

2020 Exhibit Reservation Form
52nd Annual Central States Conference
on the Teaching of Foreign Languages (CSCTFL)
meeting jointly with the
Minnesota Council on the Teaching of Languages and Cultures

Room for All



at the Table

March 12 – 14, 2020
Hyatt Regency Hotel
Minneapolis, MN

Please scan and email this form to: csctfl.exec.director@gmail.com
OR mail the form with payment to: Anne Nerenz, Executive Director
239 Tonkin Drive
Ishpeming, MI 49849

Exhibitor Contact Information

Company Name _____
(as it should appear on booth sign)

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-Mail _____

Type of Exhibit	
Textbooks or other publisher developed materials	Fund-raising
Other instructional materials and/or realia	Travel or study abroad
Technology (audio-visual, software, multi-media learning centers, ...)	Clothing, jewelry, hand-crafts or other materials made in or imported to the United States
Other:	

New for 2020

New in 2020, we have:

- included a gathering area (*Grand Central*) in the exhibit hall where an array of informal professional development and social activities will be offered during regularly-scheduled session blocks. **Please review the exhibit hall floor plan on the *Exhibitor* tab at www.csctfl.org.**
- scheduled a TGIF from 5:00 – 6:30 on Friday in the exhibit hall.

Exhibit Schedule and Decorator

_____ (← Please initial here) I understand that:

- booths will be located in Exhibit Hall on the main floor of the Hyatt Regency Hotel, Nicollet Mall.
- decorating and drayage will be provided by Fern Expo and Event Services. Exhibitor packets will include costs for additional services and shipping instructions. They will be provided by Fern Expo in early February.

Exhibit Set-up	Thursday, March 12, 2020	9:00 a.m. – 7:00 p.m.
Exhibit Hours	Thursday, March 12, 2020 Friday, March 13, 2020 Saturday, March 14, 2020	7:00 p.m. – 9:00 p.m. 8:00 a.m. – 6:30 p.m. 8:00 a.m. – 2:00 p.m.
Exhibit Dismantle	Saturday, March 14, 2020	2:00 p.m. – 6:00 p.m.

Conference Registration

_____ (← Please initial here) I understand that:

- three *gratis* conference registrations are included with each booth.
- I must share the names of booth personnel no later than February 14, 2020.
- additional booth personnel must register as regular conference attendees and pay the conference registration fee that is in place at that time. Badges will be issued only for registered exhibitor representatives.

If possible, please share the names of your booth personnel here:

Booth Description

_____ (← Please initial here) I understand that:

- piped and draped booths are 8' x 10' and include a 6' table and two chairs.
- the price per booth is \$850.

Booth Order

_____ (← Please initial here) I am reserving and paying for the following:

<i>Number of booths</i>	<i>Total Amount Due</i>
_____ 8' x 10' booth @ \$850 each	\$ _____

Booth Placement

_____ (← Please initial here) I have reviewed the exhibit hall floor plan (www.csctfl.org) and I understand that:

- priority assignments will be given to our sponsors. A list of sponsorships is included at the end of this form.

I have reviewed that list and would like to sponsor _____.

- priority assignments will also be given to our advertisers. I would like to reserve space in the program for a:

_____ a business-card sized ad (\$225)	_____ a ½-page ad (\$550)
_____ a ¼-page ad (\$400)	_____ a full-page ad (\$750)

- booths will be assigned in priority order as stated above. My preferred booth locations are:

1st choice: _____ 2nd choice: _____ 3rd choice: _____

Booth Payment

_____ (← Please initial here) I understand that:

- a minimum down-payment of 50% of the total amount due must accompany this order.
- payment may be made by check or by credit card (VISA, MasterCard, Discover, and American Express).
If paying by check, please mail a copy of this form with your check to the address on this form.
If paying by credit card, be sure to include the billing address if it differs from your mailing address.
- final payment is due January 10, 2020.
- refunds must be requested in writing and received by January 10. A \$300 cancellation (service) fee will be deducted from the amount paid for each booth which was reserved.
- booth locations will be confirmed upon full payment and beginning in December 2020.

