



**NDVMA's 119th Annual Meeting  
and Tradeshow**  
*Please Join Us*  
**August 5 & 6, 2024**



**Fargo Holiday Inn  
3803 13th Avenue South  
Fargo, ND**

**Showcase Your Products and Services  
Meet and Connect with Prospective Customers  
Strengthen Your Bond with Existing Customers  
Strengthen (or establish) Your Brand**

# TRADESHOW BOOTH INFORMATION

## Please Join Us

You are invited to participate in NDVMA's Annual Meeting of professionals in veterinary medicine. The NDVMA has a long and rich history of providing excellent continuing education in an inviting atmosphere of collegiality. Conference attendance is expected to be around 120-130 (50% large/mixed animal veterinarians; 47% small animal veterinarians, and 3% other veterinarians and veterinary technicians. Our tradeshow is the perfect opportunity to connect with veterinary professionals. There is plenty of exhibit time to showcase your product and services.



## BOOTH INFORMATION

Booths will be located in the ballroom (Crowne, Royale, and Embassy) at Fargo Holiday Inn and are placed where most refreshments are served to facilitate traffic to the booths.

Three booth sizes are available (description is listed below). A black tablecloth is provided and there is the option to order a black skirt or you can choose to bring your own table coverings. There is not pipe and drape separating the booths. Booths will be around the perimeter of the ballroom. (A diagram of the room is shown on page 5). No items may be taped or tacked to the hotel walls. Power is available (must specify on your registration form). Extension cords are provided by the hotel if necessary. Chairs are provided for your representatives at the booth.

Booths will be reserved first, for our sponsors, and the remaining booths will

<b>\$500 Standard</b>	(1) 8ft X 30in table in 10 ft X 10ft space; 2 reps
<b>\$625 Standard Plus</b>	(1) 8ft X 30in table in 12 ft X 10 ft space; 2 reps
<b>\$1000 Large Booth</b>	(1 or 2) 8ft X 30 in tables in 18ft X 10 ft space; 4 representatives

**Booth space provisions are listed on page 6.**

## Tradeshow Schedule

**Monday, Aug. 5**

**Set up Exhibits** 8—11:30am

**Exhibits Open**

Noon—1:30pm

3:30—4:15pm

5:45—6:15pm

6:15pm dinner/auction followed  
by exhibiting until 10pm

**Note: The family dinner and auxiliary auction will be in the exhibit hall Monday evening and exhibitors are included.**

**Tuesday, Aug. 6**

**Exhibits Open**

10:10—11:00am

3:15—4:00pm

**Teardown of Exhibits**

4:00pm

# ADDITIONAL INFORMATION

## Registration Deadline

Please register by June 14, 2024. (75% refund of the payment will be offered until June 14, 2024) if you cancel by sending email to [execdir@ndvma.com](mailto:execdir@ndvma.com) **No refunds after June 14, 2024.** Booths will be reserved first, for our sponsors, and the remaining booths will be available on a first come first serve basis.

## Two ways to register: **(Opens March 1)**

- 1) Print the registration form on page 4 and send with check or credit card payment.
- 2) Pre-register online at <https://ndvma.com/annual-conference/become-an-exhibitor/registration-form/> and NDVMA will follow up with an invoice.

## Hotel Information

The Holiday Inn is offering an early bird lodging rate of \$116/night (plus taxes) until July 10. Click [HERE](#) to make your reservation.

## Shipping of Exhibit Materials:

**Ship to (no more than 10 days prior to the event set-up):**

Holiday Inn  
3803 13th Avenue South  
Fargo ND 58103

**Mark exhibits with your name, NDVMA Annual Meeting, and ATTN: Your Name and/or Company.** Upon arrival to the hotel ask the desk clerk to direct you for pickup of your packages.

## NDVMA Contact Information

Pat Anderson—NDVMA Executive Director  
T | 701.221.7740 F | 701.751.4451  
E | [execdir@ndvma.com](mailto:execdir@ndvma.com)



## Exhibitors in 2023

**AmeriVet Veterinary Partners**  
**Bionote**  
**Boehringer Ingelheim Animal Health**  
**Christian Veterinary Mission**  
**Dakota Pharmacy/Precision Rx**  
**Diagnostic Imaging Systems**  
**Elanco Animal Health**  
**Hill's Pet Nutrition, Inc.**  
**IDEXX**  
**Medgene**  
**Merck Animal Health**  
**Midwest Veterinary Supply**  
**Multimin USA/Axiota**  
**MWI Animal Health**  
**ND Dept. of Agriculture—Animal Health Division**  
**NDSU Veterinary Diagnostic Laboratory**  
**Nutramax Laboratories**  
**Patterson**  
**Red River Animal Emergency Hospital & Referral Center**  
**ReproScan**  
**Samsung Ultrasound**  
**TechMix**  
**Vaxxinova/Newport Laboratories**  
**Vetoquinol**  
**Wells Fargo**  
**Y-Tex Corporation**  
**Zoetis**



