



2018 EXHIBITOR & SPONSOR PROSPECTUS

HTCIA'S INTERNATIONAL CONFERENCE
& TRAINING EXPO

AUGUST 19–22, 2018
OMNI SHOREHAM, WASHINGTON D.C.

48 LABS • 75 LECTURES • VENDOR SHOWCASE • EXHIBIT HALL • AWARDS DINNER

HTCIA'S INTERNATIONAL CONFERENCE & TRAINING EXPO

WELCOME!

The High Technology Crime Investigation Association invites you to join us for our 2018 International Conference & Training Expo in Washington, D.C., Sunday, August 19 – Wednesday, August 22. Your participation at our event offers you the opportunity to connect, in person, with key industry personnel to give you an opportunity to show and tell about your products and services.

To assist you in achieving your show goals and to maximize your experience with us, we will have pre-conference training rooms available for our platinum sponsors. In addition, you will have increased exposure to our attendees with a 1.5 hour evening reception in your honor on Monday, August 20.

There are many more opportunities we can offer you for the ultimate experience with our attendees. Have a customized sponsorship opportunity specifically with your company in mind? Contact HTCIA at 978-364-5111 for more information.

ABOUT THE HTCIA INTERNATIONAL CONFERENCE & TRAINING EXPO

The 2018 HTCIA International Conference & Training Expo will be held at the beautiful Omni Shoreham in Washington, D.C.. Guests of the hotel will enjoy a myriad of amenities, luxurious and spacious guestrooms, complimentary high speed internet, heated resort pool, fitness center, bike rentals, and jogging trails all for the discounted rate of \$169 per night (plus tax). This is the lowest rate available and is lower than the government rate.

Year after year the HTCIA International Conference & Training Expo delivers invaluable content, compelling keynotes, leading-edge insights and extensive opportunities to exchange ideas. Our attendees demand the most current and up-to-date information to help them succeed at work and continue to grow in their careers. Sponsoring and exhibiting at the conference provides your company with the opportunity to engage with high tech crime investigators at all levels who are actively learning and evaluating the best that the industry has to offer. Don't miss your chance to talk to and influence this qualified audience!

We offer a variety of ways for companies to sponsor and interact with attendees. In addition, HTCIA offers numerous marketing opportunities and we will work with you to customize a package that meets your needs.

We look forward to welcoming you to the 32nd Annual HTCIA International Conference & Training Expo!

SCHEDULE OF EVENTS

HTCIA INTERNATIONAL CONFERENCE & TRAINING EXPO | AUGUST 19 – AUGUST 22, 2018

DATE	TIME	ACTIVITY
SUNDAY, AUGUST 19	11:00AM – 1:00PM	Chapter Officer Summit
	12:00PM – 6:30PM	Registration
	12:00PM – 5:00PM	Exhibitor Move-in
	2:00PM – 5:30PM	International Board of Directors' Meeting
	6:00PM – 7:30PM	Welcome Reception
MONDAY, AUGUST 20	7:00AM – 5:30PM	Registration
	7:00AM – 7:45AM	Continental Breakfast
	8:00AM – 10:00AM	Opening Ceremony & Keynote Speaker
	10:45AM – 11:45AM	Lecture & Lab Sessions
	10:45AM – 6:30PM	Exhibit Hall
	12:00PM – 1:00PM	Lunch
	1:15PM – 5:00PM	Lecture & Lab Sessions
	5:00PM – 6:30PM	Exhibitor Appreciation Reception
TUESDAY, AUGUST 21	7:00AM – 5:30PM	Registration
	7:00AM – 7:45AM	Continental Breakfast
	8:00AM – 4:00PM	Exhibit Hall
	8:00AM – 11:45AM	Lectures & Lab Sessions
	12:00PM – 1:00PM	Lunch
	1:15PM – 5:00PM	Lectures & Lab Sessions
	4:00PM	Exhibitor Move-out
	6:30PM – 9:30PM	Annual Awards Dinner
WEDNESDAY, AUGUST 22	7:00AM – 1:00PM	Registration
	7:00AM – 7:45AM	Continental Breakfast
	8:00AM – 11:45AM	Lectures & Lab Sessions
	12:00PM – 1:00PM	Lunch
	1:15PM – 3:00PM	Lectures & Lab Sessions

BOOTH INFORMATION

HTCIA INTERNATIONAL CONFERENCE & TRAINING EXPO | AUGUST 19 – AUGUST 22, 2018

RESERVING YOUR BOOTH

Total Booth Fees Must Accompany the Exhibit Space Contract

Booth reservations and location of booths is based on a first-come, first-served basis. Exhibit Space Contracts will not be processed without full payment.

