrance doors and include 8' x 10' booth, piping, drapes, table, 2 chairs, waste basket, 4 exhibit name tags per booth).**

Booths 4-7, 13-16, 23-26, 32-35, 42-45

Early Bird Registration by October 15, 2018	Registration by January 15, 2019	Late Registration after January 15, 2019
one booth \$ 425	one booth \$ 475	one booth \$ 575
two booths \$ 825	two booths \$ 925	two booths \$1150

Over-sized booth 41 (Booth is larger than 8' x 10' and is an unusual shape).

Early Bird Registration by October 15, 2018	Registration by January 15, 2019	Late Registration after January 15, 2019
one booth \$ 450	one booth \$ 500	one booth \$ 600
with an adjoining booth \$ 850	with an adjoining booth \$ 950	with an adjoining booth \$1150

Economy Booths

(Booths include 8 x 10 booth, piping, drapes, table, 2 chairs, waste basket, 2 exhibit name tags per booth)**

Booths 1-3, 8-12, 17-22, 27-31, 36-40, 46-48

Registration by January 15, 2019	Late Registration after January 15, 2019
one booth \$ 375	one booth \$ 475
two booths \$ 725	two booths \$ 950

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