

22nd Annual High Plains No-Till Conference



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February 2-3, Burlington, Colorado
www.HighPlainsNoTill.com

2010 TRADE SHOW INVITATION

(Please read – not the same song and dance this year!)

The 22nd High Plains No-Till Conference will be held on February 2-3, 2010, in Burlington at the Community Center, 340 South 14th Street. **NOTE: New location. Trade Show and advertising information enclosed. Brochures and Agriculture Scholarship Benefit and Silent Auction information to be sent later.**

The Trade Show is a key feature of the conference that enhances the educational workshops by giving participants first hand opportunities to visit with vendors about some of the things they have just learned in the sessions. **The Trade Show will be open throughout the event and will be the only thing in the Great Room of the Community Center.**

Trade Show booth space and location will be **"first come, first serve"** in order to be fair to everyone, based on receiving the application enclosed (payment and certificate of applicable insurance may follow). No phone call applications.

Trade Show Exhibitor and Sponsor Breakout Information

1. Single Booth spaces will be 10 wide x 8 ft deep, double is twice as wide, same depth.
2. Booths are inside. Equipment is outside and there is no extra fee for equipment.
3. Electricity is \$5 extra. \$25 late fee if application received after December 25, 2009.
4. All spaces and sponsored breakouts are on a **"first come, first serve"** basis upon receipt of the application (checks and applicable insurance certificate may follow). NO phone call applications accepted. Includes noon meals, all breaks, 2 complementary registrations and 2 reduced rate registrations, listing in conference program and on website if deadline of December 25th is met.

Note: Members of the High Plains Committee of the National Sunflower Association will not be charged a booth fee, if they are a donor of equal or more value. NSA High Plains Committee members still have to submit an application form by the deadline, **and location selection will still be subject to the "first come, first serve" rule.** Please fill out the section B respectively to NSA High Plains Committee on the registration form. If you are interested in joining this committee, contact Joni Wilson, 800-542-7333 for information.

5. Fees:

a. **Trade Show Booths:** Single - \$275, Double - \$400



b. **Trade Show Sponsored Breakouts with Booth – Limit of 5 slots.** Single - \$700, Double - \$825, (in addition to above, includes business card ad on a "note page" in the conference program and a 1 hour presentation slot each day. Session time will also be on a **"first come, first serve basis"** but may not be the same time each day.

6. CCTA Membership for you company.

7. Exhibitors with valuable equipment, computers, etc. are responsible for theft coverage. Neither CCTA or Burlington Community Center will be responsible for theft. Certificate of insurance required.

8. A map and schedule is enclosed for your location selection and session ranking choices.

9. Set-up will be Monday, February 1 or before 8:00am Tuesday, February 2. Set-up and tear-down details will be sent to actual exhibitors in January, 2010.

10. Door prize items may be awarded. You need to select the winner by noon on Wednesday and post it in your booth. Due to limited time for CCTA programming and meetings, NO door prizes will be drawn or announced from the stage.

11. You can also donate an item to the silent auction even if you are not planning to be a Trade Show Exhibitor. The funds generated go into the Agricultural Scholarship Fund. You will be noted on the Bid form as the donor and a receipt for your donation will be provided. A separate form is enclosed. Please follow directions on mailing it.



TRADE SHOW REGISTRATION – Page 1 of 3
All Registrations received after December 25 - \$25 late fee will apply.

Date: _____
Company: _____

Company Mailing Address: _____

(Address to appear in the conference program and on website)

City _____ State _____ Zip _____

Phone () _____ - _____ Toll Free () _____ - _____

Website: www. _____ Company tag line – see end of registration form.

Two complimentary registrations (valued at \$100.00 each) are:

Name #1 should be the point of contact for the conference coordinators.

Name 1 _____

Mailing Address to receive CCTA Journal : _____

City _____ State _____ Zip _____

Phone () _____ - _____

E-mail _____

Name 2 _____

Check (x) here if contact information is the same as Name 1. Otherwise continue

Mailing Address to receive CCTA Journal : _____

City _____ State _____ Zip _____

Phone () _____ - _____

E-mail _____

Two Additional Reduced Rate Registrations are: (\$70.00 each)

Name 3 _____

Check (x) here if contact information is the same as Name 1. Otherwise continue

Mailing Address to receive CCTA Journal : _____

City _____ State _____ Zip _____

Phone () _____ - _____

E-mail _____

Name 4 _____

Check (x) here if contact information is the same as Name 1. Otherwise continue

Mailing Address to receive CCTA Journal : _____

City _____ State _____ Zip _____

Phone () _____ - _____

E-mail _____

All additional registrations will be at the regular conference attendee fee of \$100.00. Please call for registration form or check online.