Emailed or faxed Exhibit Space Contracts are acceptable, but must be accompanied by credit card information. Confirmation of booth space will be emailed to the contact person indicated on the Exhibit Space Contract.

HTCIA

Attn: HTCIA 2018
4 Lan Drive, Suite 310, Westford, MA 01886
Fax: 978-250-1117
Email: meetings@HTCIA.org

Exhibit Booth Space

The expo will take place in the Regency Ballroom of the Omni Shoreham Hotel.

There are 45 exhibit booths available and these include a combination of 10' x 20' and 10' x 10' booths. Booths include:

- » Draped 8' high back wall and 3' high side rails and carpet
- » Professional one or two line company name sign
- » 6' x 30' draped table, 2 chairs and wastebasket
- » Listing of company name, address, phone number and website in the conference program
- » Company name and booth number on the conference website virtual floor plan

Virtual Tradeshow

Your company name and link to your company website will appear on our Virtual Tradeshow link on the conference website.

Internet Access

Complimentary wireless internet in all meeting and guest rooms is provided to exhibitors and conference attendees courtesy of HTCIA.

EXHIBITOR AND SPONSOR INFORMATION

HTCIA INTERNATIONAL CONFERENCE & TRAINING EXPO | AUGUST 19 – AUGUST 22, 2018

PLATINUM	GOLD	SILVER	BRONZE
\$18,000	\$9,000	\$6,000	\$3,000

Table-top booths are available at a reduced rate of \$1,500 for non-profit organizations and will be placed in the foyer area.

SPONSORSHIP LEVELS

Platinum Level

- » One 10' x 20' booth space in premier location
- » Access to a complimentary training room at the host hotel for up to 3 days prior to the start of the conference. Training rooms are on a first-come, first-served basis.
- » Four complimentary registrations to include all food and beverage functions and all trainings. Full registrations to be used for booth personnel or speakers only
- » Complimentary full page color advertisement in the conference or advertising program
- » Insertion of your company name on the conference attendee t-shirt
- » Access to three Vendor Showcase sessions. Space is based on a first-come first served basis
- » Complimentary company logo and virtual tradeshow link to your company website on the HTCIA conference website
- » Up to three pieces of your organization's literature in the attendee welcome bag
- » Recognition from the podium at the opening keynote session
- » Complimentary Platinum Star Supporter Status on the HTCIA website
- » Acknowledgement on signage throughout the conference venue
- » Two pre-conference email blast to the HTCIA membership and all conference attendees to promote your attendance, products and/or services
- » One opportunity to submit a web video to HTCIA's Training Portal for one year
- » Submit raffle prize(s) with a value of \$1,000 or more and earn another eblast to the conference attendees. Exhibitor may submit up to three items to reach the value of \$1,000

Gold Level

- » One 10' x 20' booth space in premier location
- » Access to a complimentary training room at the host hotel for up to 3 days prior to the start of the conference. Training rooms are on a first-come, first-served basis.
- » Three complimentary registrations to include all food and beverage functions and all trainings. Full registrations to be used for booth personnel or speakers only
- » Complimentary 1/2 page color advertisement in the conference or advertising program
- » Access to two Vendor Showcase sessions. Space is based on a first-come first-served basis
- » Complimentary company logo and virtual tradeshow link to your company website on the HTCIA conference website
- » Up to two pieces of your organization's literature in the attendee welcome bag
- » Complimentary Gold Star Supporter Status on the HTCIA website
- » Acknowledgement on signage throughout the conference venue as appropriate
- » One pre-conference email blast to HTCIA membership and all conference attendees to promote your attendance, products and/or services
- » Submit raffle prize(s) with a value of \$1,000 or more and earn another eblast to the conference attendees. Exhibitor may submit up to three items to reach the value of \$1,000

