



# TRADESHOW INFORMATION

## 2022 North Dakota Career and Technical Education Professional Development Conference

The 51<sup>st</sup> Annual Career and Technical Education Professional Development Conference is slated for August 8-10, 2022. The North Dakota Department of Career and Technical is excited to host this full in-person event that will bring over 600 teachers, counselors, and administrators from all the state's colleges, middle schools, and high schools. Please accept this invitation to exhibit your company's products and/or services this year!

### 2022 CONFERENCE TRADESHOW INFORMATION

**Location:** Bismarck Event Center, Hall B  
315 South 5<sup>th</sup> Street ~ Bismarck, ND

**Set Up Times:** Monday, August 8, 2022. 7:30 am to 11:30 am  
**Monday Exhibit Hours:** 11:30 am to 6:00 pm  
**Tuesday Exhibit Hours:** 8:00 am to 12:00 pm

Booths will be marked with exhibitor names. The room will be secured at 6:30 pm on Monday until 7:30 am on Tuesday. If you need access to a power source, ***please bring your own extension cords.***

### REGISTRATION FOR TRADESHOW - **Deadline is July 8, 2022, 12:00 pm to be included in the Program.**

All booth spaces consist of a 10'X10' area on the exhibit floor. One exhibit space is \$300. Visit ND CTE website (<http://www.cte.nd.gov/pdc>) 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, additional space requirements, etc. Registration will be accepted until July 8<sup>th</sup>; late registrations will be evaluated upon request.

Link to Bismarck Event Center Exhibit Booth Rules: <https://www.bismarckeventcenter.com/p/buildings/exhibitor-information/exhibitors-rules>

Shipping Requirements: If you plan to have anything shipped for the event, you will need to ship it to Jobbers and they will deliver it to the Event Center. You can find more information about shipping here: <https://www.bismarckeventcenter.com/p/buildings/exhibitor-information/shipping>.

**SPONSORSHIP** - In addition to exhibitors, we are also looking for sponsorships to help support the event. If your company is interested in being highlighted at our event, please see additional options. Please go to [www.cte.nd.gov/pdc](http://www.cte.nd.gov/pdc) to register and upload your PDF ad). Sponsorship deadline is July 8 to be included in the Conference program but will be accepted until July 29<sup>th</sup>.

- Gold Sponsor - \$2000 (1 Booth Space, Full page ad in Conference Program (8.5 x 5.5), Social Media highlight, conference signage and 5 minutes at the mic to highlight your company and programs during the Social for all conference participants on Monday, August 8<sup>th</sup>).
- Silver Sponsor - \$1000 (1 Booth Space, Full page ad in Conference Program (8.5 x 5.5), Social Media highlight and conference signage).
- Bronze Sponsor - \$500 (1/2-page ad (5 x 5) in Conference Program and conference signage).

**SCHEDULE** - Attached you will find the Schedule at a Glance or view at: [www.cte.nd.gov/pdc](http://www.cte.nd.gov/pdc).

You are invited to participate in the General Session II Luncheon and Presentation of Awards on Tuesday, August 9 from 12:00 – 1:30 pm. The meal is complimentary with your booth registration. When registering, please mark if you are attending for an accurate meal count and to provide you with your meal ticket.

If you have questions, please email or call me. I look forward to seeing you at this year's Career and Technical Education Professional Development Conference!

Sincerely,

Suzie Weigel, Conference Tradeshow Host  
Phone: 701.328.3185  
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