



*Exhibitor
Invitation
Package*

Exhibit where the customers
are —
the CTOTF



The 32nd Annual
Spring Turbine
Forum
and Trade Show
2007

*April 16, 2007
The Florida Hotel and
Conference Center
Orlando, Florida*



The CTOTF Spring 2007 Trade Show

Schedule

Monday, April 16, 2007:

1:30 PM: Regular Exhibitors Badge Pickup, Registration and Set-up — Legends Ballroom
5 PM—9 PM, CTOTF Spring 2007 Turbine Forum Trade Show
9:00 PM—Tear Down

Hotel Accommodations:

The CTOTF Spring 2007 Turbine Forum and Trade Show will be held at The Florida Hotel, 1500 Sand Lake Road, Orlando, FL 32807. The hotel is attached to The Florida Mall. When calling for hotel room reservations, please make sure you request the CTOTF group rate of \$139.00 (USD) (plus tax) per night. The number to call for reservations is: 407-859-1500 *Parking is FREE!*

Transportation

The nearest airport is Orlando International Airport (MCO). Shuttle vans are available through Mears Transportation Group on both the A and B sides of the Main Terminal on Level 1—the Ground Transportation level. Taxis are also available in the same area.

Deadlines:

Exhibitor Reservation (assuming space is still available) is due no later than March 15, 2007.

Hotel Room Reservation (assuming space is still available) is also March 15, 2007.

Payment is due BY April 1, 2007.

Artwork for Ads is due BY April 1, 2007.

Costs —Reserve by 03/15/2007:

Trade Show Registration: An 8 foot wide booth is \$1100.00 (USD) and a 10 ft wide booth is \$1,300 Each booth includes participation in the trade show by two representatives. (No more than 4 per booth).

Non-refundable beverage tickets for the reception are \$7.00 each if ordered prior to 3/15/07. After 3/15/07 and on-site they are \$7.50. (**Cash or checks only accepted on-site.**)

Sponsorships for functions and activities are available at varying costs. See Page 5 for available items.

Cancellation:

Cancellation of Vendor Registration: Fees refundable prior to March 15, 2007, less a handling fee of 25% of your total order. After March 15, 2007: No refund.

Check or Charge?

Although we take both VISA and MasterCard (**NOT** American Express or Diners or Discover), the group would prefer receiving payment by check in order to keep the costs lower. Fax your application before March 15, 2007 and follow up by check by April 1, 2007. We will be happy to send you an invoice for payment and to remind you a couple of weeks before it is due. If you choose to charge your participation, the charge will be processed after April 1st. If your charge is declined, a check must be sent immediately to cover your costs.

Booth/Tables/Reps:

The minimum exhibit/booth area will consist of a 6 foot "box-draped" table in approximately 8 X 8 feet of area. You may bring an 8 foot wide display or use the table provided. You will also be provided with 2 chairs. If you wish to bring a larger display, there are 10 ft, wide booths available at a slightly higher cost. (the depth will still be 8'). Only 2 representatives are encouraged to attend for each area. If an exhibitor desires more than 2 representatives, then an additional fee of \$125.00 per additional representative will be imposed to help defray additional reception costs. If you have more than 4 reps, you must reserve a second booth. Spouses of reps are considered reps and will count toward the total reps in a booth.

Only Exhibitor reps who have paid the required fee will be allowed to participate. Tables are numbered. On the Vendor Participation Form you may request your top three choices of exhibit space location. Your space number will be on your acceptance receipt, which will be emailed to the point of contact.

Choosing your "Booth"

Choose your booth by looking at the booth layout on page 6. Decide on your top three preferred areas. Indicate your first through third location preferences (by number) on the Vendor Participation Form. (No guarantee is made as to availability of any area.) Tables are assigned on a first come, first served basis. *Booth Layout and placement is approximate.*

Shipments:

Shipments to the hotel must be addressed to your representative on site. CTOTF will not sign for or accept responsibility for shipments or their delivery. Hotel personnel will accept delivery from the carrier for your rep's later pick up. However, neither CTOTF nor the hotel will not accept responsibility for any lost or misplaced shipments. Shipments must be prepaid. **NOTE: There is no fork lift available so heavy crates are prohibited.**

Be sure to give your rep appropriate labels for return shipment.

