

Booth Registration Contract

Company Name _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Contact Name _____

Contact Title _____

We have selected _____ (10' x 10') spaces **\$900.00 non-corner booth \$1,000.00 corner booth**

List booth Choices: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

I, the undersigned, as a representative for the above company have read the rules and regulations and understand the terms listed below and commit to exhibiting at the OTAC 2018 Annual Conference.

Signature

Tradeshow Hours/Move-in and Move-out Schedule

Trade Show Hours: 5:15 pm—7:15 pm, October 26, 2018
11:30 am—2:30 pm, October 27, 2018

Exhibit setup times: 12:00 noon—4:00 pm, October 26, 2018

Exhibit teardown times: 2:30 pm—4:30 pm, October 27, 2018

Refund & Cancellation Policy

Notice of cancellation must be in writing (no exceptions) to OTAC. Cancellations received before April 1, 2018, will result in OTAC retaining 25 percent of the full rental cost of booth space. No refunds or cancellations will be granted after April 1, 2018. OTAC shall not be liable for any interest on the amount refunded.

Payment Information

Make check payable to: **OTAC**, P.O. Box 276567, Sacramento, CA 95827

Mail or fax to: OTAC, P.O. Box 276567, Sacramento, CA 95827 | (916) 294-0415 ATTN: Shannon

Need more information contact Shannon Rutledge: (916) 932-2205 or email: shannon@otaconline.org

Please ✓ form of payment: Visa MasterCard American Express Check # _____

Amount \$ _____ [4135-100]

Card Number _____ Exp. Date _____ VCode* _____

Name of Cardholder _____ Billing Zip Code _____

Signature _____

* The VCode is a 3 or 4 digit number on the back of your card following your card number (front of AMEX card).