



NCPSMA

North Carolina Public School Maintenance Association

Kristie Payne
Executive Director

224 Mulberry Street, Clyde, NC 28721
(828) 565-0115 | office@ncpsma.org

July 5, 2023

Dear Exhibitors,

Please join us for the 51st Annual NCPSMA Eastern Convention to be held September 26-29, 2023 at the DoubleTree by Hilton, Atlantic Beach, North Carolina. NCPSMA held their first Eastern Convention in 1972. Since that time with our exhibitor's generous support the event has continued to be successful.

AGENDA HIGHLIGHTS

Wednesday, September 27, 2023

6:00 am - 5:00 pm	Registration
12:00 pm - 1:30 pm	Lunch on Your Own or Previously Purchased a Boxed Lunch
1:00 pm - until	Annual Jay Palmer Memorial Scholarship Golf Tournament

Thursday, September 28, 2023

7:00 am - 5:00 pm	Registration
9:00 am - 9:30 am	Exhibitor Display Selection
9:30 am - 11:00 am	Exhibitor Display Setup
11:00 am - 12:00 pm	Superintendents & Directors Visit with Exhibitors and Door Prizes
12:00 pm - 1:00 pm	Lunch on Your Own or Previously Purchased a Boxed Lunch
1:00 pm - 5:00 pm	Visit with Exhibitors and Door Prizes

Friday, September 29, 2023

8:00 am - 10:00 am	Breakfast and Visit with Exhibitors and Door Prizes
10:00 am - 10:30 am	Vendor Break-Out Session
10:30 am - 12:00 pm	Exhibitor Display Break Down
12:00 pm - 2:30 pm	Cornhole Tournament
6:00 pm - until	Awards Banquet

DISPLAY SPACE(S)

- Member Display Space - \$600 (check) / \$619 (debit/credit) - includes 1 exhibitor representative registration
- Non-Member Display Space - \$725 (check) - \$748 (debit/credit) - includes 1 exhibitor representative registration
- If you are not a current NCPSMA member, you can become a member now for only \$20 (check) or \$21 (debit/credit). Memberships run from July 1-June 30 annually.
- There will be 82 display spaces available in the Exhibit Hall. The size is 3' x 8' with a 2' x 6' table (sizes are approximate). If your display requires a larger space you will need to purchase two spaces when registering.
 - In the event, we have over 82 Display Spaces sold we will carry over Display Spaces into the hallway and lobby areas. The hallway and lobby areas will be moderately monitored by DoubleTree staff; however, these areas cannot be secured from public traffic.
- Choice of display space(s) will be determined by order of receipt of payment; the earlier your payment is received the greater chance you have of obtaining your desired location. Display spaces will be chosen in order of postmark/credit card date and time stamp.

State Officers

President – David Martin | Vice-President – Mark Letchworth | Secretary – Jodene Abney | Liaison Officer – Chris Campbell



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- You must have someone present to choose your space, or you will forfeit your choice of location. Spaces for exhibitors not present at time of selection will be assigned after the selection process is complete. You can choose anyone you like to be your representative, except for NCPSMA Executive Director Kristie Payne.
- Per the decision made by the NCPSMA Advisory Council, in fairness to all exhibitors, each company must pay a minimum of \$600 to attend. Whether you chose to purchase a display space or sponsor an event, a minimum is required for attendance. You will not be allowed to register otherwise.
- Electricity is not guaranteed at this convention. If you need electricity, you will need to be one of the first ones to register for a display space as electricity is not available to all display spaces.
- See Exhibitor Rules and Regulations for more information. Please read over the list carefully.

ADDITIONAL REGISTRATION FEES

- EACH representative attending the convention must register. If you plan to have manufacture's representatives with you, please send in their registration along with your registration to avoid confusion. As long as they will be at your display space their company name can be on their name tag. Please make sure to note this when registering.
- Each additional Exhibitor Registration Fee is \$100 (check) or \$104 (debit/credit) prior to September 5, 2023. After September 25th each additional Registration Fee will be \$110 (check) or \$114 (debit/credit).