Electrical Requirements:

Arrangements for your electrical needs (even an extension cord) must be made directly with the hotel. If you have lights on your booth, arrangements must be made with the hotel ahead of time for extension cords. Special equipment or shipment handling must also be made **DIRECTLY** with the hotel.

Restrictions:

Exhibitors are restricted from applying anything to the walls of the facility. Exhibitors are liable for any damage to the hotel caused by their actions. Exhibitors shall not extend their booths into the aisle or outside their confirmed space. Pop-up displays are allowed as long as they fit into the space

By making application to exhibit at the CTOTF Trade Show, exhibitor acknowledges that it has the necessary insurance to cover its liability and agrees to keep harmless the CTOTF, GCSI, The Florida Hotel, and their employees and agents from any and all claims, losses, and damages to persons or property, governmental charges or fines, attorneys' fees arising out of or caused by exhibitor's use of the exhibition premises.

Beverage Tickets

Although the “booth” fee helps to pay for the extensive reception during the Trade Show, it does not begin to cover beverage service. If you care to purchase beverage tickets to distribute to the exhibition attendees, each ticket is \$7.00 prior to February 15, 2007. After that date and on site the tickets are \$7.50 each. **On-site, only cash will be accepted. Tickets are not refundable.** Beverage tickets are a wonderful way to help draw the user to visit your table or booth. CTOTF Forum meeting attendees must have a beverage ticket to get any beverage — tickets can only be obtained from the exhibitors.

The Forum Program Book—Ads

The Forum Program Book is wire bound and includes the agendas, questions submitted in advance, and the attendee lists. The back of the book is devoted to vendor advertisements. Placing an ad is one way to guarantee that an attendee will remember that you were a participant.

Only vendors who place an ad will receive a copy of the book at the meeting. **Vendors who do not place an ad will get only a listing of user companies represented at the Forum.** Additional copies are \$100.00 and are available ONLY to advertisers. Copies of the Meeting Program Book are available only to CTOTF Forum meeting attendees and advertisers. Ad copy must be sent in by April 1, 2007. Ad copy should be graphics files, (e.g., .png, .bmp, .jpeg, .tif, .wpg, etc.). Finished sizes are: **1/4 Page**: 3 1/4" wide X 4 1/4" long; **1/2 Page**: 6 1/2" wide X 4 1/4" long; **Full Page**: 6 1/2" wide X 8 1/2" long—each with lots of white space. The Back Cover is in color and is on 8 1/2" X 11" heavy stock. Ads may be sent to Wickey Elmo at WickElmo@Carolina.rr.com or to the address on the form.

Sponsorships

You may sponsor a lunch, break, breakfast, CTOTF jacket, windshirt, or shirt. (The CTOTF will be meeting 15-19 April). You may have up to 4 representatives attend the function you sponsor without additional cost. You may place literature on the tables and you may place a sign at the entrance to the function area saying that you are sponsoring the function. A Flat fee is charged for each event sponsorship. Also available are CTOTF shirt and jacket sponsorships. These items of apparel will have the CTOTF logo embroidered on them. Shirts will be for the Roundtable Chairmen and Vice Chairmen to wear throughout the week (different color each day). Jackets or windshirts are raffled off at the beginning of each session. Your sponsorship will be noted in the Meeting Book and announced at each raffle. See the Sign up form for sponsorship fees. For a complete list of Sponsorships available, please see page 5 herein.

