



2022 Showcase Booth Registration Opportunities

EARLY REGISTRATION FOR SPONSORS ONLY: September 22nd – October 7th

You must select a sponsorship to take advantage of this early access. Booth space will be assigned based on level of sponsorship, order of registration, and preference for booth location. Registration, including sponsorship, must be paid during the registration period to qualify. Please process any check payments ASAP to secure spot (credit card can be used with a 3% fee). A booth placement email will be sent out to all that registered **by October 14th**.

Regular Registration for Associate Members: open October 17th – October 31st

Booth space selection will be limited to those booths not secured during the sponsor-only registration period and will be assigned on a first come, first serve basis with sponsors (you can choose to sponsor the Showcase at any time) receiving priority. A booth placement email will be sent out to all that registered **by November 4th**.

Late Registration: November 1st – November 23rd

Registration will remain open through November 23rd, but booth space selection will be limited.

Exhibitor Rules & Guidelines – PLEASE READ CLOSELY FOR IMPORTANT INFORMATION!

- ▶ Once you register online, you will receive a confirmation email and an invoice (if you did not pay with a credit card). If you do not receive this confirmation right away, please email BroadbandMT at office@broadbandmt.com.
- ▶ No registrations will be accepted over the phone.
- ▶ Booths 11&12, 21&26, 27&36, 37&46, and 51&52 can be sold as double booths and turned to face the entrance of the convention center. **No more than 2 booths may be reserved by a vendor.**
- ▶ The exhibitor will be required to replace, repair, or otherwise assume all expenses for any defacement or injury of the premises caused by their exhibit or its representatives.
- ▶ All aisles must be kept clear of exhibits, demonstrations, etc.
- ▶ All reasonable means are taken by BroadbandMT to protect the property of the exhibitors. However, it is understood that BroadbandMT is released from any and all claims, demands, and other damages arising out of occurrences in or at the booth space. Exhibitors are urged to use caution and not leave valuables in booths when not attended.

Booth Set up: The exhibit area will be open for set-up on **Tuesday, November 29th from noon until 9:00pm**. The exhibitor’s registration desk will be open from noon until 4:00 pm. To avoid the rush on Wednesday morning, please pick up your registration package at that time.

Booth Tear Down: Booths may NOT be broken down BEFORE 10:30am on Thursday, December 1st.

Any vendors tearing down before this time will be penalized and will NOT have access to any front booth locations at future Showcase events. We ask that vendors make their travel arrangements accordingly to follow this policy.

Booth/Vendor Schedule

**We will have sections of time on Wednesday where there are NO sessions to allow for booth visits. These times will be posted as we finalize our session agenda.*

<u>Wednesday, November 30th</u>	<u>Thursday, December 1st</u>
7:30-8:30am: Hosted Breakfast Buffet - <i>Outside Tent</i>	7:30-8:30am: Hosted Breakfast Buffet - <i>Outside Tent</i>
8:30-12:30pm: Booths Open - <i>Convention Center</i>	8:30-10:30pm: Booths Open - <i>Convention Center</i>
12:30-1:30pm: Hosted Lunch Buffet - <i>Outside Tent</i>	Booth Tear Down - 10:30am
1:30-5:00pm: Booths Reopen - <i>Convention Center</i>	
4:30-5:30pm: Hosted Hospitality Hour – <i>Convention Center</i>	

Shipping Information: BroadbandMT is working again with Pillar Event Services for your shipping needs. Download [Pillar's Shipping Information](#). For shipments requiring a pallet jack or a single item weighing more than 150 pounds, you must arrange to have your shipment delivered to the hotel directly. It is the responsibility of the motor carrier to furnish a pallet jack for the shipment. Please make sure your carrier does indeed have a pallet jack BEFORE shipment is arranged. Shipments sent to the hotel must be identified by the vendor's name and booth number. Please contact the Billings Hotel and Convention Center for any questions: 406-867-8239.

Door Prizes: To encourage booth visits, we will provide booth visitation cards to attendees. Each registrant will be given a card with half of the exhibitors listed (there will be two possible cards – all exhibitors listed between the two). Participants will be required to get signatures on their card, stating they have in fact visited those exhibitors. These cards will then be used for the door prize drawings.

Our door prize drawings are held Thursday afternoon immediately following the last seminar. **All door prizes are donated by the exhibitors, and we invite you to donate one or more items.** No donation is too small! Telco attendees must be present to win. Please email office@broadbandmt.com to let us know what door prize(s) you can contribute. Bring prizes with you to the Showcase and give to the registration desk before Thursday's drawing.

Rural Education Fund Scholarship Raffle: Once again, there will be a rifle raffle! All proceeds will go toward the BroadbandMT Rural Education Scholarship Fund. The raffle is open to ALL participants (attendees and exhibitors) and tickets are available at the Registration Desk for only \$5.00 each (must be present to win).

Name badges will be part of the registration packet and **MUST BE worn at all times.** Anyone not wearing a name badge will be asked to pay the appropriate registration fees OR be asked to leave the premises. The exhibit hall will be monitored for this purpose. ALL exhibitors MUST check in at the Registration Desk on Tuesday afternoon or Wednesday morning prior to the official opening of the Showcase. You may meet visitors in the Convention Center Lobby, but visitors MAY NOT enter the actual Showcase without the proper registration or prior BroadbandMT approval. BroadbandMT appreciates your cooperation!

Room reservations can be made by calling 406-248-7151, reference MT Telecommunications Association/BroadbandMT or [click here](#). Room rates start at: \$101/night plus tax. Room block rates expire November 14, 2022.

If you require any **special accommodation**, please email BroadbandMT (office@broadbandmt.com) at least three weeks prior to the start of the Showcase.

Non-BroadbandMT Events: BroadbandMT does not allow the hosting and/or sponsoring of meetings, receptions, raffles, etc., at any time during BroadbandMT's Showcase activities, meetings or events as published in the Showcase Program without prior approval from BroadbandMT.

Cancellation Policy: Fees collected are non-refundable except in extenuating circumstances, which will be determined by BroadbandMT. AFTER November 9th, NO refunds will be made without documentation of a medical emergency or flight cancellation by the airline. Company substitutes of attendees are acceptable. A \$25.00 fee, plus any applicable bank charges, will be charged for any checks or credit cards returned unpaid.

Guests: BroadbandMT Associate Members can invite ONE, non-BroadbandMT member in their booth to visit our Showcase for the first time for \$200. **This rate does not apply to past attendees or past BroadbandMT Associate Members.** This will allow non- BroadbandMT members to "test drive" our Showcase. If these same vendors wish to attend our Showcase again, normal registration fees will apply.