

## Showcase Booth Registration Opportunities *(pricing on page 3).*

### EARLY REGISTRATION FOR ASSOCIATE MEMBER SPONSORS ONLY: September 23<sup>rd</sup> – October 4<sup>th</sup>, 2024

You must select a sponsorship to take advantage of this early access. Booth spaces 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. A booth placement email will be sent to all that registered by **October 11<sup>th</sup>**.

### GENERAL REGISTRATION: Opens October 14<sup>th</sup>

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.

### LATE REGISTRATION: After November 29<sup>th</sup> *(see late pricing on page 3).*

**No registrations (including adding additional company representatives) will be accepted after December 31<sup>st</sup>, 2024.** Substitutions allowed.

*Booth space requests are not guaranteed, and floor plan is subject to change. Preference given to earliest registrants and sponsors, but BBMT makes any final decisions.*

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## Exhibiting Rules & Guidelines

Thank you for participating in our annual Showcase! We are looking forward to seeing you in Billings. Please read all this information closely for important details.

### Exhibit Location and Hotel

DoubleTree by Hilton  
27 North 27th Street  
Billings, MT 59101  
406-252-7400

Room reservations can be made by calling 406-252-7400 or [click here](#) and reference BBM. Room rates start at \$159/night plus tax. Please note you can only book within the contractual nights of January 6th, 7th and 8th to get the rate. **Room block rate expires December 6, 2024.**

### Exhibitor Schedule

**Booth Setup:** The exhibit area will be open for set-up on Tuesday, January 7th from noon until 9:00pm. The registration desk will be open from noon until 4:00pm. To avoid the rush on Wednesday morning, please pick up your registration package at that time.

**Unloading instructions:** Park in the temporary spaces in the alley by the DoubleTree dock doors. There are service/staff elevators that go up to the 3rd floor (where booths will be located). Hotel staff can help with directions when you arrive.

**Booth Tear Down:** Between 11am-5pm on Thursday, January 9th.

### Exhibit Space Specifications

Exhibit booths will be located inside of the Grand Ballroom and the Foyer located on the third floor of the DoubleTree by Hilton.

Exhibit space will include:

- An 8' x 8' booth. Each booth includes pipe and draping, one 6-foot skirted table, two chairs, one display sign, and wireless internet access. Additional tables, chairs and power are available for an additional fee and added when registering. No double booths available.
- Pre and Post Conference Attendee Lists – an attendee list will be emailed to all exhibitors a couple weeks before the event. The post-conference list will be emailed in the weeks following the Showcase.
- Exhibitor/Sponsor ribbon recognition on conference nametag.
- One full conference registration and the opportunity to purchase additional, discounted registrations for representatives from the SAME company.
- Attendance at all social events, meals, and sessions.

## Shipping Information

BroadbandMT is working with Pillar Event Services for your shipping needs: [Pillar's Shipping Information](#). For shipments requiring a pallet or a single item weighing more than 150 pounds please call Pillar for instructions: 406-861-3931.

## Cancellation Policy

Fees collected are non-refundable after December 11th, 2024, except in extenuating circumstances, which will be determined by BroadbandMT. Company substitutes are acceptable.

## Drawing/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 exhibitor signatures on their card. These cards will then be used for the door prize drawings.

Door prize drawings are held Thursday afternoon immediately following the last session. 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, and your company will be acknowledged. Bring the prizes with you to the Showcase and give them to the registration desk before Thursday's drawing.

## Rural Education Fund Scholarship Raffle

We raffle a rifle or shotgun at our Showcase. All proceeds 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 \$10.00 each. Must be present to win.

## Insurance / Security

Exhibitor agrees to be responsible for his/her own property. Exhibitor shall release and hold harmless and indemnify BroadbandMT from any and all claims, obligations, liabilities, causes of action, lawsuits, damages, and assessments, including legal fees, that result from an allegation of negligence on the part of the exhibitor or third parties in the use of the exhibit space or activities in connection with the use of the exhibit space.

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 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 around the booth space. Exhibitors are urged to use caution and not leave valuables in booths when not attended.

## Admission

All exhibitors must check in at the Registration Desk on Tuesday afternoon or Wednesday morning prior to the official opening of the Showcase. **Your name badge is your admittance to the event and must be worn at all times.**

## Photography Consent

You may be photographed or recorded on audio and/or video at the Showcase. These items may be used in promoting future conferences or in other marketing related to BroadbandMT. Your attendance at this event implies your consent to be photographed or recorded.