How to Register to Participate:

Registration requires two pages of forms to be submitted. The first form is the Exhibitor Participation Form (page 6 herein) on which you will indicate your participation choices. The second form (page 7 herein) is the Exhibitor Summary/Payment form. If you do not receive confirmation and a table assignment within 3-5 business days of submitting your forms, please call 704-753-5377 to inquire. Complete both Participation and Summary Forms; fax to Wickey Elmo at 704-753-9988 (**no cover sheet required**) or mail to address on form.

Please Note:

By making application to exhibit at the CTOTF Turbine Forum Trade Show, Exhibitor acknowledges that it and its representatives has/have read and will abide by the CTOTF Vendor Guidelines as posted on the CTOTF website (www.CTOTF.org).

CTOTF Spring 2007 Available Sponsorships:

Breakfasts (full breakfast buffets): \$2,700.00 – CTOTF does not have
"Continental Breakfasts"

Add Omelet Station: \$1150.00 (includes Attendant)

Add cereal: \$455.00

Tuesday through Thursday Breakfasts are available for sponsoring

Lunches:

Monday 4/16 – Unavailable – it is the Best Practices Awards Luncheon

Tuesday 4/17 – Italian Lunch Buffet - \$4,200.00

Wednesday 4/18 – NY Deli Buffet - \$3,750.00

Thursday 4/19 – Latin Lunch Buffet \$4,250.00

All Day Beverage Service: \$1,775.00

PM Breaks: (AM Breaks are leftover fruit and pastries from b'fast)

Monday - \$1,550.00 (traditionally, Ice Cream Sundaes)

Tuesday - \$1,750.00

Wednesday - \$1,550.00

Shirts for Chairs and Vice Chairs: \$50.00 ea.

Jackets for raffles: \$100.00 ea.

Please sponsor above Shirts and Jackets in \$100.00 increments

Transportation for Spouses to local activities: \$250.00 per day

Ad Rates:

Inside Back Cover: \$1,975.00 ea

Full Page: \$1,275.00 ea

½ Page: \$875.00 ea

¼ Page: \$475.00 ea

Questions/suggestions: Contact Wickey Elmo at 704-753-5377
or email wickelmo@ctotf.org or wickelmo@carolina.rr.com