**NDVMA Tradeshow Registration Form (You can also register online at ndvma.com and we'll send an invoice)**

**August 5 and 6, 2024**

**Holiday Inn - 3803 13th Ave S - Fargo, ND**

Company Name: \_\_\_\_\_ Tradeshow Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Check the Requested Booth Size: (Booth details and use of space is listed on page 6)**

\_\_\_\_\_ **\$500 Standard** (1) 8ft X 30in table in 10 ft X 10 ft space; 2 people

\_\_\_\_\_ **\$625 Standard Plus** (1) 8ft X 30in table in 12 ft X 10 ft space; 2 people

\_\_\_\_\_ **\$1000 Large Booth** (1 or 2) 8ft X 30in tables in 18 ft X 10 ft space; 4 people

**Optional Add Ons:**

\_\_\_\_\_ **\$150 per each additional representative (2 are included with a standard or standard plus booth; a large booth allows for up to 4 representatives)**

\_\_\_\_\_ **\$15 black table skirt (note: a black table cloth is provided free)**

**Electrical power needed?**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**List your competitors (we'll try to place them away from your booth)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company or organization and representatives agree to abide with all exhibitor rules (listed on page 6 and 7). Must Check: Yes

List names of representatives attending the trade show (Two are included in the standard or standard plus registration)

1. \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

2. \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional representatives (\$150 per each additional representative unless purchasing a large booth which allows up to 4 people)

1. \_\_\_\_\_ Email: \_\_\_\_\_

2. \_\_\_\_\_ Email: \_\_\_\_\_

Provide a brief description of your company's services that will be listed in the tradeshow brochure for attendees to the annual meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**No refunds after June 14, 2024**

(Cancellations received by Jun 14, 2024 will be refunded at 75% of payment received).

**Payment Type**

Check \_\_\_\_\_ Credit Card \_\_\_\_\_

**(Make payable to NDVMA)**

**Send Payment To:**

**Fax: 1-701-751-4451**

**Mail: NDVMA, PO Box 1231  
Bismarck ND 58502-1231**

**Credit Card Information: NDVMA will email you a receipt once payment is processed.**

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ CVV: \_\_\_\_\_ Expiration: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Amount Authorized: \_\_\_\_\_