TRADE SHOW REGISTRATION – Page 2 of 3



Date: _____ Member of High Plains Chapter, NSA No Yes

Company: _____

	Non-NSA Mbr Cost	NSA Mbr Cost		
A. Trade Show Booth: Please check (x) all that apply:			↓	↓
<input type="checkbox"/> Single space 10' wide x 8' deep with one 8' table, 2 chairs, inside	\$275	\$0		\$ _____
<input type="checkbox"/> Double space 20' wide x 8' deep with two 8' tables, 4 chairs, inside	\$400	\$125		\$ _____
<input type="checkbox"/> Equipment outside	\$0	\$0		\$ <u>0</u>
<input type="checkbox"/> Electricity	\$5	\$5		\$ _____
Voltage _____ Limit of 1 per booth – bring a surge protector strip with you				
<input type="checkbox"/> Late fee, received after December 25, 2009	\$25	\$25		\$ _____

Choice of location – “first come, first serve basis.” Please select 3 locations and rank them. Booth numbers on the map.

If a double booth – put down the two numbers in each choice.

Choice #1 _____ Choice #2 _____ Choice #3 _____

Sub-Total (Section A)\$ _____

B. Trade Show Sponsored Breakouts with Booth from Section A: Limited to 5 Vendors “first come first serve basis”

Must have purchased a booth space in section A to qualify for a Breakout. Must present a 1 hour breakout session both days.

<input type="checkbox"/> Additional Fee for a Breakout	*\$425	*\$425		\$ _____*
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Session are numbered on the schedule attached.

*not due until after confirmed as a Breakout

Feb 1 Choice #1 _____ Choice #2 _____ Choice #3 _____

Feb 2 (must be different times than Feb 1

Choice #1 _____ Choice #2 _____ Choice #3 _____

You will be notified if you are one of the 5 breakouts. If you are one of the five Breakouts you will receive a complimentary insert and conference program note page:

(please check (x) if you plan to do one or both and meet deadlines)

Conference Attendee Packet Insert- \$80 value (send insert to address on invitation letter by January 26)

Conference Program Courtesy Note Page - \$80 value (enclose business card with this form or send under separate cover)

Sub-Total (Section B)\$ _____

C: Additional Advertising Opportunities Please check (x).

<input type="checkbox"/> Conference Attendee Packet Insert	*\$80		\$ _____*
(no limit on size – 1/3 rd page to a catalog. Must supply 300 by January 26. Mail to address on invitation letter.)			

*not due until after confirmed as a Breakout

<input type="checkbox"/> Conference Program Courtesy Note Page	*\$80		\$ _____*
(enclose a business card with this form or send under separate cover)			

*not due until after confirmed as a Breakout

<input type="checkbox"/> CCTA Journal Ad (3 issues, Fall & Winter-09, Spring-2010).....	\$80		\$ _____
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(enclose a business card with this form or send under separate cover)

<input type="checkbox"/> CCTA Journal Ad (1 issue, Winter-09).....	\$40		\$ _____
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(enclose a business card with this form or send under separate cover)

Will donate to the Ag Scholarship Silent Auction

Item donated will be: _____ Value is: \$ _____

Sub-Total (Section C)\$ _____

GRAND TOTAL (Sections A, B, C)\$ _____

If sending a check now – do not send for any *amounts. You will be invoiced for these amounts if qualified as a breakout.

Amount enclosed today \$ _____ – Check # _____ **Make check payable to CCTA**

Payment will be under separate cover to be sent by: _____ (date)

Proof of Insurance enclosed, where applicable.

Proof of Insurance enclosed, where applicable to be sent by: _____ (date)

Mail to: Kathy Rickart, Co-Conference Chair, 219 Cattail Bay, Windsor, CO 80550 or fax to 970-674-8712.



TRADE SHOW REGISTRATION – Page 3 of 3

Date: _____

Company: _____

Please complete the following:

Products (specify) _____

Equipment to be displayed (specify) _____

Other Special needs (specify) _____

Tables – all tables are 8' long. If you need a 6' or smaller table you are responsible for supplying it.

