

**From:** Affiliates <affiliates@nctm.org>  
**Subject:** **Affiliate Exhibit Booth at the 2010 NCTM Annual Meeting and Exposition**  
**Date:** September 15, 2009 3:30:38 PM EDT  
**To:** Affiliates <affiliates@nctm.org>  
▶ 1 Attachment, 103 KB

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September 15, 2009

To: The Western Region Partner Affiliates and Affiliates-at-Large Presidents

From: NCTM Affiliate Services

Re: Affiliate Exhibit Booth at the 2010 NCTM Annual Meeting and Exposition

We are pleased to have complimentary exhibit space available in San Diego, California for our Affiliates. These limited spaces are available on a first come, first served basis until December 12, 2009. ***If your Affiliate is hosting a 2010 NCTM Regional Conference and Exposition, see the next-to-the-last paragraph.***

All exhibitors will be listed in an onsite exhibitor's directory. **Affiliates that submit a booth reservation form and payment by November 12, 2009 will also be listed in the program book.**

#### **Costs**

NCTM is offering complimentary booth space and a discounted rate on furnishings. The total cost of a 10' x 10' booth with a draped 8' table, 2 chairs, carpet, and a wastebasket is \$475. NCTM will provide a sign at no charge. **Take advantage of the early payment discount by submitting a booth reservation form and payment of \$475 by November 12, 2009. The form is attached.**

**The cost for space after November 12, 2009 is \$525.00.** Requests for space will not be considered after December 12, 2009.

#### **Who is Invited to Participate**

For San Diego, California, we are extending this invitation to Partner Affiliates in the Western Region and to Affiliates-at-Large. An Affiliate must be In Good Standing in order to participate. To reserve a booth, please mail the attached form with payment to NCTM Affiliate Services.

#### **Booth Staffing**

All exhibitors must adhere to the official exhibit hall hours. Your booth must be staffed at all times during these hours. Failure to comply with the schedule will result in a \$150.00 fine.

In addition, the set up of displays must be completed one-half hour prior to the opening of the exhibit hall.

#### **Exhibit Schedule**

##### **Exhibitor Setup:**

Tuesday, April 20	12:00 noon - 8:00 p.m.
Wednesday, April 21*	8:00 a.m. - 8:00 p.m.

\*Note the annual meeting general opening session is held this evening.

##### **Exhibit Hours:**

Thursday, April 22	8:30 a.m. - 5:00 p.m.
Friday, April 23	8:30 a.m. - 5:00 p.m.

Saturday, April 24 9:00 a.m. - 12:00 noon

**Display Dismantle:**

Saturday, April 24 12:00 noon - 8:00 p.m.

Sunday, April 25 8:00 a.m. - 12:00 noon

**Exhibitor Badge**

NCTM will provide up to four (4) complimentary exhibitor badges. The complimentary badge does not replace the NCTM registration badge. **Each person staffing the exhibit booth must be registered for the NCTM Annual Meeting and Exposition.** Please submit each person's names and contact information to the NCTM Affiliate Services department no later than December 12, 2009. **All badges will be mailed in advance to one contact person in your Affiliate.** Each exhibitor must have an official NCTM exhibitor badge to gain entry into the exhibit hall before and after scheduled exhibit hours.

**Attention Affiliates Hosting a 2010 NCTM Regional Conference and Exposition (Denver, Baltimore, or New Orleans):**

For Affiliates hosting the 2010 NCTM Regional Conferences and Expositions in Denver, Baltimore, or New Orleans, a Regional Conferences promotional booth will be set up at the NCTM Annual Meeting and Exposition in San Diego, California. The booth gives host organizations an excellent opportunity to promote their city's Regional Conference & Exposition.

Please contact Affiliate Services at (703) 620-9840 ext. 2104 or [affiliates@nctm.org](mailto:affiliates@nctm.org) if you have questions. We look forward to seeing you in San Diego, California.!

cc: NCTM Representative, Treasurer, and Executive Secretary

**Mary Ferris** | Affiliate Services Manager | National Council of Teachers of Mathematics | 1906 Association Drive, Reston, VA 20191-1502 | Phone: 703.620.9840 ext. 2104 | Fax: 703.476.2970 | E-mail: [mferris@nctm.org](mailto:mferris@nctm.org) or [affiliates@nctm.org](mailto:affiliates@nctm.org) | [www.nctm.org](http://www.nctm.org)  
*"We All Use Math Every Day"*

**P** Think Green : Keep it on the screen

Please consider the environment before printing this email.

**NCTM 2010 Affiliate Exhibit Booth  
RESERVATION FORM**

NCTM will provide complimentary booth space inside the exhibit hall with a significant discount on furnishings. The total cost of a 10' x 10' booth with a draped 8' table, 2 chairs, carpet, and a waste basket is \$475 for payments received by November 12, 2009 and \$525 for payments received after November 12, 2009 and by December 12, 2009. NCTM will provide a sign at no charge. Full payment should accompany this completed reservation form. Requests for space will not be considered after December 12, 2009.

**On-site Responsibilities:**

- Complete exhibit set up one-half hour prior to exhibit hall opening
- Adhere to the official exhibit hall hours
- Staff booth at all times during exhibit hours

Failure to comply with the schedule will result in a \$150.00 fine.

All exhibitors will be listed in an onsite exhibitors directory. **Affiliates that submit a booth reservation form and payment by November 12, 2009 will also be listed in the program book.**

**TO RESERVE YOUR BOOTH**

Complete and return this form with full payment, payable to NCTM Affiliate Services. Confirmation will be sent via email.

AFFILIATE NAME

YOUR NAME

AFFILIATE OFFICE HELD

YOUR STREET ADDRESS

CITY/STATE/ZIP

E-MAIL (required for confirmation)

( )  
WORK PHONE

( )  
FAX

( )  
HOME PHONE

**EXHIBIT BOOTH SIGN**

The booth sign should read: \_\_\_\_\_

**COMPLIMENTARY EXHIBITOR BADGE LIST**

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Address: \_\_\_\_\_

4. Name: \_\_\_\_\_ Address: \_\_\_\_\_

Send all badges to: \_\_\_\_\_



NATIONAL COUNCIL OF  
TEACHERS OF MATHEMATICS

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