



Missouri Council of Teachers of Mathematics

Affiliated with the
National Council of Teachers of Mathematics

August 1, 2023

Dear Exhibitor:

The Missouri Council of Teachers of Mathematics (MCTM) will be holding their annual two-day mathematics conference, in person, on Friday, December 1 and Saturday, December 2, 2023, at the Holiday Inn Executive Center in Columbia, MO. We would like to invite you to participate in this conference by renting an exhibit booth in the Expo Center. We are anticipating approximately 350 attendees at this conference. Items may be sold during the conference.

To help encourage more attendance in the Expo Center, attendees will participate in an "Exhibitor's Walk." Exhibitors will be given stickers to hand out to attendees who visit their booth. These stickers will be placed on a card that the attendees turn in for door prizes. Exhibitor door prizes will be given out at the breakfast Saturday morning on December 2nd in the Expo Center.

Booths (8' by 10') will be available for \$225.00 for the two days. We can accommodate double or triple booths, if there is interest. The cost would be double or triple the single booth rate. The hours for exhibiting this year will be 8:00 a.m. to 5:00 p.m. on Friday and 8:00 a.m. to 11:00 a.m. on Saturday. The keynote speech has moved and will be delivered during breakfast on Saturday morning. Please plan on these hours for exhibiting as several attendees count on visiting you on both days.

The fee for each booth includes piping and draping, a six-foot table with skirting, two chairs, a waste can, and an I.D. sign. If needed, electricity is available for a nominal fee of \$50.00. Name badges are required to enter and eat the lunch buffet on Friday and breakfast buffet Saturday morning. MCTM will provide name badges with this year's conference logo on it. Please indicate the names of the attending representatives on the registration form.

Upon receipt of your registration form and payment, you will be sent an email confirmation. Approximately two weeks before the conference, you will be sent an "Exhibitor's Packet" which will include detailed instructions, directions, and other information on exhibiting at the conference. The Expo Center exhibition area will be available for setup from 4:00 p.m. to 8:00 p.m. on Thursday, December 1st. An I.D. sign will indicate the location of your booth(s). If you need to send exhibit materials, please ship them directly to the Holiday Inn Executive Center. Please be advised, there will be a handling fee charged by Holiday Inn to hold your dropped shipped materials.

The Holiday Inn Executive Center will be holding a block of rooms for conference participants. Please identify yourself as being with the Missouri Council of Teachers of Mathematics Conference. If you wish to make reservations at the Holiday Inn Executive Center, please contact them at: (573) 445-8531.

You may register online with PayPal at: <https://www.moctm.org/mctm-events/mctm-fall-conference/vendor-form-mctm-fall-conference.html>. For paper forms, we accept the following credit cards for payment: MasterCard, Visa, American Express, and Discover. Please include your credit card number, expiration date, security number on the back, and the ZIP Code of the billing address. Square® requires this information to process your card. Also, you may pay by check. Make checks payable to **MCTM** and send to:

MCTM 2023 Fall Conference
Bart A. Mitchell
3652 Highway O
Farmington, MO 63640-7219

If you have any questions concerning the exhibits or the conference, please feel free to contact me. If you are interested in renting an exhibit booth during our annual conference, please complete the attached form and return it to the address above.

Thank you for your time and consideration.

Warm regards,

Bart A. Mitchell

Bart A. Mitchell
Exhibits Coordinator
MCTM 2022 Fall Conference
(573) 431-5784 (Home)
(Answering machine used to screen calls. Please leave a message, if no answer.)
bartmitchell@sbcglobal.net (Home)
(573) 518-4137 (Cell)
bart@mineralarea.edu (Work)

Enclosures

MCTM 2023 FALL CONFERENCE EXHIBITOR'S REGISTRATION FORM

Please make checks payable to **MCTM** or fill out the credit card information below. Return form and payment to:

MCTM 2023 Fall Conference
Bart A. Mitchell
3652 Highway O
Farmington, MO 63640-7219
(573) 518-4137
bartmitchell@sbcglobal.net

Company: _____

Name: _____

Address: _____

Email Address: _____

Telephone Number: _____

I would like _____ exhibit booth(s) (8' x 10') @ \$225.00 each.

_____ I will need electricity at my booth @ \$50.00.

I would like _____ extra tables for my booth @ \$40.00 each.

I would like _____ name badges with the following names:

(Please Print)

Choose which credit card you will be using:

____ American Express
____ Discover
____ MasterCard
____ Visa

Booth Fee: _____

Electricity Fee: _____

Extra Table Fee: _____

=====

Card Number: _____

Total Enclosed: _____

Expiration Date: _____

CCV Code: _____

Billing Address ZIP Code: _____