EXHIBITOR AND SPONSOR INFORMATION, CONTINUED

HTCIA INTERNATIONAL CONFERENCE & TRAINING EXPO | AUGUST 19 – AUGUST 22, 2018

Silver Level

- » One 10' x 10' booth space
- » Two complimentary registrations to include all food and beverage functions and all trainings. Full registrations to be used for booth personnel or speakers only
- » Complimentary 1/4 page black and white advertisement in the conference or advertising program
- » Access to one Vendor Showcase session. Space is based on a first-come first-served basis
- » Complimentary company logo and virtual tradeshow link to your company website on the HTCIA conference website
- » One piece of your organization's literature in the attendee welcome bag
- » Acknowledgement on signage throughout the conference venue as appropriate
- » Submit raffle prize(s) with a value of \$1,000 or more and earn another eblast to the conference attendees. Exhibitor may submit up to three items to reach the value of \$1,000

Bronze Level

- » One 10' x 10' booth space
- » One complimentary registration to include all food and beverage functions and all trainings. Full registrations to be used for booth personnel or speakers only
- » Company name and logo in the conference or advertising program
- » Complimentary company logo and virtual tradeshow link to your company website on the HTCIA conference website
- » Acknowledgement on signage throughout the conference venue as appropriate
- » Submit raffle prize(s) with a value of \$1,000 or more and earn another eblast to the conference attendees. Exhibitor may submit up to three items to reach the value of \$1,000

Non-Profit Booth Level

- » One 6 foot draped table and two chairs in the foyer area with other non-profit organizations
- » Submit raffle prize(s) with a value of \$1,000 or more and earn another eblast to the conference attendees. Exhibitor may submit up to three items to reach the value of \$1,000

SPONSORSHIP OPPORTUNITIES

Annual Awards Dinner Wine Sponsor: \$4,000 each (2 opportunities)

BENEFITS

- » One complimentary 1/2 page black and white ad in the conference program
- » Sponsor tent card placed on each table

Conference Welcome Bags: (1 opportunity)

\$3,500 if Sponsor provides bags; \$7,000 if HTCIA is to purchase bags

Company name and/or logo imprinted on welcome bags

BENEFITS

- » One complimentary full registration
- » One complimentary 1/2 page black and white ad in the conference program
- » One pre-conference promotional email blast to HTCIA membership and all conference attendees
- » Logo and company link prominently placed on HTCIA conference website
- » Company literature included inside bag

Pad Folios: (1 opportunity)

\$3,000 if Sponsor provides pad folios; \$6,500 if HTCIA is to purchase pad folios

Company name and/or logo imprinted on pad folios

BENEFITS

- » One complimentary full registration
- » One complimentary 1/2 page black and white ad in the conference program
- » One pre-conference promotional email blast to HTCIA membership and all conference attendees
- » Logo and company link prominently placed on HTCIA conference website

Mobile App: \$3,000 (1 opportunity)

- » One complimentary full registration
- » One complimentary 1/2 page black and white ad in the conference program
- » One pre-conference promotional email blast to HTCIA membership and all conference attendees
- » Branded banner ad on the conference mobile app
- » One prescheduled push notification through the conference mobile app
- » Logo and company link prominently placed on HTCIA conference website

EXHIBITOR AND SPONSOR INFORMATION, CONTINUED

HTCIA INTERNATIONAL CONFERENCE & TRAINING EXPO | AUGUST 19 – AUGUST 22, 2018

Name Badges: \$2,000 (1 opportunity)

BENEFITS

- » One complimentary 1/4 page black and white ad in the conference program
- » Company logo prominently placed on ALL HTCIA conference attendee name badges
- » Logo and company link prominently placed on HTCIA conference website

Conference Pens: \$1,500 (1 opportunity)

BENEFITS

- » One complimentary 1/4 page black and white ad in the conference program
- » Pens personalized with company name
- » Logo and company link prominently placed on HTCIA conference website

Refreshment Breaks: \$1,500 each (6 opportunities)

BENEFITS

- » One complimentary 1/4 page black and white ad in the conference program
- » Logo and company link prominently placed on HTCIA conference website

Lanyards: \$1,000 (1 opportunity)

BENEFITS

- » Company name and/or logo imprinted on lanyards
- » One complimentary 1/4 page black and white ad in the conference program
- » Logo and company link prominently placed on HTCIA conference website

Software for Attendees: Minimum value \$100/each (500 qty)

BENEFITS

- » One complimentary full registration
- » One complimentary 1/2 page black and white ad in the conference program
- » One pre-conference promotional email blast to HTCIA membership and all conference attendees

ADVERTISING OPPORTUNITIES

CONFERENCE PROGRAM

BENEFITS

- » All conference attendees regularly reference the Conference Program
- » Artwork deadline is June 15, 2018

AD RATES

1/4 page black and white ad (3.25" x 4.75") \$300.00

1/2 page black and white ad horizontal ad (7.5" x 4.75") \$400.00

1/2 page black and white vertical ad (4.75" x 7.5") \$400.00

AD SUBMISSION

Please submit ads in PDF or jpeg format, 300dpi, CMYK files, no crops necessary.