DOOR PRIZES

- Exhibitors are encouraged to distribute door prizes through games, calling card drawings, or whatever option they choose (within reason) at their display space during Exhibitor visitation times.
- Door Prizes **cannot** consist of alcoholic beverages.
- We request that each vendor complete the **Door Prize Winner's** form provided by NCPSMA with a list of door prize(s) your company awarded and return to the Registration Desk prior to leaving the convention so that your company will be recognized for your generosity in our monthly publication *The Maintenance Beacon*.

AWARDS BANQUET

- The Awards Banquet Meal cost is separate from your registration and cost \$10 (check) or \$11 (debit/credit) per person.
- **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.

BOXED LUNCHES

- This year Boxed Lunches will be available to purchase in advance (before September 5, 2023) for a cost of \$17 (check) or \$18 (debit/credit).
- This event was added due to exhibitors and members alike voicing their concern for not being able to obtain lunch and get back to class/exhibitor visitation in a timely manner.

DOUBLETREE BY HILTON 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.
 - NCPSMA 2023 Eastern Convention reservation block **ends September 6, 2023, after which date rooms and room rates are not guaranteed**. Our block fills quickly, so please do not delaying in making your hotel reservation. NOTE: Once our block is full regular rates will apply.
 - All reservations must be accompanied by one night's room deposit or guaranteed with a major credit card.
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- Check-in time is 4:00 pm and check-out time is 11:00 am.

DOUBLETREE BY HILTON SHIPPING INFORMATION

- If you have items that need to be shipped please adhere to the following:
 - Address it to SALES with the conference name NCPSMA on it.
 - Ship to: DoubleTree by Hilton, 2717 West Fort Macon Road, Atlantic Beach, North Carolina 28512
 - Questions contact DoubleTree directly at (252) 240-1155

SPONSORSHIPS

- This year there are 8 separate opportunities for your company to provide sponsorship(s).
- Consider sponsoring or co-sponsoring one or more of these events (see *Sponsorship Events* listed below).
- A sign will be displayed with your company name as the sponsor or co-sponsor during the event(s) you choose, as well as being listed in the convention program and in *The Maintenance Beacon*.
- Due to printing deadlines, the deadline for sponsorship recognition at the convention is September 5, 2023; however, you will still be recognized in *The Maintenance Beacon*.

SPONSORSHIP EVENTS

- Tuesday, September 26, 2023 - Advisory Council Dinner - Approximate Cost \$750
 - Sponsorship Level Amount - \$750
- Wednesday, September 27, 2023 - Coffee and Biscuits for Early Morning Classes - Approximate Cost \$500
 - Sponsorship Level Amount - \$500
- Thursday, September 28, 2023 - Morning Coffee - \$500
 - Sponsorship Level Amount - \$500
- Thursday, September 28, 2023 - Director's Luncheon - Approximate Cost \$1000
 - Co-Sponsorship/Sponsorship Level Amount(s) - \$500 or \$1000
- Thursday, September 28, 2023 - Refreshment Break - Approximate Cost \$4000
 - Co-Sponsor/Sponsorship Level Amount(s) - \$250, \$500, \$1000, \$2000, \$4000
- Friday, September 29, 2023 - Continental Breakfast - Approximate Cost \$6500
 - Co-Sponsor/Sponsorship Level Amount(s) - \$250, \$500, \$1000, \$2000, \$4000
- Friday, September 29, 2023 - Cornhole Tournament and Boxed Lunches - Approximate Cost \$1500
 - Co-Sponsor/Sponsorship Level Amount(s) - \$125, \$250, \$500, \$750, \$1500
- Friday, September 29, 2023 - Awards Banquet Membership Drawing (1 awarded for each of the 8 districts) - Cost \$800
 - Co-Sponsor/Sponsorship Level Amount(s) - \$100 for each district or \$800 to sponsor all 8 districts

QUESTIONS AND/OR CONCERNS: Please contact Kristie Payne, Executive Director at office@ncpsma.org or (828) 565-0115.

If you experience any problems during the convention, please come to the NCPSMA registration desk to speak to either NCPSMA Executive Director Kristie Payne, NCPSMA State President David Martin, or NCPSMA State Vice-President Mark Letchworth. We will, to the best of our ability, work with you to resolve any problem. If you have any questions or comments, please contact Kristie Payne, NCPSMA Executive Director, at (828) 565-0115 or e-mail at office@ncpsma.org.

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