Location - is there anyone do NOT want to be next to: _____

- is there anyone you DO want to be next to: _____

Every attempt will be made to locate you according to your preference, but electricity and other factors do effect locations.

Tag line/Company motto/slogan, description or mission to be used on website: (40 words or less) _____

Page 3 of 3

Please be sure you send all 3 pages of your registration form.

If sending it electronically, be sure to re-save it before sending with the name of your company at the end of the file name.

If you don't receive a confirmation within a week after sending, be sure to call and check on it (970-576-8970 – Kathy)

Also enclosed for your information is:

Map of Vendor Locations and Booth Numbers

Conference Schedule and Session Numbers

High Plains No-Till Conference— Tuesday, Feb 2, 2010

Room→ Breakout→ SessionTime ↓	Recreation Room (100 classroom-150 theatre) Southeast side	Room A (40 + theatre) Southwest side	Room B (40+ theatre) *Trade Show (TSS) Sponsored Breakouts Southwest side	Room 3 (30- classroom) Classroom 109 (Computer Room) North side	Room 4 (75 classroom) Classroom 111 Hinkhouse North side	Room 5 (30+ theatre) Distance Learning Room North side
8:00- Open all day	Registration & Silent Auction - Foyer Coffee, tea, water available all day. Mini Continental in am, snacks & sodas in pm. – Break Room Trade Show all day – Great Room Old Town Museum – Open all day – Buildings south of Community Center – Antique tractors, implements, and much more.					
8:15-8:45	Opening & Welcome - Scott Ravenkamp CCTA President – Recreation Room Sponsor Recognition – Justin Wagers, CCTA Vice President, John Deering, CCTA Secretary Scholarship recognition – Jon Wicke, CCTA Treasurer & Scholarship Committee Chair					
8:45 – 9:45	Keynote Speaker, Murray Wise - Recreation Room					
10:00-11:00	Re-set Room – Board	1	2	3	4	5
11:00-12:00 30 min – Approx 100	Re-Set Room 11:30 – Trade Show Exh, Brd, Spon, Eat (yellow)	6	7	8	9	10
12:00-1:00 30 min (100 per group)	12:00– Group A Eat (blue) 12:30 – Group B Eat (green)	----- Trade Show Great Room		----- Equipment West side (outside front entrance)		-----
1:00-2:00	Clean-up room, No breakouts	11	12	13	14	15
2:15- 3:15	16	17	18	19	20	21
3:30 – 4:30	Closed or instead of Rm 1,2,3,4	22	23	24	25	26
4:30-5:15	CCTA Board Meeting – Distance Learning Room					
6:00 – 7:30	Melodrama & Evening Meal Performance, Old Town Saloon					

High Plains No-Till Conference— Wednesday, Feb 3, 2010

Room Breakout Session Time	Recreation Room (100 classroom-150 theatre) Southeast side	Room A (40 + theatre) Southwest side	Room B (40+ theatre) *Trade Show (TSS) Sponsored Breakouts Southwest side	Room 3 (30- classroom) Classroom 109 (Computer Room) North side	Room 4 (75 classroom) Classroom 111 Hinkhouse North side	Room 5 (30+ theatre) Distance Learning Room North side
8:00- Open all day	Registration & Silent Auction until 2:30pm - Foyer Coffee, tea, water available all day. Mini Continental in am, snacks & sodas in pm. – Break Room Trade Show until 2:30pm – Great Room Old Town Museum – Open all day – Buildings south of Community Center – Antique tractors, implements, and much more.					
8:30:9:00	Annual Meeting – Board Members					
9:00-10:00	Closed or instead of Rm 1,2,3,5	27	29	29	30	31
10:15-11:15	Closed or instead of Rm 1,2,3,4	32	33	34	35	36
11:15-12:15 30 min - Approx 100	Closed 11:45 – Trade Show Exh, Brd, Sponsors Eat (yellow)	37	38	39	40	41
12:15-1:15 30 min (100 per group)	12:15 – Group A Eat (blue) 12:45 – Group B Eat (green)	----- Trade Show Great Room -----		Equipment West side (outside front entrance)		-----
1:15-2:15	Clean-up room, No breakouts	42	43	44	45	46
2:30-3:30 Trade Show closes at 2:30	47	48	49	50	51	52
4:00	CCTA Board Debriefing Meeting – Distance Learning Room					

High Plains No-Till Conference February 2-3, 2010 Community Center, Burlington, Colorado

