

SEMINAR & DEMO STAGE PROPOSAL 2018

VDTA•SDTA International Trade Show & Convention • Charlotte, NC • March 24-26, 2018

Special classes begin Thursday, March 22.

Return this form to VDTA•SDTA by **Nov 1, 2017** via **Email, Fax, or Mail.**

E-mail: tonya@vdta.com • Fax: 515-282-4483 • Mail: VDTA•SDTA, 2724 2nd Ave, Des Moines, IA 50313

Company: _____

Address: _____

City, State, Zip: _____

Show Contact: _____

Cell Phone: _____ Fax: _____

Email: _____

Instructor Name: _____

Cell Phone: _____

Email: _____

***It is important that we have contact info for the designated Show Contact AND the Instructor, as our staff will need to send logistical emails to both.**

****Please send high-res photo of instructor to Tonya Tienter, tonya@vdta.com for publication purposes.**

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I would like to present a:

_____ Seminar _____ Stage Demo Presentation

_____ Approx. Number of Attendees _____ Check here if you must know number of attendees

Seminar/Stage Demo Title: _____

Seminar/Stage Demo Description (100 words or less): _____

TIME & CONTENT: Seminars are 45 minutes. They are intended as classes of generic nature. The biggest complaint we receive is when a class is used to advertise a particular product. **Stage Demos** are 30 minutes. They are intended to showcase a particular product or technique. Note: Stage demo slots are limited; first-come basis.

ROOM SET-UP: All seminar rooms are set classroom style, unless other needs are specified. If you have a speciality room set, you must provide a diagram. The stage is located in the exhibit hall; screen provided, though lighting in area cannot be changed.

AV AND ELECTRIC:

You will be provided one (1) podium and one (1) podium microphone per room. The VDTA will also provide a standard screen (96" x 96") and A/V Cart for your use, **but only if notified**. Specialty screens, digital projectors, extensive electric, specialty microphones, cables, and other equipment are the responsibility of the instructor. VDTA does not supply the electric for the sewing machine classrooms. If you need these or other items:

1) Submit the form in **Shepard Expositions Exhibitor Kit** to place your equipment / electric order

2) Fill out info below for VDTA's records

YES, I need a screen and A/V Cart.

YES, at my expense I will order the following equipment:

 NO, I will not order equipment; I do not need it or I will bring my own.

MATERIALS: ___ Yes, I will provide handouts. Handouts are very useful and requested by many attendees, but not required.

Contact us at: VDTA•SDTA, 2724 2nd Ave., Des Moines, IA 50313 • Phone: 800-367-5651 • Fax: 515-282-4483