



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

**2018**

**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 to attend meetings and meals during the conference. Cinema Show & Tell 2018 will be a one-day event only.	Will you attend lunch following trade show?
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Name:	Title:	Yes or No
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Name:	Title:	Yes or No
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Name:	Title:	Yes or No
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Name:	Title:	Yes or No
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**Table/Booth Assignment Preferences/Needs (Trade Show is Wednesday, May 23, 2018)**

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 special needs:

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.

**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, 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.

<b>Trade Show Space</b> (Includes full registration & trade show table)	\$575.00	\$
<b>Additional Registration</b> (One is included with table)	\$150.00	\$
<b>GOLD Sponsorship</b> (includes a full registration)	\$2,000.00	\$
<b>SILVER Sponsorship</b> (includes a full registration)	\$1,000.00	\$
<b>BRONZE Sponsorship</b> (includes a full registration)	\$ 500.00	\$
<b>PLATINUM Breakfast Sponsorship</b> (includes full registration, trade show table, and speaking spot)	\$3,000.00	\$
<b>PLATINUM Lunch Sponsorship</b> (includes full registration, trade show table, and speaking spot)	\$3,000.00	\$
<b>SCHOLARSHIP Sponsorship</b> Your company will be recognized as the sponsor of the award and your representative may participate in the awarding of the scholarship during the presentation on Wednesday, May 23, 2018. Suggested sponsorship level would be in increments of \$500 with a minimum of \$1,000. Please contact Doug Murdoch for more information.		\$
<b>Grand Total</b>		\$

- Please scan application and e-mail to [Doug@midatlanticnato.com](mailto:Doug@midatlanticnato.com) or send by fax to 410-252-4592.
- E-mail Company Logo to [Doug@midatlanticnato.com](mailto: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](http://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 15, 2018.
- **Trade Show will be open from 11:45 AM to 1:15 PM on Wednesday, May 23, 2018** (Hours subject to change when full agenda is announced). Vendor Reps should be on site for set-up no later than 10:30 AM.
- **Lunch will be served immediately following Trade Show, and all vendor reps are invited to attend.**
- Trade Show, Meetings, and Meals will be held at The Waterford at Springfield – 6715 Commerce Street, Springfield, VA 22150 Ph (703)719-5700.
- 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: \_\_\_\_\_

### 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 14, 2018 but no later than Monday, May 21, 2018. 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.

The location does not have a loading dock; items should be marked for inside delivery.