



Exhibit Opportunity!

2016 North Dakota Career and Technical Education Professional Development Conference

The Forty-sixth Annual Career and Technical Education Professional Development Conference is slated for August 8-10, 2016, at the Ramkota Hotel in Bismarck, ND. This statewide event is sponsored by the North Dakota Department of Career and Technical Education with an attendance of approximately 600 teachers, counselors and administrators from the state's colleges, middle schools and high schools. Please accept this invitation to exhibit your firm's products and/or services this year!

2016 Conference Tradeshow Format

The Exhibitor Tradeshow is scheduled for Monday, August 8, from 8:30 a.m. to 3:00 p.m. and Tuesday, August 9, from 7:30 a.m. to 1:00 pm. Monday's events will include the Opening General Session, an exhibitor break, and general sessions and meetings all at the Ramkota Hotel. Tuesday, August 9, will consist of general sessions and meetings at the Ramkota. This year, exhibitors will have a choice of options: exhibit only on Monday, August 8 (1 day option); or exhibit both Monday, August 8 and Tuesday, August 9 (2 day option).

CTE invites exhibitors to set-up their exhibits in the Ramkota Hotel Courtyard between 5:00 and 8:00p.m. Sunday, August 7. Booths will be marked with exhibitor names. If the Sunday set-up time is not possible for you, set-up can be done from 7:30 a.m. to 8:30 a.m. on Monday, August 8. (The courtyard area will be secured after 8:00 p.m. on Sunday and after 3:00 p.m. on Monday.)

Exhibit Registration

Deadline is July 7, 2016

Exhibitors have a choice of mini-suite or booth space that consists of an 8'X10' area on the exhibit floor. Visit www.nd.gov/cte to learn about additional exhibit space options, to view exhibitor fees and to register for exhibit space. When registering, please note any special needs, such as an extra table or access to a power source. If you do need access to a power source, **please bring your own extension cords**. The hotel does not have enough extension cords for all exhibitors.

Payment Options

On CTE's website, exhibitors can pay using either a credit card or by sending in a check. Checks should be made payable to Career and Technical Education. After CTE receives your registration and payment, you will receive an email confirmation receipt via from bschucha@nd.gov. **Please save that email – it is the only receipt you will receive**. Reservations for specific exhibit areas will be accepted on a first-come, first-serve basis. However, exhibitor fees must be paid in advance to reserve specific exhibit area(s).

Door Prizes

Exhibitors who wish to offer drawings for door prizes for their products/services are welcome to do so, at your exhibit booth.

If you have questions, please call me at (701) 328-3182. I look forward to seeing you at this year's Career and Technical Education Professional Development Conference!

Sincerely,

Kevin Reisenauer
Conference Exhibit Host
Phone: 701-328-3182
Fax: 701-328-1255
Email: kreisena@nd.gov