



Mid-Atlantic NATO (National Association of Theatre Owners), Inc.
 10807 Falls Road #1150 Brooklandville, MD 21022-1150
 Contact Doug Murdoch
 Office (410) 252-5010 - Cell (443) 895-1446 - Fax 410-252-4592
 Doug@MidAtlanticNATO.com

2016

Trade Show Application

Vendor Information

Company/Organization :

Contact Name:	Title:
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Address:

City:	State:	Zip:
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Ph:	E-mail:
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Type of item or service you offer:

Trade Show Staff (include contact listed above if appropriate)

Note that vendors that contract for a trade show table will receive one full registration valid for all meals and events on Tuesday and Wednesday. They may have additional staff during the trade show at no charge, however additional full registrations are just \$119 each for those that wish to stay for other events.	Will you attend dinner following trade show?
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Name:	Title:	Yes or No
Name:	Title:	Yes or No
Name:	Title:	Yes or No
Name:	Title:	Yes or No

Table/Booth Assignment Preferences/Needs (Trade Show is Tuesday, May 10, 2016)

Please outline any special needs/requests you will have for your table/space:

- Table size preference? 6'L x 30"W or 8'L x 30"W or 8'L x 18"W or No preference (circle one)
- Will you need electricity? Yes or No (circle one)
- Will you have any food or beverage samples to cook or distribute during the trade show?
 If known, please list item or details:

Mid-Atlantic NATO will assign tables/booths to best fit the layout of the room, separating similar type businesses where possible. If you have a special request to be near or away from a certain vendor, near or away from an exit or entrance, or anything else that would affect the layout of the space, please list above and we will do our best to accommodate your requests. Tables will have tablecloth and chair(s). Ceiling height is at least 12'. Vendors may hang banners on table or use pipe & drape, an easel or such device behind table; however no tape, tacks, glue or nails may be used when decorating. The Waterford at Springfield has guidelines regarding the distribution of food and beverages, be sure to let us know ahead of time if you will be offering samples.

SHIPPING INFORMATION: Items should be shipped to The Waterford at Springfield, 6715 Commerce Street, Springfield, VA 22150, Ph (703)719-5700, to arrive after Monday, May 2, 2016 but no later than noon on Monday, May 9, 2016. Please indicate YOUR COMPANY NAME and MID-ATLANTIC NATO on label, and have return labels prepared if you will be shipping anything back out after event.

Contact Doug at Mid-Atlantic NATO should you have any questions or special requests not described here.

Trade Show Fee and Optional Sponsorship

Mid-Atlantic NATO offsets a very low registration fee because of support for the event. Please consider one of our Platinum, Gold, Silver, or Bronze Sponsorship levels. We also offer opportunities to sponsor Goody Bags, Name Badges, Event Shuttles, and Scholarship Awards. Please contact us for specific opportunities to highlight your company. On a related note, please let us know if you can provide door prize(s) and/ or items for the goody bag.

Trade Show & Luncheon Space	\$ 550.00 /table	\$
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Additional Full Registrations (one is included)		
Registration includes All Tuesday and Wednesday events	Number _____ x \$ 119.00 each =	\$

GOLD Sponsorship (Gift Presentation during Wednesday seminars, Logo on Banner and Program)	\$2,000.00	\$
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SILVER Sponsorship (Recognition during Wednesday seminars, Logo on Banner and Program)	\$1,000.00	\$
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BRONZE Sponsorship (Logo on Banner and Program)	\$ 500.00	\$
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PLATINUM Dinner Sponsorship includes Trade Show Table (Gift Presentation, Speaking Spot, Logo on Banner and Program)	\$5,000.00	\$
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PLATINUM Reception Sponsorship includes Trade Show Table (Gift Presentation before dinner, Speaking Spot, Logo on Banner and Program)	\$4,000.00	\$
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PLATINUM Breakfast Sponsorship includes Trade Show Table (Gift Presentation, Speaking Spot, Logo on Banner and Program)	\$4,000.00	\$
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PLATINUM Lunch to go Sponsorship includes Trade Show Table (Gift Presentation, Speaking Spot, Logo on Banner and Program)	\$3,000.00	\$
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SCHOLARSHIP Sponsorship Your company will be recognized as the sponsor of the award and your representative may participate in the awarding of the scholarship during the dinner on Tuesday, May 10, 2016. Suggested sponsorship level would be in increments of \$500 with a minimum of \$1,000. Please contact Doug Murdoch for more information.		\$
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Grand Total		\$
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- Please scan application and e-mail to Doug@midatlanticnato.com or send by fax to 410-252-4592.
- E-mail Company Logo to Doug@midatlanticnato.com.
- This Application/Agreement will become effective upon e-mail acknowledgement from Doug Murdoch and payment in full of applicable fees. (We will bill you after receipt of application or you can pay by credit card at midatlanticnato.com) The agreement is based upon the information listed in the application.
- In the event vendor must cancel, no refunds will be made after April 9, 2016.
- **Trade Show will be open from 12:00 PM to 3:00 PM on Tuesday, May 10, 2016** (Hours subject to change when full agenda is announced). Vendor Reps should be on site for set-up no later than 10:30 AM on Tuesday, May 10, 2016, and all will be served lunch at 11:30 AM before trade show opens. Vendor Reps must break down immediately after Trade Show closes.
- Trade Show, Seminars, and Meals will be held at The Waterford at Springfield – 6715 Commerce Street, Springfield, VA 22150 Ph (703)719-5700. Tuesday's off-site studio event will be held at a local theatre.
- *Note, the Hilton Springfield is our host hotel and we have limited rooms available at \$149/night. We also have rooms at the nearby Wingate at \$129/night. Use link from Mid-Atlantic NATO website. Please reserve early!*
- Vendor is responsible for any damages to the Waterford facility and any applicable liability insurance should an incident arise from their negligence.

Authorized Company/Organization Representative Signature: _____ Date: _____