



CTOTF 2025 SPONSORSHIP AND EXHIBITOR BOOTH PACKAGES - FALL

The CTOTF Sponsor and Exhibitor Packages for the 2025 Fall Conference. These packages also include one Exhibitor Booth and a Virtual Booth on the Whova Conference App. Please review each package carefully and let us know if you have any questions.

We truly value our Sponsors, and we look forward to working with you in 2025. Please review the snapshot of the package inclusions below.

Package Inclusions Per Year	Super Champion	Exhibitor Booth
Package Price - Fall	\$9,500	\$5,000
Virtual Exhibitor Booth in the Whova Conference App*	X	X
One (1) 10'x10' Trade Show Booth	X	
One (1) 8'x8' Trade Show Booth		X
Trade Show Load In Day	Sunday Monday	Monday
Speak to Users in General Session about your company and plug your trade show booth	X	
Featured in all marketing materials	X	
Recognition in Conference Booklet	X	
Two (2) Stools (upgrade) inside the Trade Show Booth	X	
Final List of Attendees after the conference is over	X	
Logo on the CTOTF website with a link to your company page	X	
Pre-list of Users attending approximately three (3) weeks before the conference (no emails or phone numbers).	X	
Logo will scroll at the bottom of the Whova App	X	
Advisory Board Meeting Onsite (2 attendees per company)	X	
The two (2) complimentary attendees may attend specific User sessions during the conference: General Session, Environmental Systems, CT Tech, and Leadership Development (based on roundtable content)	X	
Conference Shirts at each conference	2	N/A
Conference Booklets per conference	1 Booklet	No Booklet
Ad in Conference Booklet	Full Page	No Ad (upgrade options available)
Trade Show Booth Selection Order	1	2



COMPLIMENTARY & PAID REGISTRATIONS

The registration and pricing amounts are listed below.

Package Inclusions	Super Champion	Exhibitor Booth
Additional Attendee Registration Prices (per person, per event)	\$225	\$300
Complementary Attendee Registrations with Package	2	2
Number of additional <u>PAID</u> attendees allowed per evening event	4	2
Attend Sunday Icebreaker Event*	Yes	No
Attend Monday Trade Show*	Yes	Yes
Attend Tuesday Super Champion Event*	Yes	No
Any Onsite Attendee Registration Adds will include this fee per person, per event	\$25	\$25

*Includes both complimentary attendees and attendees paid to attend that specific event. Each company may have up to six (6) attendees attend each event.

*VIRTUAL EXHIBITOR BOOTH IN WHOVA APP

The Virtual Exhibitor Booth is located on the Whova Conference App. Each sponsor and exhibitor automatically receive this with their sponsorship/exhibitor booth. With your virtual exhibitor booth, you will be able to do the following:

- View and interact with Users by sending them direct messages.
- Pose discussion topics and establish “meetups” with Users.
- Upload marketing documents to your virtual booth.
- Add trade show staff to your virtual booth.
- Lead collection (attendees that visit your booth) during the trade show at each conference your company attends. Once booth staff has been added in the app, they will all have the ability to collect the leads by scanning the User badges.
- You will be able to see any sessions or evening events you are able to attend on the app.

Additional Super Champion Options (Limited Availability)

30-second Video in General Session highlighting your company (limited number available)	\$1,000
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SPONSORSHIP AND EXHIBITOR BOOTH PACKAGES AVAILABLE

SUPER CHAMPION SPONSORSHIP IN FALL - \$9,500

Inclusions:

- One (1) 10'x10' Trade Show Booth
- Two (2) Stools (upgrade) inside Trade Show Booth (if you want to use the chairs instead, please let us know)
- Trade Show Booth load in on Sunday & Monday
- 1st Selection of Trade Show Booth location
- Complimentary registration for two (2) attendees.
- The two (2) complimentary attendees may only attend these specific sessions during the conference (based on content):
 - Advisory Board Committee Meeting on Sunday
 - General Session
 - Environmental Systems
 - CT Tech
 - Leadership Development
 - The two (2) complimentary attendees may attend the following evening events:
 - Sunday Icebreaker Event
 - Monday Trade Show
 - Tuesday Super Champion Dinner
- Up to four (4) additional attendees per evening event can be purchased. There is a maximum of six (6) total attendees per evening event. The paid attendees may only attend the event they paid for. They may not attend any of the sessions or other evening events.
 - The additional conference attendee price is \$225 per person, per event.
- Present a short technical topic exclusively to the Users to include company information and communicate your trade show booth location & possible topic discussions during the General Session.
- One (1) Full Page Ad in the Conference Booklet
- Two (2) Conference Shirts
- One (1) Conference Booklet
- Recognition in the Conference Booklet
- Logo on the CTOTF website with a link to your company page
- Pre-conference list of Users attending approximately three (3) weeks prior to the conference (no emails or phone numbers), so you can connect with the Users on Whova to prepare for appointments/meetings/dinners while onsite at the conference. Wednesday will be a free night for Users allowing for Super Champions to make plans with them.
- Final List of Attendees after the conference is over.
- Featured in the CTOTF Conference Booklet, online booklet, and on the CTOTF Website.
- Virtual Exhibitor Booth in the Whova Conference App
- Your company logo and weblink will be featured in the Whova Conference App