_____ Check enclosed payable to:

CSCTFL or The Central States Conference on the Teaching of Foreign Languages

_____ Credit Card (VISA, MasterCard, Discover, American Express)

Name on card _____

Credit card number _____

Expiration date _____ Security code (3 digits, back of card) _____

Credit card billing address _____

Authorized signature _____ Date _____

Please read and sign below:

The Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hyatt Regency Hotel (Nicollet Mall, Minneapolis, MN), its owners or managers that results from any act or omission of the Exhibitor. Exhibitor assumes entire responsibility and agrees to defend, indemnify and hold harmless the Central States Conference on the Teaching of Foreign Languages (CSCTFL), the Minnesota Council on the Teaching of Languages and Cultures (MCTLC), the Hyatt Regency Hotel (Nicollet Mall, Minneapolis, MN) and their owners, managers, employees, officers, directors, agents, subsidiaries and affiliates from any damages or charges resulting from Exhibitor’s use of the property. Exhibitor’s liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or of other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor’s occupancy and use of the exhibition premises, the hotel or any part thereof. In addition, the Exhibitor acknowledges that the Central States Conference on the Teaching of Foreign Languages (CSCTFL), the Minnesota Council on the Teaching of Languages and Cultures (MCTLC), and the Hyatt Regency Hotel (Nicollet Mall, Minneapolis, MN) do not maintain insurance covering Exhibitor’s property and that it is the sole responsibility of Exhibitor to obtain business interruption and damage insurance covering such losses by Exhibitor. Finally, the Exhibitor understands that the Hyatt Regency Hotel (Nicollet Mall, Minneapolis, MN) will not accept direct freight shipments of any kind and that all exhibit materials or products must be shipped to the show’s contracted drayage firm, i.e., Fern Exposition & Event Services and/or its representative. The shipping details will be sent to each Exhibitor in February 2019, along with all other pertinent information.

I understand that ADA and ASL requests must be sent to CSCTFL.exec.director@gmail.com by February 1, 2020.

In completing this form, I consent to the use of any images in which my booth or booth personnel appear.

Authorized exhibitor signature

_____ Date _____

Reminder: I understand that I can help CSCTFL meet its contractual room block by reserving rooms for my booth personnel at the conference hotel:

<https://www.hyatt.com/en-US/group-booking/MSPRM/G-CSCT>

Reminder: A list of sponsorships is included below.

Reminder: Scan and e-mail this entire, completed form to: csctfl.exec.director@gmail.com
or

Mail the full, completed form with payment to:

Anne Nerenz, CSCTFL 239 Tonkin Drive Ishpeming, MI 49849

SPONSORSHIPS — CSCTFL 2020

March 12 – 14, 2020 Hyatt Regency Hotel Minneapolis, MN

All-Conference Materials and Services

The CSCTFL Convention Program	\$2,500
New in 2020: The CSCTFL Convention App	\$2,500
Name Badges and Lanyards	\$2,500
New in 2020: CSCTFL’s Grand Central We are planning a range of informal activities during regularly-scheduled session blocks so as to draw attendees into the exhibit hall throughout the day. Help us make <i>Grand Central</i> a grand adventure!	\$1,500
Special Events: Thursday, March 12, 2020	
Delegate Assembly Afternoon Break	\$1,500

Thursday Wine and Cheese Gala in the Exhibit Hall	\$5,000 (Sponsored by ACTFL)
Advisory Council Reception	\$7,000 (This event may be co-sponsored with CSCTFL.)
Special Events: Friday, March 13, 2020	
Friday Morning Exhibit Hall Refreshment Break	\$1,500
Opening General Session	\$1,500
CSCTFL <i>Report</i> Authors' Luncheon	\$1,500
Friday Afternoon Exhibit Hall Refreshment Break	\$1,500
New in 2020: Friday TGIF in the Exhibit Hall 5:00 – 6:00 p.m. Suggested by an exhibitor last year, this additional reception in the exhibit hall will feature simple snacks, a cash bar, and whatever festivities you might envision!	\$2,500
Special Events: Saturday, March 14, 2020	
Saturday Morning Exhibit Hall Refreshment Break	\$1,500
Joint Boards Dinner	\$5,000 (This event may be co-sponsored with CSCTFL.)
General Sponsorships	
General sponsorships (minimum = \$300.00) are recognized in the conference program. These gifts help CSCTFL remain a friendly and affordable conference!	
Interested in sponsoring an event or service that is not listed above? Please email csctfl.exec.director@gmail.com to discuss your idea!	