FOR MORE INFORMATION EMAIL:
meetings@HTCIA.org

EXHIBITOR RULES, REGULATIONS & INFORMATION

HTCIA INTERNATIONAL CONFERENCE & TRAINING EXPO | AUGUST 19 – AUGUST 22, 2018

EXHIBITOR SERVICES AND OFFICIAL DECORATOR

Arata Expositions, Inc.

301-921-0800

A separate service kit will be sent by email from HTCIA to each contracted exhibitor. This kit will include information about furniture, labor, cleaning, drayage (shipping) electrical and other services.

Service Desk

The Arata Exhibitor Service Desk will be open during regular installation and dismantling hours and throughout the event. Requirements for on-site exhibitor services may be ordered or adjusted at the Arata Exhibitor Service Desk.

Rules

These rules, regulations and restrictions govern all exhibitors and exhibits for HTCIA and are part of the agreement for space.

Booth Information

Booths are 10' x 10'. Each includes an 8' high back wall, 3' high sidewall dividers, a one- or two-line company ID sign, a 6' table, two chairs, a wastebasket. The Regency Ballroom is carpeted.

Exhibit Space

HTCIA will attempt to accommodate exhibitor's first choice. Booth location assignment(s) will be based upon receipt of completed Exhibit Space Contract and full payment. Booth space will be assigned on a first-come, first-served basis.

Payment Information

Total booth fees must accompany the Exhibit Space Contract. No exceptions.

Use of Space

Exhibits should not obstruct other exhibits. Aisles must be kept clear. To this end, exhibits should be so arranged that exhibitor representatives will be inside the space assigned. Display material or equipment at the sides of the booth should not exceed the height of the sidewalls. All material used for decoration shall be a flame retardant type. Fire exits and safety equipment within the exhibit hall must be left accessible and in view at all times. Display material or equipment of significant size must be approved in writing by the HTCIA Conference Planner. Exhibitors' product demonstration may in no way interfere with demonstrations at adjacent tables.

Floor Plan

All measurements shown on the floor plan have been made as accurately as possible. However, HTCIA reserves the right to make such modifications as may be needed, making equitable adjustments with the affected exhibitors.

Sale of Products

Sales of products are permitted inside the exhibit hall within an exhibitor's designated booth space. Obtaining the appropriate licenses/permits as required by law, collecting and remitting sales tax and any other legal requirements associated with product sales are the sole responsibility of the exhibitor.

Noise, Music, Video

Public address, sound producing and amplifying devices that project sound (e.g. music, singing) beyond the exhibitors' space are prohibited. Use of music, video or other such element that may include copyrighted materials must be appropriately licensed by exhibitor. Exhibitor shall be solely responsible for said usage, and shall indemnify and defend HTCIA organizers for any loss or claims filed as a result of use of noise, music or video by exhibitor at the show.

Liability

It is agreed that HTCIA, the Omni Shoreham and Arata Expositions, Inc. shall not be liable to an exhibitor, its officers, employees, agents or volunteers, for any damage to, or for the loss or destruction of, an exhibit or the property of an exhibitor, or for personal or bodily injuries to an exhibitor, its officers, employees, agents or volunteers, resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the exhibitor. Exhibitors shall maintain insurance at exhibitor's own expense to cover against said losses. Exhibitor must exercise reasonable diligence in protecting and/or securing its exhibits, displays and other property. In no event will HTCIA be held responsible for the property of an exhibitor, its officers, employees, agents or volunteers.

Security

HTCIA will provide a reasonable level of security service throughout the hours of installation, exhibit hours and dismantling, and shall exercise reasonable care for the protection of the exhibitor's materials and displays. We suggest that any small electronics be taken with you after show hours. Beyond this, HTCIA, neither the facility, nor any officer, director nor staff member thereof will be responsible for the safety of the property or the exhibitor from any cause. If desired, exhibitor should obtain, at its own expense, appropriate insurance to cover said losses.

