



## CTOTF 2026 EXHIBITOR BOOTH PACKAGES

All Exhibitor Booth packages include one single Exhibitor Booth and an online Virtual Booth on the Conference App. Please review each package item carefully and let us know if you have any questions.

We truly value our Exhibitors, and we look forward to working with you in 2026. Please review the snapshot of the package inclusions below.

EXHIBITOR BOOTH INCLUSIONS	Single Booth	Double Booth
<b>Regular Pricing</b>	<b>\$5,000</b>	<b>\$8,000</b>
Exhibitor Booth Sizes Available	8'x8'	8'x16'
Trade Show Booth Selection Order	Fourth	Third
Inclusion in Conference App	Included	Included
Virtual Trade Show Booth	Included	Included
Option to purchase Add-Ons	Included	Included

*\*Please note that each company must have its own booth, even if you are an affiliated company with a current sponsorship or exhibitor booth.*

### COMPLIMENTARY & PAID REGISTRATIONS

The registration and pricing amounts are listed below.

Package Inclusions	Exhibitor Booth
Complimentary Attendee Registrations with Package and attending the Tuesday Trade Show	2
Additional Attendee Registration Prices (per person, per event)	\$300
Any Onsite Attendee Registration Adds will include this fee per person, per event	\$25

### ADDITIONAL INFORMATION:

- This package does not include attendance at the conference, only the trade show on Tuesday
- Trade Show Booth load-in on Tuesday, time to be determined at a later date
- Breakfast and Lunch are not included for exhibitor conference attendees (both included and paid)
- Up to two (2) additional attendees may be purchased for the Tuesday trade show, for a maximum of four (4) attendees in total.

### ADVERTISING BENEFITS

- Recognition in the Conference Booklet
  - Summary and contact information for your company in the Conference Booklet
  - Option to purchase a ½ page Ad in the conference booklet
- Conference App
  - All virtual exhibitor booth inclusions listed.
  - Option to purchase specific conference app opportunities



## VIRTUAL BOOTH IN CONFERENCE APP (INCLUDED IN EXHIBITOR PACKAGE)

The Virtual Exhibitor Booth is located on the Conference App. Each exhibitor automatically receives this with their exhibitor booth package. With your virtual exhibitor booth, you will be able to do the following:

- **ACCESS CONFERENCE APP:** Sponsor Attendees will be able to access any events they can attend.
- **INTERACT WITH USERS:** View and interact with Users by sending them direct messages.
- **CONNECT WITH USERS:** Pose discussion topics and establish “meetups” with Users.
- **VIRTUAL BOOTH:** Upload marketing documents to your virtual booth.
- **TRADE SHOW STAFF:** Add trade show staff to your virtual booth.
- **LEAD RETRIEVAL: USE** your phones to scan QR codes on User badges. The lead list can be exported into a spreadsheet at any time. In addition, exhibitors can further obtain insights into leads through their profiles and interact with them during and after the event.

## ADDITIONAL ENHANCEMENTS

ADD-ON	PRICE	AMT AVAIL	DETAILS
Conference Lanyards – <b>SOLD OUT</b>	\$2,500	1	Your company logo will appear on one side of the user's name badge lanyard.
Hotel Room Key Cards	\$2,500	2	Your company logo will appear on one side of the hotel key cards.
Company Logo on Leadership Polo Shirt Sleeves	\$2,500	2	Your company logo is displayed on one sleeve of the CTOTF Leadership polo shirts (embroidered), which are worn daily, Monday through Thursday, by the Executive and Leadership Team.
User Bag Sponsor	\$750	4	Your company logo is featured on one side of the attendee bag distributed at conference check-in.

*\*If you wish to purchase any of these add-on Sponsorships exclusively, please let us know.*

*\*\*A high-resolution logo is required for printing on any add-ons*

ITEM	AMT AVAIL	PRICE
Purchase Conference Booklet (price per booklet) – up to two additional	2	\$750
Purchase all-day Conference App announcements (per day, Mon-Thurs). - <i>Your ad will appear in each announcement that goes out via Conference App during the day purchased.</i>	4	\$2,000
Conference App Landing Page	1	\$3,000
Logo on Attendee Registration Confirmation Page	1	\$2,000
Tabletop in User session foyer (per day, Mon-Thurs).	8/Day	\$1,000

## CONFERENCE BOOKLET AD

AD PLACEMENT OR UPGRADE	PRICE
Inside Front Cover Page (Full Page Ad)	\$3,000
Inside Back Cover Page (Full Page Ad)	\$3,000
Outside Back Cover Page (Full Page Ad)	\$3,000
Front or Back of Tabbed Divider (Full Page Ad)	\$2,500
½ Page Ad in Conference Booklet	\$500



## MONDAY SUPER CHAMPION DINNER SPONSORSHIP

MONDAY DINNER SPONSOR	DETAILS
Sponsorship Price	\$10,000
Monday Dinner Reps Attendance	2 included
Additional Attendee Pricing (per person, per event)	\$300
Additional Attendee Pricing (per person, per event) – Onsite Change	\$325
Option for ½ Page Ad in Conference Booklet	\$750

### Benefits for Super Champion Dinner Sponsorship

- CTOTF will promote your company on THE CTOTF social media pages for the dinner event.
- Recognition in the Conference Booklet
  - Mention your company in the Conference Booklet.
  - Option to purchase a ½-page ad in the conference booklet, or upgrade to another ad type.
- Option to purchase a Super Champion sponsorship or Exhibitor booth at a discounted price.
- Two (2) conference attendees can attend the dinner.
- Opportunity to put collateral on each of the dinner tables regarding your company.