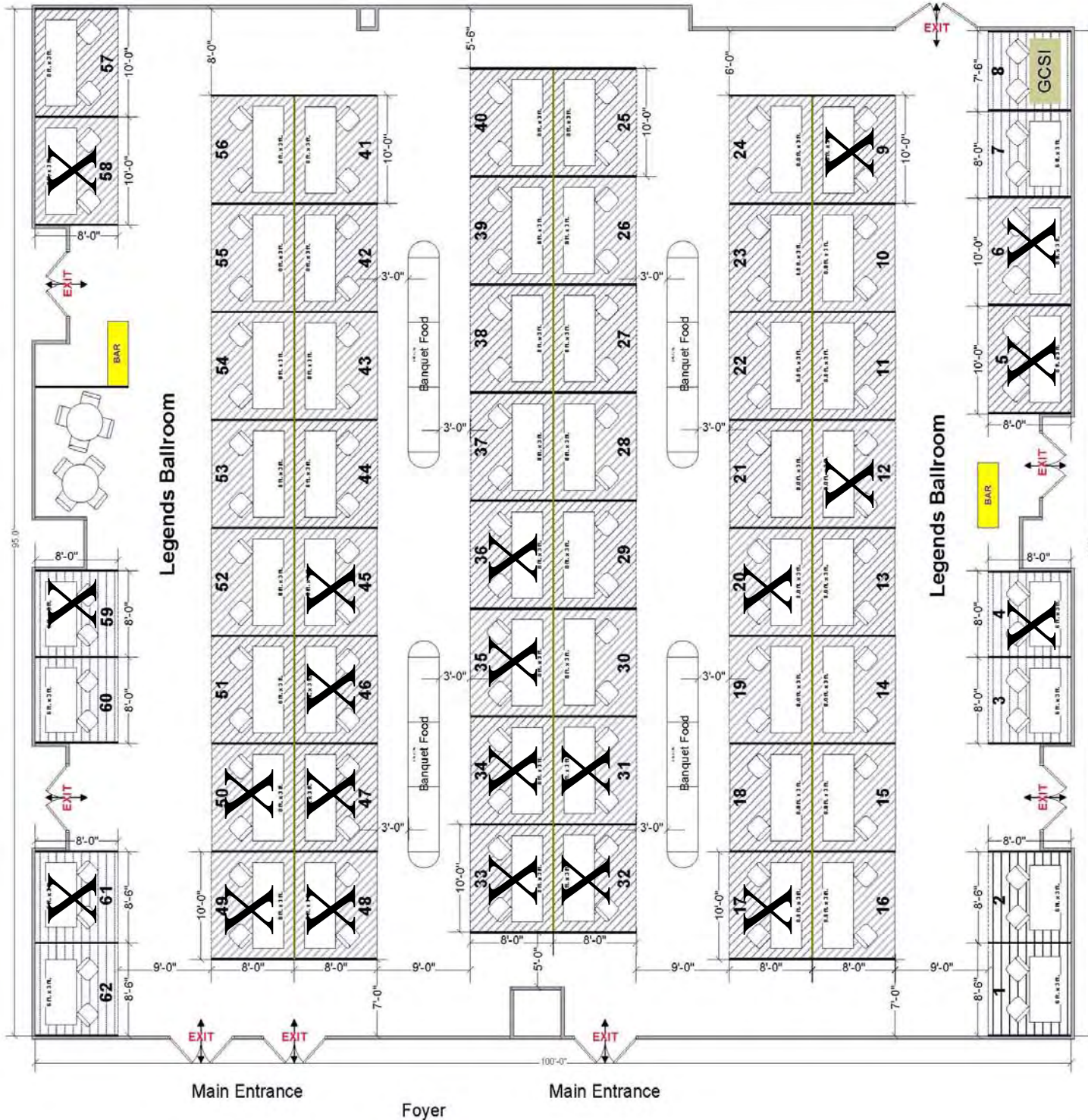


The CTOTF Spring Turbine Forum

Trade Show & Vendor Fair
Floor Diagram

April 16, 2007 5:00PM - 9:00PM

The Florida Hotel
1500 Sand Lake Road
Orlando, Florida 32809
407-859-1500



Exhibitor Participation Form Spring 2007



Complete this form and submit along with the Exhibitor Summary/Payment Form by March 15, 2007 to: Wickey Elmo. Fax: 704-753-9988 or by mail to 6224 Howey Bottoms Rd., Indian Trail, NC 28079-7529

Meeting Book Ad

Price (USD) ea.

- 1/4 Page— Color \$475.00
- 1/2 Page —Color \$875.00
- Full Page —Color \$1,275.00
- Inside Back Cover—Color \$1,975.00
- Outside Back Cover— Color \$3,000.0

SOLD

Ad Subtotal:

Sponsorships

Indicate Day (Tues-Thurs) Or Qty appropriate \$ Total

- Breakfast Buffet
- Lunch
- PM Breaks
- Other: _____
- CTOTF Shirts for Chairmen (\$50 each) _____
- CTOTF Jackets for Raffles (\$100 each) _____
Please sponsor shirts & Jackets in \$100 increments

Sponsorship Subtotal:

Please see page 5 herein for Sponsorship information.



Our 32nd year

Please check www.ctotf.org periodically for new information

Choose Booth Area Numbers (s)

- First Choice
- Second Choice _____
- Third Choice _____

All Representatives Participating: (Name as to appear on Badge)

1.	No Charge
2.	No Charge
3.	\$125.00 or 2nd booth
4.	\$125.00 or 2nd booth
5.	\$125.00 or 3rd booth
6.	\$125.00 or 3rd booth
Additional Reps \$ Subtotal	

- We are bringing a display and will NOT need a table
- We require an 8 foot table (6 foot standard)

Product or Service: (25 words or less): (Write here or may be emailed to wickelmo@CTOTF.com)

Company Name:

Spring 2007 Exhibitor Reservation Summary Form



To reserve your booth, please complete & fax-
both forms.