SUPER CHAMPION ADDITIONAL ADD-ONS AVAILABLE – PRICE FOR FALL

Add-On	Price
Conference Lanyards	\$550
Trade Show Bags – 1 side	\$650
Hotel Room Key Cards	\$550
Conference Shirts for Leadership Team - Logo on shirt sleeve	\$650
Monday Afternoon User Guest Event	\$500

ADD ON INCLUSION DETAILS – SUPER CHAMPIONS

The items below are a description of the additional add-ons and are items given to each User, so this is an excellent opportunity for you to give your company exposure. The specific product is included in the sponsorship cost.

Conference Lanyard Sponsorship

Your company logo will appear on the name badge lanyard. We will need a hi-res logo from you to use on the lanyards. Each User will receive a lanyard at the User Registration Desk with their name badge, and they will wear it to all CTOTF Events for both the Spring and Fall Conferences.

Trade Show Bags Sponsorship

Your company logo will appear on one side of the trade show bag. We will need a hi-res logo from you to use on the bags. Upon entering the trade show at the Spring and Fall Conferences, users will receive a Trade Show Bag. If there are two sponsors, both must be approved by the other to appear on the shirts.

Hotel Key Cards

Your company logo and information will appear on the hotel room key cards given to Users when they check-in for their hotel rooms at the Spring and Fall Hotel. We will need a high-resolution logo from you to use on the key cards.

Conference Shirts for Leadership Team

The CTOTF Leadership Team will wear a different-colored polo shirt daily (four shirts in total) at the Spring and Fall Conferences, and your logo will appear on one of the sleeves of each shirt. We will need a hi-res logo from you to use on the shirt. If there are two sponsors, both must be approved by the other to appear on the shirts.

Monday Afternoon Guest Event

The User Guest event takes place on Monday afternoon, and you will be able to create a small event where the guests can get to know each other. You can have your sponsor attendees (or their spouses) join the guests and interact and connect with them during this time. (ex. happy hour, tour, etc.).

***You will be responsible for all the expenses associated with this event. We can help set up arrangements if needed.**



EXHIBITOR BOOTH IN FALL - \$5,000

Inclusions:

- One (1) 8'x8' Trade Show Booth
- Trade Show Booth load in on Monday
- Complimentary registration for two (2) at the Monday Trade Show
- Up to two (2) additional attendees may be purchased to attend the Trade Show.
 - The additional conference attendee price is \$300 per person.
- Virtual Exhibitor Booth in the Whova Conference App
- 2nd Selection of Trade Show Booth location

AD UPGRADES IN THE CONFERENCE BOOKLET

We do offer our Sponsors additional ad placement upgrades in the Conference Booklet. All Users receive a booklet upon checking in at the conference registration desk. ***The pricing for the ad upgrades is per year.***

Exhibitors do not receive an ad, but if you want one, you may purchase an ad for the price listed below. Exhibitors are not eligible for a full-page ad or specialty pages.

Ad Placement or Upgrade	Super Champion	Exhibitor Booth
Ad Placements		
Inside Front Cover Page Fall Conference	\$350	N/A
Inside Back Cover for Year Sold Out	\$500	N/A
Outside Back Cover for Year Sold Out	\$500	N/A
Front or Back of Tabbed Divider for Year Sold Out	\$350	N/A
Ad Upgrades		
½ Page Ad Upgrade for Fall Conference	N/A	\$175

TRADE SHOW BOOTH INCLUSIONS

All trade show booth inclusions are as follows:

- One (1) Trade Show Booth - Size based on Super Champion or Exhibitor Package Selected
- One (1) 6' Draped Table
- Pipe and drape around your booth
- (2) chairs
- (1) Wastebasket
- Booth Signage with your provided company name
- Booth load-in will be Monday, 9:00 AM - 3:00 PM (Super Champions can load in Sunday 1:00 pm – 4:00 pm).
- Show Hours, Monday 5:30 pm – 8:30 pm
- Booth load out will be Monday, 8:30 pm - 9:30 pm

Everything MUST be removed from your booth. If anything is left, the hotel will dispose of it.

*Power is **NOT** included at your trade show booth and must be ordered through the provided AV company listed in your Exhibitor Kit that you will be receiving. If you do not receive the exhibitor kit within 1 month prior to the meeting, please let Beth Doyle know immediately.