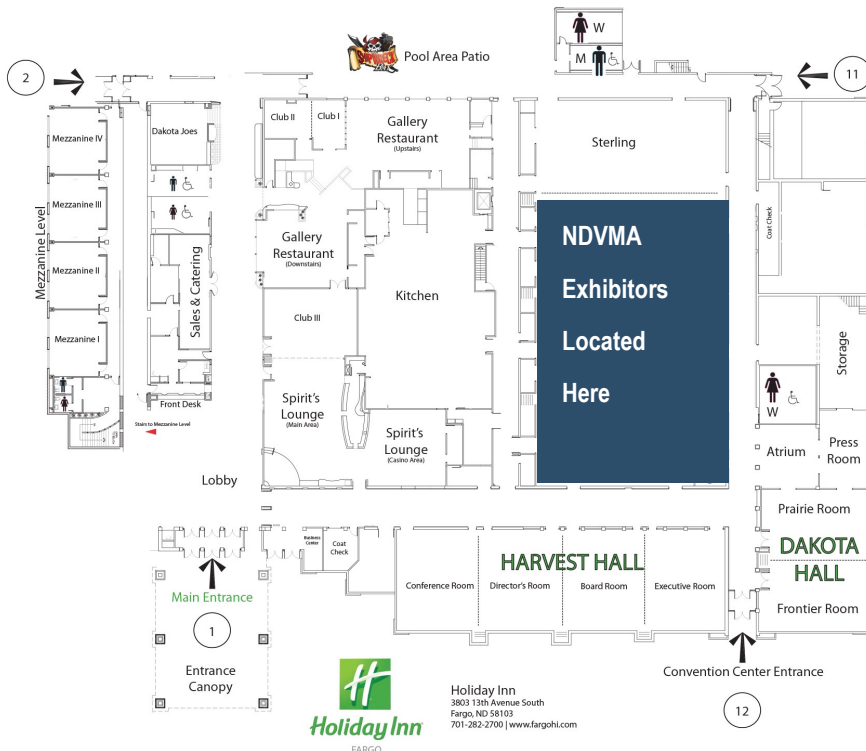
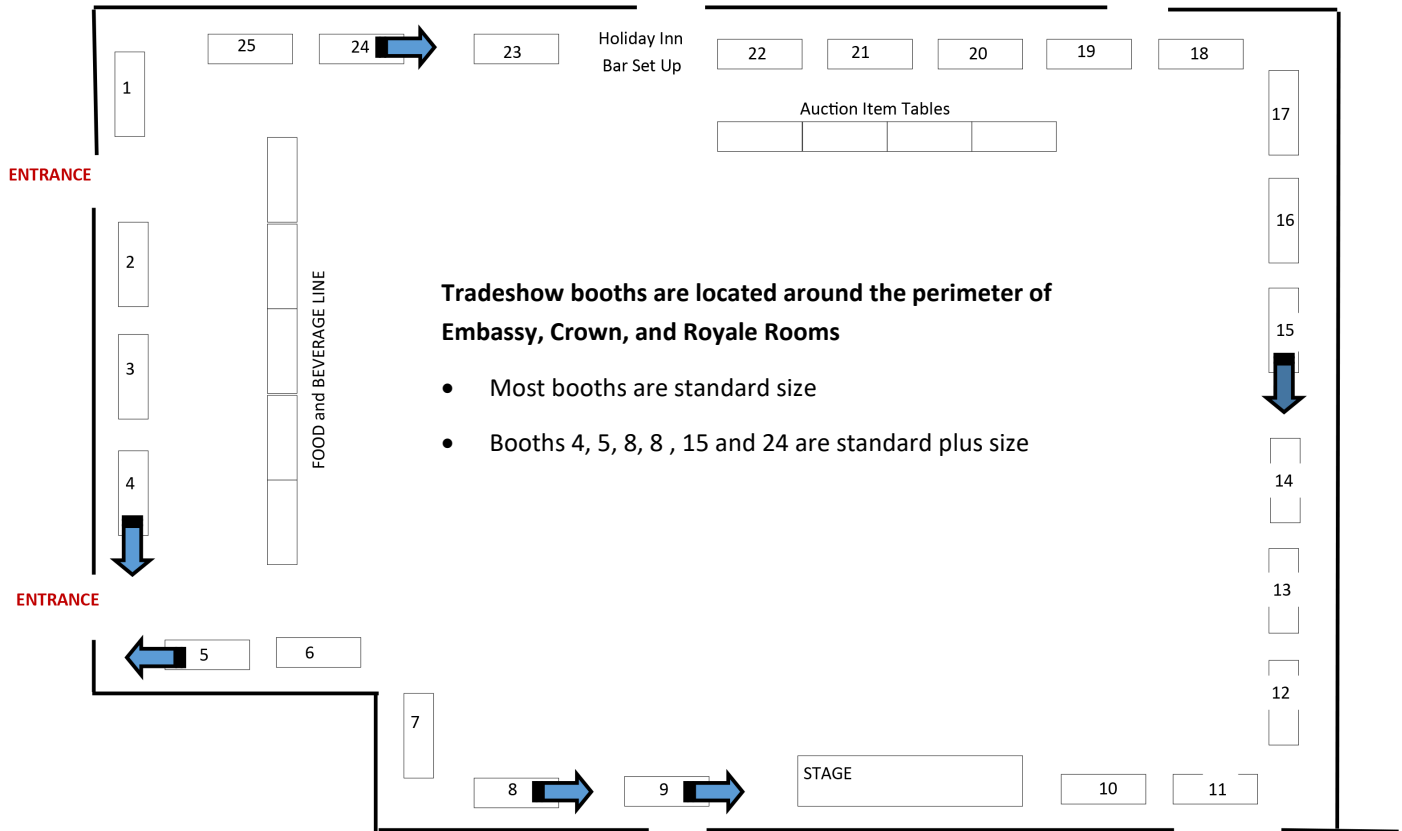
Email to Send Receipt: \_\_\_\_\_

Phone number to call if questions: \_\_\_\_\_

# Exhibit Hall Layout - Booths Will Be Assigned by NDVMA

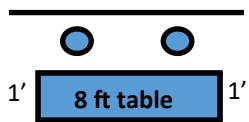
## 2024 NDVMA Tradeshow Layout for August 5—6, 2024