Fax (without additional cover sheet) to:
Wickey Elmo at
704-753-9988 by
March 15, 2007.

then

Mail payment to arrive before 4/01/07 to:

GCSI—CTOTF
ATTN: Wickey Elmo
6224 Howey Bottoms
Road, Indian Trail, NC
28079-7529

Checks should be made payable to:

CTOTF

And Reference:
CTOTF— Spring-07

(Fed Tax ID 56-1950065)

Confirmations will be emailed within five business days

**= Copies and Additional copies of meeting book available only to advertisers.*

Item	Amt./Descrip.	Total \$
Booth Area (Indicate Area Numbers on Other Form)	___ 8 Ft. Wide@ \$1,100 ea ___ 10 Ft. Wide@ \$1,300 ea	
Ad	Size: _____ Page	
Drink Tickets	_____ @\$7.00 each	
<u>Additional</u> Reps	_____ @ \$125.00 each	
Sponsorships _____		
Fill In Subtotal from Form 1:		
Additional Meeting Books*	_____ @\$100.00	
Grand Total \$ (U.S.D.) Due:		

Point of Contact-Name:		or	
Company:			
Address:		City, State, Zip:	
Phone:			
Email:			
USE AND ACCEPTANCE OF THIS FORM EXPIRES ON March 15, 2007			

Reservations must be made by March 15, 2007. Payment must be made in full by April 1, 2007. No exhibitor will be admitted without prior payment.

Make Checks payable to CTOTF. For further information contact Wickey Elmo at 704-753-5377 or WickElmo@CTOTF.com

Email an invoice to: _____ (email address)

Our Purchase Order number: _____

Method of Payment:

Amount to Charge: \$ _____ (US)

Check— PREFERRED

Visa



MasterCard



Credit Card #

Exp. date

Zip Code where bill is sent

Name on Credit Card

CVV Number (last 3 digits on back of card)

Signature

Special Notes Regarding the Spring 2007 CTOTF Trade Show

The CTOTF reserves the right to change the booth layout if necessary to comply with local fire regulations, etc. If any change materially affects your booth assignment, you will be consulted, if time permits. If the room where the trade show is to be held changes, every effort will be made to ensure your relative position choice.

Booth numbers are assigned on a first request basis. Place the number of the booth area you prefer in the appropriate space on Page 6. If all of your requested numbers have already been taken, you will be contacted for an alternate choice. If you are bringing a freestanding display, please choose one of the larger booths. Pipe and Drape will be used.

NOTE: The Booth Layout will be updated daily and is available for viewing at www.CTOTF.org. We suggest that you view the layout prior to choosing your booth or call to temporarily reserve a booth (24 hour hold) until you can fax in the completed form. Wickey Elmo may be reached at 704-753-5377 (office).

How to Address Your Shipments to the Hotel:

(Your Representative's Name)
CTOTF Spring Trade Show
Booth # _____
The Florida Hotel and Conference Center
1500 Sand Lake Road
Orlando, FL 32809

Be sure that your rep has the appropriate labels (preferably prepaid) for return shipment.

Shipments should **not** arrive at the hotel before April 13 or the hotel will charge you additional storage fees. Special equipment or shipment handling arrangements must also be made DIRECTLY with the hotel.

The hotel does not have a forklift—no heavy crates should be shipped to the hotel unless you make arrangements for inside delivery and pickup by a private carrier.

IMPORTANT!

PLEASE register your hotel room in the CTOTF block. This helps keep the meeting costs reasonable.

Please make sure that you give ALL information materials to the person or people within your organization who makes your trade show / travel arrangements.