## General Information

- Must be current in 2024 Associate Membership dues to pay member registration rates.
- Early, sponsor-only registration is available to members only.
- Additional attendee registrations for a booth must be from the same company.
- We no longer allow non-members to be guests in member booths.
- Registration closes December 31<sup>st</sup> so there are no exhibitor walk-in registrations allowed. No exceptions.

### Exhibitor Agenda

#### Tuesday, January 7<sup>th</sup>

Booth Setup – Noon to 9:00pm

#### Wednesday, January 8<sup>th</sup>

7:30-8:30am: Hosted Breakfast Buffet – 22nd Floor

8:30-12:30pm: Booths Open – 3rd Floor

12:30-1:30pm: Hosted Lunch Buffet – 22nd Floor

1:30-5:30pm: Booths Open – 3rd Floor

4:30-5:30pm: Hosted Hospitality Hour – 3rd Floor

#### Thursday, January 9<sup>th</sup>

7:30-8:30am: Hosted Breakfast Buffet – 22nd Floor

8:30-10:30am: Booths Open – 3rd Floor

Booth Tear Down – After 11am

We will have blocks of time on Wednesday and Thursday with no sessions to allow for booth visits and for vendors to attend sessions if desired. These times will be posted as we finalize our session agenda. Current agenda posted on our website: [www.broadbandmt.com/showcase](http://www.broadbandmt.com/showcase)

## Contact

Please contact Charlotte with any questions: [charlotte@broadbandmt.com](mailto:charlotte@broadbandmt.com)

## Exhibitor Pricing

	<b>1 Booth* 1 Person</b>	<b>Registration Only</b>	<b>Additional Person SAME COMPANY</b>
<b>BroadbandMT Associate Member</b> <ul style="list-style-type: none"> <li>• <i>Not an ISP or CLEC</i></li> <li>• <i>Must be current in 2024 dues</i></li> </ul>	\$500 <i>\$600 after 11/29</i>	\$500 <i>\$600 after 11/29</i>	\$300 <i>\$360 after 11/29</i>
<b>Non-Member</b>	\$1100 <i>\$1300 after 11/29</i>	\$1100 <i>\$1300 after 11/29</i>	\$1100 <i>\$1300 after 11/29</i>

\*Booths are 8' x 8' except booths 23 and 29 are 8' x 4' and have no side rails. See booth map on page 4. Each booth includes pipe and draping, one 6-foot skirted table, two chairs, one display sign, and wireless internet access. Additional 6' table, 8' table (replaces 6' table), 6'x18" skirted schoolies table, or 30" round skirted cocktail table are \$25 each. Additional chairs (two already included in booth price) or power are \$15 each. All options are available during the online registration process.

## Sponsorship Opportunities

<b>Premium \$1200</b>	<ul style="list-style-type: none"> <li>• Slider image/ad on the main page of our website through 1/31/25. Links to the website of your choice.</li> <li>• Exclusive email to Showcase registrants in the weeks preceding event – you provide (can be in HTML).</li> <li>• Logo listed on signage and digital displays at event.</li> <li>• Logo included in printed agenda.</li> <li>• Logo, linked to your website, displayed as a sponsor on the BroadbandMT Showcase webpage for one year.</li> <li>• Verbal recognition during event announcements.</li> </ul>
<b>Hospitality Hour \$800</b>	<ul style="list-style-type: none"> <li>• Small logo on every page of our website through 1/31/25. Links to the website of your choice and click-through counts are tracked and reported to the sponsor when removed.</li> <li>• Logo listed on Hospitality Hour signage and digital displays at event.</li> <li>• Logo included in printed agenda.</li> <li>• Logo, linked to your website, displayed as a sponsor on the BroadbandMT Showcase webpage for one year.</li> <li>• Verbal recognition during event announcements.</li> </ul>
<b>Lunch \$600</b>	<ul style="list-style-type: none"> <li>• Logo listed on Lunch signage and digital displays at event.</li> <li>• Logo included in printed agenda.</li> <li>• Logo, linked to your website, displayed as a sponsor on the BroadbandMT Showcase webpage for one year.</li> <li>• Verbal recognition during event announcements.</li> </ul>
<b>Coffee &amp; Breakfast \$500</b>	<ul style="list-style-type: none"> <li>• Company name listed on Coffee &amp; Breakfast signage and digital displays at event.</li> <li>• Company name included in printed agenda.</li> <li>• Company name, linked to your website, displayed as a sponsor on the BroadbandMT Showcase webpage for one year.</li> <li>• Verbal recognition during event announcements.</li> </ul>

# Booth Map

Grand Ballroom A

Grand Ballroom B

Grand Ballroom C