## TUESDAY TRADE SHOW FOOD STATION OR BAR SPONSORSHIP

TUESDAY FOOD OR BEVERAGE	PRICE
Bar Sponsorship Fee	\$3,500
Food Station Sponsorship Fee	\$3,500
Allowable Attendee Reps	Included attendee reps
# of Bar Sponsorship Available	2
# of Food Sponsorships Available	3

### Benefits for Trade Show or Bar Sponsorship

- Recognition in the Conference Booklet
- Display collateral at whichever food stations or bar that features your company. CTOTF will confirm which food station or bar location you will be at. Place your company-branded napkins, cozies, or other items at your designated bar or food station.
- Please inquire regarding options for bar or food exclusivity.



## USER BREAK PLACED IN USER ROUNDTABLE FOYER

EXHIBITOR TABLETOP	DETAILS
Break Sponsor AM or PM on Mon, Tues, Wed, Thurs AM (price per break)	\$4,000
AM Break Sponsorship total amount available (Mon – Thurs)	1/Day / 4 Total
PM Break Sponsorships total amount available (Mon – Wed)	1/Day / 3 Total

### Benefits for Break Sponsorship

- One 6' table with two chairs placed in the User break area, with the opportunity to network with Users.
- Signage with your company logo displayed at the break.
- Contact information for your company in the Conference Booklet
- Please inquire regarding options for AM and PM breaks on one-day exclusivity.

## COMPANY COLLATERAL TABLE IN USER ROUNDTABLE FOYER

EXHIBITOR TABLETOP	INFORMATION
Collateral Tabletop	\$2,500/Day
Available Mon - Thurs	8/Day

### Benefits for Company Collateral Table

- One 6' table in the foyer near User round tables and meals.
- Place company collateral on your tabletop – you are responsible for bringing it, setting it up, and removing it. *If you are not attending CTOTF, meeting staff will manage the table setup at an additional cost.*
- The company is mentioned in the Conference Booklet
- All shipping and applicable hotel fees will be at the purchaser's expense.



# **PACKAGE SPECIFIC INFORMATION AND PAYMENT DETAILS**



## DRAYAGE COMPANY & SHIPPING INFORMATION

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The Drayage Company will send you Trade Show Information and Shipping Instructions. If you haven't heard from them one month before the conference, email Beth Doyle at [bethdoyle@ctotf.org](mailto:bethdoyle@ctotf.org).

### Exhibitor Booth Inclusions

- Exhibitor Trade Show Booth – Single 8'x8', Double 8'x16' (depends on package purchased)
- Pipe and drape around your booth
- One 6' table with two chairs
- Exhibitor Booth signage with your provided company name
- One Wastebasket
- Drayage Company's assistance with the booth and shipping (if using Drayage Company services)
- No booth teardown at the trade show, before 8:30 PM, will be allowed.
- Everything **MUST** be removed from your booth during load out. If anything is left behind, the hotel will dispose of it.

Please note: Power is **NOT** included with your trade show booth. If you need power, please reference the Trade Show Exhibitor kit for the AV hotel contact information.

- Your company may bring an item to be raffled off near the end of the Trade Show, around 8:15 pm (company item, gift card, outside item, whatever you want to bring to raffle off). Please let us know upon arrival if you have a raffle item. Please make sure to bring a container to hold raffle tickets, business cards, or any other materials you want to give users to fill out at your booth. The item at your booth will be raffled off to someone who visited your booth (you will select from your container).

## TRADE SHOW AGENDA

**DATE:**

**Tuesday, September 1, 2026**

TRADE SHOW	TIME
Exhibitors Load-in	TBD
Trade Show Hours	5:30 PM – 8:30 PM
Bring Raffle Item to Stage	8:15 PM
Exhibitor Load-out	8:30 PM – 9:30 PM



## **INFORMATION CTOTF NEEDS TO COLLECT**

User attendees will receive the CTOTF Conference Booklet at the conference registration desk upon arrival. Sponsors MUST send their booklet details to Beth Doyle by the specified deadlines. In addition, the online eBooklet will have updated information, and links will be included in the welcome letter after registration.

### **Conference Booklet Information Needed**

The due date to receive all information in the printed conference booklet is **Friday, July 24, 2026**

- Company Name You Want in The Booklet
- Company Logo
- Company Ad (if applicable)
- Company Website URL
- Company Description
- Company Main Contact
  - Full Name
  - Email
  - Phone
- Company representative names that are expected to attend the conference (you must still register everyone to participate in the conference)
- Raffle item for the trade show – let us know in advance if you are bringing one, so we can put the information in the Conference Booklet

### **Trade Show Booth Information Needed**

Deadline to receive the trade show booth contact information for shipping is **Friday, July 24, 2026**.