DRAYAGE COMPANY & SHIPPING INFORMATION

The Drayage Company will contact you with the Trade Show Information and Shipping Instructions. If you do not hear from them within one (1) month of the conference date, please contact Beth Doyle at bethdoyle@ctotf.org

CONFERENCE BOOKLET & eBOOKLET INCLUSIONS

Users will receive a CTOTF Conference Booklet at the Conference Registration Desk upon checking in. It is the responsibility of the Sponsors & Exhibitors to send their booklet information to Beth Doyle on the due dates provided. The online eBooklet will contain all current information. Links for additional information will be provided in the welcome letter after you have registered.

**The due date for submitting the information below
and having it included in the printed conference booklet is:**

Friday, August 8, 2025

*****PLEASE NOTE** We will not be able to add your company information to the Conference Booklet and you will not be able to select a trade show booth until we have received your payment in full by this due date. Failure to make a payment by this date will result in your company information not being included in the Fall Booklet, and no trade show booth will be assigned to you.***

Information Needed from Each Super Champion/Exhibitor for the Conference Booklet. We will put this information in the Fall Conference Booklet (as long as your company is paid in full by the date listed above):

- Company Name
- Company Logo
- Company Ad (if applicable)
- Company Website URL
- Company Description
- Company Main Contact
 - Contact Name
 - Contact Email
 - Contact Phone
- Company Representative Names that are expected to attend the Conference (you must still register them to attend the conference).
- Raffle Item for Trade Show (if bringing one)



Information Needed from Each Super Champion/Exhibitor for the Virtual Trade Show Booth (as long as your company is paid in full by the date listed above):

You will have the opportunity to complete this information once you receive the email invite for your virtual booth in the Whova App. There will be specific set-up instructions provided in Whova.

- Company
 - Company Name for Trade Show Booth
 - Description of your company
 - Company Brochures to Upload
 - Booth Number (you will have this once you select a booth)
 - Raffle Prize
- Booth Contact Information

All booth staff must be added to your virtual booth before the conference start date. You will also need to register each booth staff to attend via a separate link we will send you.
Putting them in as booth staff does not register them to attend the conference.

 - Contact Name
 - Contact Email
 - Contact Phone
 - Job Title

Information Needed from Each Super Champion/Exhibitor for the Shipping and Receipt of Trade Show Information (prior to the show):

- Company Name
- Company Address
- Contact Information for the person responsible for shipping your booth boxes or need the trade show information.
 - Contact Name
 - Contact Email
 - Contact Phone
 - Contact Job Title

Super Champions receive two (2) included polo shirts.

We need to know what shirt sizes are needed for each shirt.

The due date for submitting the shirt sizes is:

Friday, August 1, 2025

If we do not receive your information by these dates, a shirt will not be ordered for your company. Please let us know if the shirt is Men's or Women's and the size (XX Small to 3X) for each shirt. No names are required.

- Shirt size 1: _____
- Shirt size 2: _____



PAYMENT TERMS

Payment must be paid in full when purchasing your package. If you need company approval prior to making a payment, please get approval before registering for a package. Unfortunately, we cannot hold Super Champion or Exhibitor booths without payment. We appreciate your understanding.

Before making payment, please confirm the information below with your company accounting department so payment can be submitted appropriately and in a timely manner.

PAYMENT INFORMATION

You will receive an invoice for your balance due within 24 hours of completing your registration via Stripe. Upon receipt, payment must be made using the link provided on the invoice via credit card or EFT/ACH. If we have not received payment after three weeks (from the date of the invoice) and/or have contacted you three times to request payment but have not received a response, we will cancel your Sponsorship.

Sponsorship Payment Schedule and Terms. Payment to Combustion Turbine Operations Technical Forum (CTOTF) is **due in full upon receipt** unless otherwise specified on the invoice, agreed to in writing, and signed. The deadline to register and pay for a sponsorship and exhibitor booth is **September 5, 2025**. Failure to pay for your sponsorship package by this date will result in cancellation unless prior arrangements have been made. If you register for a sponsorship or upgrade after the payment due date listed above has passed, the payment will be **due upon receipt and must be paid immediately**.

****Please note**** that trade show booth selection, inclusion in the conference booklet, attendee registration, and any other aspects related to a Super Champion Sponsorship will only **occur once we receive your full payment**. You will be officially registered after we receive your payment.

Once we have received full payment, we will send you information to complete regarding your company for the conference booklet, trade show booth shipments, and Whova App contact. Please provide this information promptly, as we need to organize all aspects of the meeting effectively.

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.

CTOTF Registration / Payment Due Date September 5, 2025

CANCELLATION POLICY

Sponsorship and Exhibitor Booth Cancellation Policy: Sponsorship packages, 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 to make this change.

*Sponsorship packages, upgrades, other sponsorships, and 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
407-913-8494
bethdoyle@ctotf.org

Visit Our Website: <https://ctotf.org/2025-sponsor-exhibitor-information>