

NORTH CAROLINA PUBLIC SCHOOL MAINTENANCE ASSOCIATION

50TH ANNUAL EASTERN CONVENTION / WORKSHOP

May 2, 2022

Please join us for the 50th 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 20-23, 2022** for regular members. Exhibitor dates are **September 22-23** at the DoubleTree by Hilton, Atlantic Beach, North Carolina.

Exhibitor Display Selection will be on **September 22 at 9:00 am**. Exhibitors will setup immediately after the selection process and the display area will open at 11:00 am. There are time slots set aside exclusively for visitation with exhibitors; however, the exhibit areas will be open for visitation on **September 22 from 11:00 am – 12:00 pm and 1:00-5:00 pm** and on **September 23 from 8:00-10:00 am**.

REGISTRATION: A registration form is attached. The registration fee is **\$75 per person (\$78 for debit/credit payments)**. **Please remember you must register each representative attending the convention; no "Free Passes" with display space.** If you plan to have manufacture representatives attend with your company, please send in their registration along with hours to avoid confusion. The Banquet Meal cost is separate and cost **\$10 per person (\$11 for debit/credit payments)**. NOTE: The Banquet Meal is on Friday night and the majority of the exhibitors leave before the banquet, however you are most welcome to stay and attend if you would like.

HOTEL RESERVATIONS: Each person is responsible for arranging their hotel reservation. We have a contact with DoubleTree by Hilton, Atlantic Beach, North Carolina. You can make your reservations by calling 1-800-222-TREE or (252) 240-1155. Our block fills quickly, so please do not delaying in making your hotel reservation. **Our Block Reservation information has not yet been provided by DoubleTree by Hilton. Please continue to check our website and hotel information will be posted as soon as available.**

DISPLAY SPACE: Display space cost is **\$450 for members (\$468 for debit/credit payments) and \$575 for non-members (\$593 for debit/credit payments)**. 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 (\$22 for debit/credit payments)**. Memberships run 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 spaces will be chosen September 22 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 for Kristie Payne). **If your display requires a larger space than 3' x 8' you will need to purchase two (2) spaces – initially.**

LUNCHEONS, REFRESHMENT BREAKS, CONTINENTAL BREAKFAST AND/OR CORNHOLE TOURNAMENT: Two (2) 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 co-sponsor. A minimum of \$450 is required to co-sponsor all but the cornhole tournament. The deadline for sponsorship recognition in the convention program is August 10, 2022. A sign will be displayed with your company name as the sponsor or co-sponsor 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 Kristie Payne.

DOOR PRIZE DRAWINGS: **Exhibitors will keep they 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 the said list to the Registration Table and your door prize donations will be listed in our monthly publication, "The Maintenance Beacon."

REMINDER: Each company must pay a minimum of \$450 (whether you choose to purchase a display space or sponsor an event). Also, 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.

QUESTIONS AND/OR CONCERNS: Please contact Kristie Payne, Executive Director at ncpsmaoffice@gmail.com or (828) 565-0115.