### Fargo Holiday Inn—Crown, Royale, and Embassy Rooms



# Exhibitor Rules for NDVMA Tradeshow Aug. 5—6, 2024

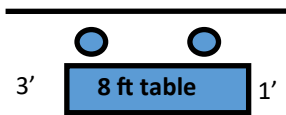
1. Only one company may be represented at a tradeshow booth. Each exhibitor **MUST** be an employee of the company or organization exhibiting.
2. NDVMA is not responsible for loss of any company or personal items that are left at your booth. It is recommended that you not leave any items of value at your booth when unattended.
3. NDVMA will reserve booths for sponsors first and the remainder of the tables will be on a first come first serve basis. The NDVMA reserves the right to reject any applicant or vendor.
4. The booths will be located on the perimeter of the exhibit hall. The hotel does not allow any taping, pinning, or adhering of any items to the hotel walls. Overflow booths will be in the hallway outside of the exhibit hall.
5. **Interference Prohibited**—Excessive noise, bothersome lighting or other use by vendor which interferes with the exhibition space used by other vendors is prohibited, as is the creation or maintenance by vendor of any dangerous or hazardous condition or situation.
6. **Booth information and restrictions for purchased booths is as follows:**



**Standard Booth Space**

#### Standard Booth:

- Includes 2 chairs (two representatives are included in the standard booth fee).
- Includes 1 - 8 ft table (black table cloth provided).
- Power is available if ordered (extension cord is included with power).
- Vendor materials allowed on table or directly in front or behind the table only.
- The 1 ft. space on the sides of the table must be kept open for a walk space between booths.

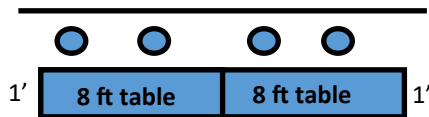


**Standard Plus Booth Space**

#### Standard Plus Booth:

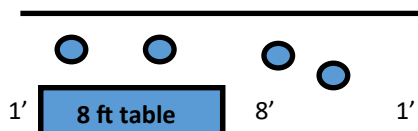
- Includes 2 chairs (two representatives are included in the standard plus booth fee).
- Includes 1 - 8 ft table (black table cloth provided).
- Power is available if ordered (extension cord is included with power).
- Vendor materials allowed on table, directly in front or behind the table or within the 3 ft of extra space on one side of the table.
- The 1 ft. space on the other side of the table must be kept open for a walk space between booths.

#### Large Booth Options:



**Large Booth Space**

- Includes 4 chairs (four representatives are included in the booth fee).
- Includes 2—8 ft tables (black table cloth provided).
- Power is available if ordered (extension cord is included with power).
- Vendor materials allowed on table, directly in front or behind the table.
- The 1 ft. space on each side of the tables must be kept open for a walk space between booths.



**Large Booth Space**

- Includes 4 chairs (four representatives are included in the booth fee).
- Includes 1—8 ft table (black table cloth provided).
- Power is available if ordered (extension cord is included with power).
- Vendor materials allowed on table, directly in front or behind the table or within the 8 ft open space on one side of the table.
- The 1 ft. space on the outer sides must be kept open for a walk space between booths.

# Exhibitor Rules for NDVMA Tradeshow Aug. 5—6, 2024

## Exhibitor Rules Continued...

7. Registration and payment for a booth must be received by June 14, 2024. Registration for a booth may be made prior to submitting payment however in order to reserve the booth the payment must be received by NDVMA on or before June 14, 2024 to guarantee a spot.
8. Registration with payment after June 14, 2024 may be considered if booth space at the tradeshow is still available.
9. NDVMA will assign the vendor to a booth space. NDVMA reserves the right to reassign or change your booth location after it has been assigned.
10. Vendor acknowledges the North Dakota Veterinary Medical Association (NDVMA) and the NDVMA Annual Meeting provide no insurance covering vendor's property. It is the vendor's sole responsibility to obtain interruption, property damage, personal injury, vandalism, theft and any other insurance it may need to cover any losses it may suffer at the NDVMA Annual Meeting.

### **Booth Cancellation Policy**

- Cancellation must be made in writing to [execdir@ndvma.com](mailto:execdir@ndvma.com). Written cancellations made by June 14, 2024 will receive a 75% refund of the booth payment made.
- Cancellations June 15, 2024 or after, or a NO SHOW, will not receive a refund of the booth payment made.

### **Hours of Operation**

Vendor shall have their exhibit completely assembled and **ready to open at NOON on Monday, August 5, 2024**. Vendors shall staff their booth during all tradeshow hours during the conference. Vendors shall not begin disassembling their exhibit until 4 pm (CDT) on Tuesday, August 6, 2024. The tradeshow schedule is listed on page 2.

### **Indemnification**

Vendor shall indemnify and hold harmless the North Dakota Veterinary Medical Association and the 2024 Annual Meeting and their designated agents, employees and/or contractors, from and against any and all claims, losses, damages, injuries, penalties, governmental charges or fines in any amount arising out of or caused by vendor's use of the premises, the conduct of vendor's business or from any activity or work done, permitted or suffered by vendor in or around the premises, including but not limited to, the installation, operation, maintenance or removal of exhibits.