

# Important Exhibitor Information Concerning the Eleventh Annual NCPSMA Western Convention/Workshop June 3 & 4, 2020

## Hotel Reservations

Our reservation block with Ridgecrest **ends May 10, 2020**, after which date room rates are not guaranteed. Ridgecrest hotel room reservations are to be made on an individual basis. When you make your reservations for a hotel room at Ridgecrest, you **must** tell them that you are a participant of the NCPSMA Convention/Workshop. The room rates will be between \$79 and \$139 (no tax) depending on the room and occupancy number of each room. Reservations request will need to include group name and city along with the name, address, phone number and e-mail address if available for each attendee. Reservations are to be made by calling directly into the Ridgecrest reservations department (800-588-7222). All reservations are required to be guaranteed by a credit card number to “guarantee the room.” **Checks must be made payable to Ridgecrest.** Individual reservation deposit required is one night’s room rental. This deposit is refundable less a \$10/room processing fee if canceling 60 or more days prior to arrival, one-half refundable if canceling 30-59 days prior to arrival, and non-refundable if cancelling less than 30 days prior to arrival. Ridgecrest is not a “transient hotel”, thus rescheduling of cancelled rooms requires greater advanced notice. Please keep this in mind and help avoid cancellation penalties. **Check in time is 4:00 pm and check out time is 10:00 am. You need to let Ridgecrest know if you will need a handicap accessible room when you make your reservation.**

## Meal Tickets

Meal tickets need to be purchased along with the registration (if you plan to eat meals at Ridgecrest). The following meals will be available on the meal ticket: Wednesday breakfast and dinner and Thursday breakfast, at a cost of \$34.00. Wednesday and Thursday luncheons will be provided by NCPSMA. Meal tickets must be purchased through Roxie Mack. Please purchase before May 15.

## Ridgecrest Behavioral Standards

Ridgecrest is a Christian Conference Center. In keeping with our mission, the following standards help to assume the comfort of our guests.

- Alcoholic beverages, illegal drugs, firearms, and fireworks are **not** permitted anywhere on the grounds.
- The use of tobacco and tobacco related products are prohibited. A \$250 cleaning fee will be incurred per incident if this standard is violated.
- Burning of incense or candles is prohibited.
- Immodest clothing, distasteful monograms, bare feet in public areas, or any extreme styles of dress is prohibited.
- Pets are not permitted in any Ridgecrest facility. However, service animals as defined by ADA regulations are permitted. ADA regulations define a service animal as “any dog that is individually trained to do work or perform tasks for the benefit on an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability.” Per the US Department of Justice, “The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.” Such animals are not service animals and are therefore not permitted in any Ridgecrest facility.
- As a courtesy to all guests, please observe noise curfew from 11:30 pm and 6:30 am.
- Ridgecrest is not responsible for lost or stolen possessions. Ridgecrest does not assume responsibility for damage or loss of any material articles prior to, during or following events.

Use of Ridgecrest, a LifeWay conference center, for this convention does not imply alignment with or endorsement by any Southern Baptist group.

## Delivery Fees:

A delivery fee will apply to all boxes and pallets received by Ridgecrest. Delivery fees vary. If you need to have materials delivered to Ridgecrest, you must contact Ridgecrest to set up payment for the delivery fee. The pricing is listed can be found on our website: <https://ridgecrestconferencecenter.com/event-planning/meeting-planner-toolkit/important-information/>

Please remember that as a participant of the NCPSMA Convention/Workshop, your actions and speech reflect upon NCPSMA as a whole. We “need” only positive feedback to school systems to ensure we are able to continue to hold such events. If you experience any problems during the convention, please come to the NCPSMA registration desk and see Roxie Mack, Ron Mack, Bergie Speaks or Kristie Payne and we will try our best to resolve your problem. If you have any questions or comments, please contact Roxie Mack, NCPSMA Executive Director 336.366.4939 or e-mail at [roxiermack@gmail.com](mailto:roxiermack@gmail.com).