

# Act now!

Only 18 exhibit spaces available!



*...because, when they're gone, they're gone!*

October 13-15, 2020 • Virtual Conference

## Virtual Exhibit Information

Please read the following guidelines before completing and submitting this registration form.

- 1. Exhibitor Entitlements & Fees** – Exhibitor fees entitles each exhibitor to one (1) virtual booth and one (1) Zoom session. Registration is now open, and the fee is \$150; this fee includes conference passes for up to two representatives. *To register, visit <https://ctt.mtu.edu/winterops-virtual-exhibit-info> to claim a virtual exhibit. **Only 18 virtual exhibits are available.***
- 2. Virtual Booths** – Each exhibitor will be assigned one (1) virtual booth. This is a web page that features an introduction to your company and/or highlights your product(s) or service(s). The web page also features a list of the attending representatives and a link to the company website (if desired). The web page can also include a PDF about your company, product(s), and service(s), and an embeddable video (YouTube or Vimeo). All virtual booths will be accessed from the virtual booth portal, which will display logos of all exhibitors in alphabetical order. Virtual booths will be live at 9:00 a.m. on Tuesday, October 13 to coincide with the start time of the conference; they will be live until 4:00 p.m. on Friday, October 16, allowing participants to continue viewing virtual exhibits after the conclusion of the conference sessions.
- 3. Booth Materials** – Exhibitors must supply virtual booth materials—logo, introductory narrative, list of representatives that will be attending the Zoom exhibitor session, link to company website (optional), PDF (optional), and/or YouTube video link (optional)—to the Center for Technology & Training. Submission of the narrative, the list of representatives, and the company website, and the YouTube link occurs during registration. Submission of the logo and PDF is done at <https://uploads.cttportal.com/> in this manner: logo and PDF must be named using the name of the exhibiting company and both files must be uploaded with *Customer Name* clearly identify as the submitter *and* the exhibiting organization and *Recipient Name* must be *Winter Ops*. Deadline for all submissions is **September 30, 2020.**
- 4. Zoom Session** – The virtual exhibit includes an exclusive 30-minute Zoom session. The 30-minute Zoom sessions will be available between 1:00 and 4:00 p.m. on Tuesday, October 13, Wednesday, October 14, and Thursday, October 15. The presenters during the Zoom session are the attending representative(s) identified during registration. Web cam and mic capabilities are the responsibility of the attending representative(s). Each Zoom session will have a staff member of the Center for Technology & Training as the meeting host to moderate attendees and technological issues. All virtual conference attendees are welcome to visit the Zoom sessions at any time. Incentives may be instituted to encourage conference attendees to visit Zoom sessions.
- 5. Registration & Payment Deadlines** – The exhibit registration fee deadline is September 30, 2020. After registration, you will receive an e-mail confirmation that includes an invoice. If you wish to pay by credit card, you can call the CTT at 906-487- 2102. All payments must be received within seven days of your invoice or by September 30, 2020, whichever comes first.
- 6. Cancellations** – Cancellations before September 30 are eligible for a full refund. On or after September 30, cancelled registrations are not eligible for a refund.

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## Door Prize Raffle Donations

Door prize donations are encouraged and appreciated. All prizes will be sent to the winners.

If you would like to make a donation of a substantial and/or unique raffle prize, please submit a name of your donation item to the Center for Technology & Training. Limit of one donation per agency. Any company that makes a raffle donation will be identified as a donor in the participant virtual experience and/or materials.

**All donations must be mailed to Center for Technology & Training c/o Winter Operations Conference, 1400 Townsend Drive – 309 Dillman Hall, Houghton, MI 49931.**