

North Carolina Public School Maintenance Association

46th Annual Eastern Convention/Workshop

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Please join us for the 46th Annual NCPSMA Eastern Convention/Workshop. NCPSMA held their first convention/workshop in 1972. Since that time with our exhibitor's generous support the event has continued to be successful. The convention will be held October 3-5 for regular members. Exhibitor dates are October 4-5. (Exhibitor Selection and set up is on October 4-see attached Tentative Agenda) at the DoubleTree, Atlantic Beach, NC. A tentative agenda is attached. There are time slots set aside exclusively for visitation with exhibitors; however, the exhibit areas will be open for visitation from 11:00-12:00 and 1-5 pm on Thursday (October 4) and 8 -10 am on Friday (October 5). The exhibitor display selection will be on Thursday, October 4 at 9 am. Exhibitors will set up immediately after the selection process and the display area will open at 11:00 am.

REGISTRATION: A registration form is attached. The registration fee is \$70/\$73 per person. The Banquet Meal cost is separate (note, the banquet meal is on Friday night and the majority of the exhibitors leave before the banquet, however you are most welcome to attend if you would like). Please remember you must register each representative attending the convention; no free passes with display space. If you plan to have manufacturer reps with you, please send in their registration along with yours to avoid confusion. Each person is responsible for arranging their hotel room reservation. We have a contract with DoubleTree, Atlantic Beach. You can make your reservations online: <http://doubletree.hilton.com/en/dt/groups/personalized/O/OAJDTDT-PSM-20180924/index.jhtml>. The phone number is 1-800-222-TREE or 252-240-1155. The Annual Seafood Festival is that weekend, so please don't delay in making your hotel reservation.

DISPLAY SPACE: Display space cost is \$450 for members and \$575 for non-members. If you need electricity, you need to be one of the first 40 to register for a display space. Electricity is not available to all displays. We do not "assign" displays in advance, they are chosen by you, on the day of, in order of payment (see attached Exhibitor Rules). Again, we cannot promise you will be able to obtain electricity. A membership application is attached; you can become a member now for only \$20. Being a member at the time of the 2017 Eastern Convention does not qualify for this year, you will need to renew. Approximately 100 display spaces will be available. We often sell out, so if you are interested in attending, don't delay. Also, attached is a list of Exhibitor Rules and Procedures for Exhibit Displays. Please read over the list carefully. Choice of display space will be determined by receipt of payment, so the earlier we receive your payment, the greater your chance of obtaining the location you desire. Display space will be chosen Thursday, October 4 at 9:00 am in order of postmark/credit card date and time stamp. You must have someone present to choose your space, or you forfeit your choice of location. Spaces will be assigned after the selection process to exhibitors not present. You can choose anyone you like to be your representative (except Ron or Roxie Mack). If your display requires a larger space than 3' x 8' you will need to purchase two spaces - initially.

LUNCHEONS, REFRESHMENT BREAK, CONTINENTAL BREAKFAST and/or CORN HOLE TOURNAMENT: Two luncheons, a refreshment break, a continental breakfast, as well as a Cornhole Tournament will be provided during the convention. In the past many exhibitors have found it highly beneficial to sponsor events. You do not have to purchase a display space or attend the convention to sponsor. The costs are listed on the registration form. You may sponsor an entire event or cosponsor. A minimum of \$450 is required to cosponsor all but the Cornhole Tournament. The deadline for sponsorship recognition in the convention program is 8/15/18. A sign will be displayed with your company name as the sponsor or cosponsor during the events and will be noted in the convention program (if deadline is met). If you would like more information on sponsoring, please contact Roxie Mack.

DOOR PRIZE DRAWING: We encourage our exhibitors to donate prizes for door prize drawings to be held during the visitation with exhibitors on Thursday, October 4 from 11-noon and 1-5 pm and on Friday, October 5 from 8-10 am. Your company will receive full recognition for contributions. Individual drawings at displays are not allowed. Please respect this rule - see attached rules and regulations.

REMEMBER - EACH COMPANY MUST PAY A MINIMUM OF \$450 TO ATTEND whether you chose to purchase a display space or sponsor an event. You will not be allowed to register otherwise. This decision was made by the NCPSMA Advisory Council in fairness to all exhibitors. Please contact me if you have any questions on any of the above. My contact information is listed above.