

## **PDTCA EXECUTIVE MEETING – EXHIBITS REPORT**

April 17, 2015  
Jennifer Munton

- Summary of Convention 2015:
  - A huge thank you to Bertha for all her help with our new registration software. This online registration program resulted in many new vendors and a huge improvement in my ability to easily communicate with all vendors on a much more regular basis!
  - Thanks to Tara for all her help with exhibits set-up, the prize draws and clean-up.
  - Our Exhibitor of the Year, Inside Education, was very appreciative of our board's recognition. Due to the fact that there were several people representing this booth, we decided to just present a card this year with no gift.
  - Set-up and tear-down went very smoothly.
  - 158/156 booths were requested – 156 paid for, as ATA Specialist Council booth and PDTCA provided at no cost to them. Peter was excellent in helping us to add two additional vendors at the last minute.
  - Due to an increase in our rental costs, we approved an increase in vendor costs effective for the 2016 booth rentals. \$560.00 is our cost for regular booths, and \$450.00 for not for profit.
  - Generally, exhibitors provided very positive feedback about our convention. I have not yet seen our evaluation comments from our vendors.
  
- Convention 2016 (as of April 10, 2015):
  - Early Bird Registration is currently open. Online registration is continuing year round thanks to our new database software.
  - Approximately 20% pre-booked for 2016. Only three vendors have completed new online form, many have paid and will be contacted shortly and directed to complete the 2016 booking form.
  - Current rates (including GST) are \$560.00 and \$450.00 (NFP).
  
- Considerations for next year:
  - Monitor booth costs to make sure that we are not taking any losses on our booth rentals.

*Respectfully submitted by Jennifer Munton, April 17, 2015.*