- Company Name on the sign at your trade show booth
- Company Address (street, city, state, zip)
- Contact person responsible for shipping your booth items to the conference
  - Contact Name
  - Contact Email
  - Contact Phone
  - Contact Job Title

### **Information Needed for Virtual Trade Show Booth in Conference App**

The deadline to submit your name is **Friday, July 24, 2026**.

- Contact Name (the person who will set up your virtual booth with company information, upload documents, and manage trade show booth attendees, etc.)
- Contact Email
- Contact Phone
- Contact Job Title

### **Attendee Registration Link**

We will send you a registration link to register the conference attendees. The registration link will be **open starting Friday, July 3, 2026**. Deadline to register attendees is **Friday, August 21, 2026**. \*If you register or make changes onsite, there will be a \$25 per person per event fee.



## TIMELINE OF DUE DATES

INFORMATION NEEDED	DEADLINE
Conference Booklet Information	7/24/26
Trade Show Booth Information	7/24/26
Virtual Trade Show Booth Setup Information	7/24/26
CTOTF Registration / Final Payment Due Date (all payments must be received within 7 days of purchased Sponsorship)	8/15/26
Register All Company Conference Attendees	8/21/26

## PAYMENT TERMS

### **Payment Requirements**

Full payment is required at the time of purchasing your sponsorship package. If you need internal company approval before making a payment, please obtain it before registering, as we are unable to hold Super Champion or Exhibitor booths without confirmed payment. We appreciate your understanding.

Before submitting payment, please verify the details below with your company's accounting department to ensure timely and accurate processing.

## PAYMENT INFORMATION

### **Payment Terms and Schedule**

You may submit payment either at the end of your registration or via the invoice you requested. Invoices must be paid within 24 hours of completing your registration. Payment should be made by either using your credit card at the end of registration or by using the link on the invoice to pay by EFT/ACH. If you need to pay by check, please ensure you have the CTOTF Banking information before submitting a payment.

If payment is not received within three weeks from the invoice date—and/or after three contact attempts without response—your sponsorship will be canceled.

**Payment Terms:** Payment to the Combustion Turbine Operations Technical Forum (CTOTF) is due in full upon receipt unless otherwise stated on the invoice, agreed to in writing, and signed. The final deadline to register and pay for a sponsorship and exhibitor booth is **August 15, 2026**. Failure to submit payment by this date will result in cancellation unless prior arrangements have been made.

If you register for a sponsorship or upgrade after the payment deadline, payment is due immediately upon receipt of the invoice.

**Important Note:** Trade show booth selection, inclusion in the conference booklet, attendee registration, and all benefits associated with a Super Champion Sponsorship will only be confirmed once full payment is received. Your registration will be considered official only after payment is processed.

Once payment is received, we will send you the necessary forms to complete regarding your company's details for the conference booklet, trade show booth shipments, and Conference App contact information. Please return this information promptly to ensure smooth planning and execution of the event.

If you have any questions, have not received your invoice, or need a copy of the Combustion Turbine Operations Technical Forum (CTOTF) W9, please contact Beth Doyle at [bethdoyle@ctotf.org](mailto:bethdoyle@ctotf.org).

**CTOTF Registration / Payment FINAL Due Date:  
August 15, 2026, or the due date on your invoice, whichever comes first.**



## **CANCELLATION POLICY**

**Cancellation Policy:** Trade show booths, upgrades, and additional sponsorships purchased are **non-refundable**.

**Additional Attendee Registrations:** Any additional attendees purchased for a CTOTF event are **non-refundable**, but they *can be transferred* to another person for the same conference. Please contact Beth Doyle at [bethdoyle@ctotf.org](mailto:bethdoyle@ctotf.org) to make this change. Please provide the person cancelling's name, the new person's full name, email, phone, job title, if they have any dietary restrictions, and what they will be attending (evening events and/or sessions)

*Sponsorship packages, upgrades, and other sponsorships, as well as attendee registrations, cannot be transferred to a future conference. CTOTF has the right to cancel the sponsorship agreement.*

### **CANCELLATION OF MEETING**

If an emergency arises before the opening date of the meeting or during the meeting, which prevents its scheduled opening and/or operation, such as strikes, destruction or damage of the exhibit hall, acts of war, terrorism, or a declaration of a national emergency by the President, it is expressly understood and agreed that the CTOTF may retain as much of the full payment for exhibit space as necessary to cover expenses incurred up to the time of such emergency. If our event is canceled due to acts of nature and pandemics, refunds or credits will be available, less the 5% non-refundable administrative fee.

If you have any questions, please feel free to contact:

**Beth Doyle, CTOTF**  
Operations Manager  
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[bethdoyle@ctotf.org](mailto:bethdoyle@ctotf.org)

**Visit Our Website:** <https://ctotf.org/home>