

**North Carolina Public School Maintenance Association**  
**49th Annual Eastern Convention/Workshop**  
**Roxie Mack, Executive Director / E-mail: roxiermack@gmail.com**  
**630 Adams Ridge Road, State Road, NC 28676**  
**Phone 336 366 4939 / Fax 336 366 4938 / www.ncpsma.org**

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Please join us for the 49th 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 September 22-24, 2021 for regular members. Exhibitor dates are September 23 & 24 (Exhibitor selection and set up is on September 23 - see attached Tentative Agenda) at the DoubleTree, Atlantic Beach, NC.

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 September 23 and 8 -10 am on September 24. The exhibitor display selection will be on September 23 at 9:00 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 \$75/\$78 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). The banquet ticket cost is \$10/\$11. 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/OAJDTDTPSM-????>. The phone number is 1-800-222-TREE or 252-240-1155. Our block fills quickly, 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. Membership runs from July 1-June 30 each year. 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 September 23 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. The sponsorship 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 8/10/21. 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:** Exhibitors will keep their **door prizes with them and distribute as they see fit (within reason).** NCPSMA will supply exhibitors with a door prize list form. We ask that exhibitors keep a list of the door prizes they distributed noting who they were distributed to. Please return said list to the registration table and your door prize donations will be listed in our monthly publication, The Maintenance Beacon.

**REMEMBER:** Each company must pay a minimum of \$450 (whether you chose to purchase a display space or sponsor an event) and each person attending must register-no free passes with display space purchase. 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.