Failure to Occupy

All booths are to be staffed at all times during dedicated exhibit hall hours. Exhibit booths may not be dismantled before the official closing of the exhibits on Tuesday, August 21, at the designated end time of the Expo. Failure to abide may result in said company excluded from future events.

Restrictions

HTCIA reserves the right, in its sole and absolute discretion, to prohibit any display or exhibit that it judges to be not suitable or in accordance with the acceptable professional ethics of HTCIA. Anything potentially lewd, discriminatory, or that may be deemed sexual harassment is prohibited. All representatives occupying a booth shall dress in a manner appropriate (business casual) for the overall goals and objectives of the tradeshow.

Food and Beverage

Exhibitors may not dispense food or beverage from their booth(s). The Omni Shoreham Hotel strictly forbids any food or beverage from outside sources being brought into the exhibit hall. Any exhibitor that brings in unauthorized food and/or beverage will be asked to cease serving or risk confiscation of any such items. Additionally, such violation may result in action by HTCIA to remove the entire display and booth representatives from the exhibit hall at the violator's expense.

EXHIBITOR RULES, REGULATIONS & INFORMATION, CONTINUED

HTCIA INTERNATIONAL CONFERENCE & TRAINING EXPO | AUGUST 19 – AUGUST 22, 2018

Booth Personnel and Registration

Each 10' x 10' exhibit booth includes 3 booth personnel passes with access to the exhibit hall only.

» **Platinum Sponsors will receive four (4) full conference registrations including meals.**

Full registration to be used by company employees whether they are booth personnel or a speaker.

» **Gold Sponsors will receive three (3) full conference registrations including meals.**

Full registration to be used by company employees whether they are booth personnel or a speaker.

» **Silver Sponsors will receive two (2) full conference registrations including meals.**

Full registration to be used by company employees whether they are booth personnel or a speaker.

» **Bronze Sponsors will receive one (1) full conference registrations including meals.**

Full registration to be used by company employees whether they are booth personnel or a speaker.

Additional full-conference registrations may be obtained at the regular attendee price.

Refund and Cancellation Policy

Notice of cancellations must be made in writing to HTCIA. Cancellations made prior to April 20, 2018 will result in a full refund. Cancellations made after April 20 and until June 15, 2018 will result in a 50% refund. Cancellations made after June 15 will result in no refund.

If for any reason beyond its reasonable control including fire, strike, earthquake, damage, construction or renovation to the display site, government regulation, public catastrophe, act of God, HTCIA shall determine that the Conference and Training Expo or any part may not be held and HTCIA shall determine and refund to the exhibitor its proportionate share of the balance of the aggregate display fees received which remains after deducting all expenses incurred by HTCIA.

Exhibit Decorator

Arata Expositions, Inc. is the official decorator for this event. Upon receiving your Exhibit Space Contract and full payment, you will receive a service kit to assist you in placing orders for furniture & equipment for your booth, as well as shipping information. All vendors are required to use Arata for this event. Direct shipments of booth material should be made to Arata per service kit instructions. The Omni Shoreham Hotel will not accept any booth materials shipped directly to them.

Installation and Removal of Displays

Exhibitor move-in has been scheduled for Sunday, August 19, 2018 beginning at 12:00pm. All exhibit booths must be set up and ready for inspection no later than 5:00pm, Sunday, August 19. Goods and materials used in any display may not be removed from the exhibit hall until after the Expo officially closes on Tuesday, August 21, 2018 at 4:00pm, unless approved (in writing) in advance of the show's opening date. Early dismantling is strictly prohibited. Exhibit booths and all materials must be completely dismantled and removed from the exhibit hall no later than 6:00pm Tuesday, August 21.

Shipping and Storage

Information on shipping and storage will be outlined in the exhibitor's service kit. All exhibit materials must be shipped to the drayage company designated by Arata. Any exhibits shipped directly to the Omni Shoreham Hotel may incur a shipping/handling/storage fee(s) and are to be paid by the

exhibiting company. Exhibitors agree to ship at their own risk and expense.

Inappropriate Conduct

HTCIA will not tolerate inappropriate or conduct unbecoming by any attendee, guest or exhibitor at the International Conference & Training Expo. Inappropriate conduct shall include, but is not limited to, public intoxication or substance abuse, engaging in offensive action, language, profanity, or derogatory statements of a racial, ethnic, age-related, disability-related, or sexual nature, creating a hostile atmosphere, relating off-color jokes, ethnic jokes, and any derogatory statements or engaging in any other actions that are offensive on account of race, color, gender, age, disability, economic status, religion, or national origin. Such violations may result in immediate expulsion from the event.

