



Workshop Contract

NCTM ANNUAL MEETING & EXPOSITION

April 3–6, 2019 | San Diego, CA

www.nctm.org/annualexhibit

Please submit all contracts to NCTM@theygsgroup.com or call 717.430.2248 for questions.
If submitting via mail, send to: The YGS Group, Attn: NCTM Events, 3650 West Market Street, York, PA 17404

CONTACT INFORMATION

Name	Company	Website		
Street Address (No P.O. Boxes)	City	State/Province	Zip/Postal Code	Country
Phone and Ext.	E-mail	Twitter Handle		

WORKSHOP INFORMATION & RATES

Information on submitting your workshop title and description will be provided with your order confirmation. Please select workshop day(s) and indicate quantity.

- Thursday, April 4, 2019 _____ x \$1,210 = \$ _____
- Friday, April 5, 2019 _____ x \$1,210 = \$ _____
- Saturday, April 6, 2019 _____ x \$1,080 = \$ _____

TOTAL AMOUNT: \$ _____

Time Slots: Limited time slots are available and are assigned on a first-come, first-served basis. The one-hour workshops are held on Thursday and Friday, 8 a.m.–5:30 p.m., and Saturday, 8 a.m.–10:30 a.m.

Setting: One space on the Exhibit Hall floor will be set in rounds for up to 80 people. All other rooms will be set theater style seating for up to 120 attendees. Rooms can not be reconfigured.

What NCTM Provides

- Workshop room and schedule
- Room signs
- Directional signs to workshop location
- LCD projector with screen
- Lapel microphone
- Listing of your company name, title of the workshop, and a brief description in the Program Book (if contract and description are received by December 9, 2018), the Conference App, as well as the NCTM Online Conference Planner.
- NCTM will send instructions for providing company details and workshop description.

What You Need to Provide

- Additional audiovisual arrangements and associated costs
- Promotion of the workshop (Please Note: NCTM cannot guarantee attendance at Exhibitor Workshops. Contact NCTM@theygsgroup.com for additional ways to market your presentation time.)
- Adherence to the workshop schedule and clearance of the room after your session
- Laptop

PAYMENT INFORMATION

Nonrefundable payment in full must accompany this registration form. All remittance is due in U.S. dollars.

- Check payable to The YGS Group
- American Express VISA MasterCard Discover

Name on Credit Card	
Card Number	Security Code
Expiration Date	Amount
Authorized Signature	Print Name

SIGNATURE AND AGREEMENT

By signing below, exhibitor agrees to abide by the responsibilities set forth in this agreement. Any violation on the part of the exhibitor will nullify the exhibitor's right to occupy the meeting space. Exhibitor will not be released from liability and will forfeit to NCTM all monies that have been paid.

Authorized Signature	Date
Print Name and Title	

Please submit your form to NCTM@theygsgroup.com.