North Attendee
Parking Lot

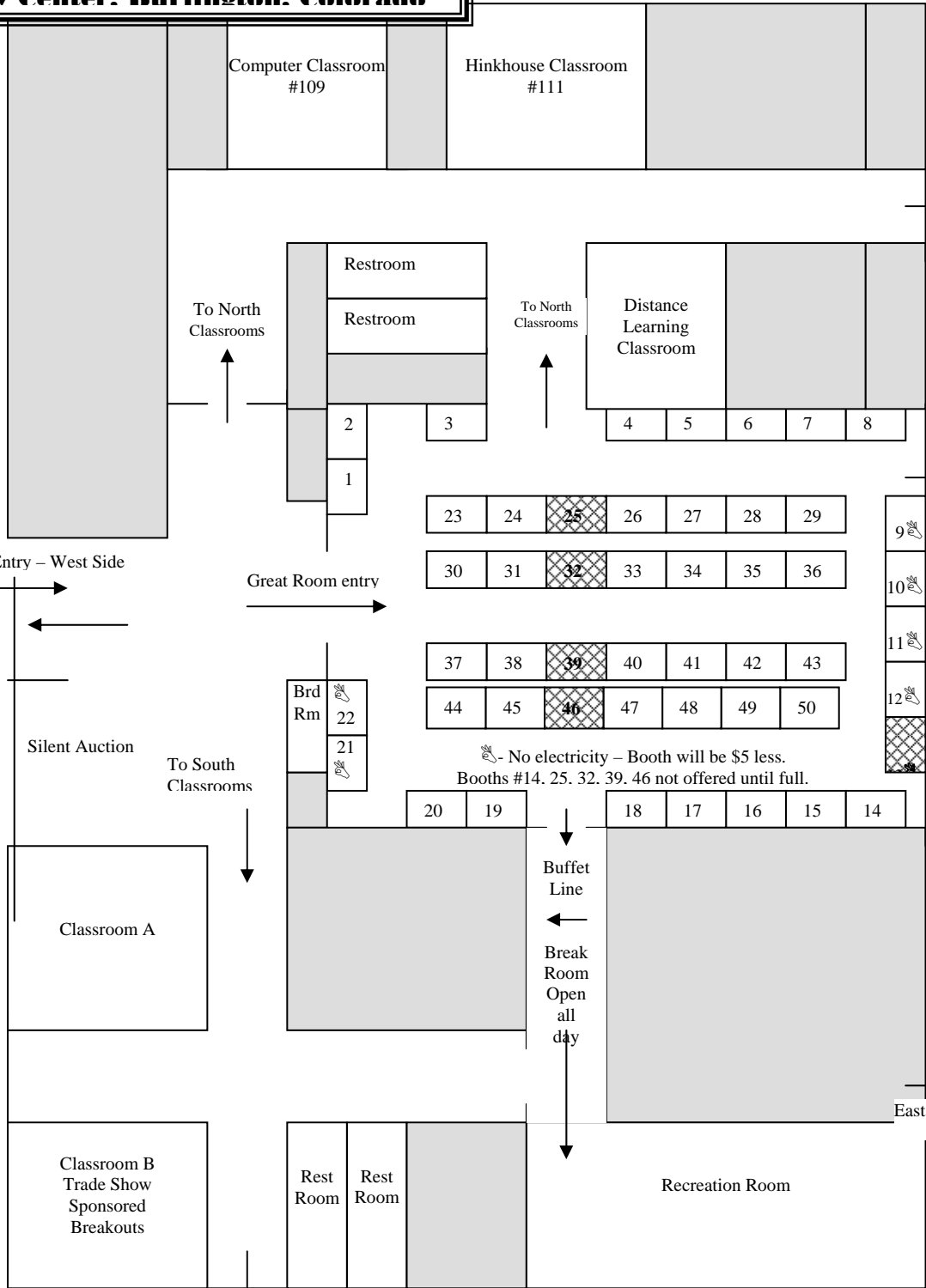
**340 South
14th Street**

Handicapped
Parking



- 30'x 60'
Space 60
- 30'x 60'
Space 61
- 30'x 60'
Space 62
- 30'x 60'
Space 63

- 30'x 60'
Space 64
- 30'x 60'
Space 65
- 30'x 60'
Space 66
- 30'x 60'
Space 67
- 30'x 60'
Space 68



East
Vendor &
Attendee
Parking Lot

- No electricity - Booth will be \$5 less.
Booths #14, 25, 32, 39, 46 not offered until full.