Hospitality

Exhibitors agree not to conduct hospitality events or off-site trainings during the HTCIA conference hours, but are encouraged to do so at the conclusion of daily scheduled HTCIA events at their own expense.

Indemnification

The exhibitor agrees to indemnify, defend and hold harmless HTCIA, its officers, employees, agents and volunteers, from and against any and all damages to property or injuries to or death of any person or persons, including attorneys' fees; and shall defend, indemnify, save and hold harmless HTCIA, its officers, employees, agents and volunteers, from any and all claims, demands, suits, actions or proceedings of any kind or nature, including, but not by way of limitation, all civil claims, workers' compensation claims, and all other claims resulting from or arising out of the intentional or negligent acts, errors or omissions of the Exhibitor, its officers, employees, agents, in any way related to exhibitors duties and obligations under this agreement and/or its use of a booth at HTCIA International Conference & Training Expo.

Participation

HTCIA, in its sole and absolute discretion, may refuse to permit exhibition of any products, services, and/or materials which are deemed by the HTCIA organizers to be substantially inappropriate, in poor taste, or otherwise objectionable to attendees.

Subletting or Assignment

Subletting or assignment of booth space is strictly prohibited.

Force Majeure and Substitute Facilities

In the event that the exhibit facility is damaged or destroyed prior to the event, HTCIA may, at its option, obtain a comparable facility, to hold the event. However, HTCIA shall not be liable if space is not available due to fire, earthquake, storm, riot, civil insurrection or related force beyond the control of HTCIA.

Agreement to Terms, Conditions and Rules

Exhibitors agree to observe and abide by the foregoing terms and conditions and by such additional terms, conditions and rules made by HTCIA from time to time for the efficient and safe operation of the HTCIA International Conference & Training Expo.

EXHIBIT SPACE CONTRACT

HTCIA INTERNATIONAL CONFERENCE & TRAINING EXPO | AUGUST 19 – AUGUST 22, 2018

SECTION I. EXHIBITOR CONTRACT AND MAILING INFORMATION

Please type or print clearly.

Company name for conference program and booth ID: _____

Contact Information:

Company: _____

Name: _____

Address: _____

City: _____ State/Prov: _____ ZipCode (+4): _____

Phone: _____ Fax: _____

Email: _____ Website: _____

SECTION II. BOOTH SELECTION

Referring to the exhibit hall floor plan, please indicate your 1st, 2nd, and 3rd choices for booth space(s):

1. _____ 2. _____ 3. _____

Booth space is reserved on a first-come, first-served basis. **The purchase of two Silver or Bronze level booths will not be contiguous.**

SECTION III. PAYMENT INFORMATION

Indicate total payment based on level of participation:

Platinum Level: \$18,000	\$ _____	Other Sponsorship(s): _____	\$ _____
Gold Level: \$9,000	\$ _____	_____	\$ _____
Silver Level: \$6,000	\$ _____	_____	\$ _____
Bronze Level: \$3,000	\$ _____	Total	\$ _____
Non-Profit Organization Booth: \$1,500	\$ _____	Form of Payment: <input type="checkbox"/> Check <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> American Express	

Name on Card: _____

Account Number: _____ Exp. Date: _____ Security Code: _____

Billing Address: _____

City: _____ State/Prov: _____ ZipCode (+4): _____

Signature: _____

By my signature I affirm that I am an authorized signer on the above mentioned account and that HTCIA is authorized to charge the card for the amount indicated.

SECTION IV. CONTRACT

My signature on behalf of myself and the company I represent constitutes agreement to abide by all of the terms, conditions and obligations noted on this form and in the rules and regulations contained as part of the HTCIA International Conference & Training Expo. I affirm that I have read and understand all of the contract terms and have had the opportunity to review them prior to signing this contract.

Authorized signature on behalf of company represented:

Name: _____

Title: _____ Date: _____

Signature: _____

Complete and return this form with complete payment.

Return to: HTCIA, 4 Lan Drive, Suite 310, Westford, MA 01886; Fax: 978-250-1117; Email: meetings@HTCIA.org

FOR OFFICE USE ONLY

Date: _____ Amount Received: _____ Check No. _____ Credit Card

Booth Assignments: 1. _____ 2. _____ 3. _____ Initials: _____

