



Thank you for joining us and participating in the  
51<sup>st</sup> Annual NCP SMA Eastern Convention

### IMPORTANT INFORMATION

#### 1. Exhibitor Display Selection and Setup

- ◆ Exhibitor Selection will be on **Thursday, September 28, 2023 – 9:00 a.m. in Atlantic**
- ◆ Display Space diagrams are included in this packet. The best way to see what is taken is to mark off each table as Display Spaces are chosen.
- ◆ Vendor Display spaces are selected according to earliest postmarked payment or financial institution noted date/time for credit card users that is received from each vendor. You must have someone present to choose your display space, if you do not you forfeit your choice of location.
- ◆ Setup will immediately follow the Selection Process. Do not bring anything into the room until the selection process has been completed.

#### 2. Exhibitor Name Badges

- ◆ Each exhibitor received name badge(s) for all registered participants. We ask all vendors to wear badges in or around the Exhibit Hall.

#### 3. Exhibitor Times and Door Prizes

- ◆ **Thursday, September 28, 2023 from 11:00 am – 12:00 pm**
  - ◇ Superintendents and Directors Only Visitation with the Exhibitors
- ◆ **Thursday, September 28, 2023 from 1:00 pm – 5:00 pm**
  - ◇ Refreshments and Visitation with the Exhibitors
- ◆ **Friday, September 29, 2022 from 8:00 am – 10:00 am**
  - ◇ Continental Breakfast and Visitation with the Exhibitors

#### 4. Door Prize Drawings

- ◆ Exhibitors are encouraged to supply and distribute door prizes as they see fit (within reason) at their display space during Exhibitor Visitation Times.
- ◆ We request that each vendor complete the “**Door Prize Winner’s**” form included in this packet with a list of door prize(s) your company awarded and **return to the Registration Desk before leaving the convention** so that your company will be recognized for your generosity in our monthly publication, “The Maintenance Beacon.”

#### 5. Vendor Break-Out Session

- ◆ The Break-Out Session will be **Friday, September, 29, 2023 - 10:00 am - 10:30 am**
- ◆ All vendors are invited to come voice your opinion ... good or bad ... about the conference while it is still fresh on your mind. Come sit down with the NCP SMA Vendor Representatives along with the NCP SMA State Officers and Executive Director. Your opinion matters!

#### 6. Exhibitor Breakdown

- ◆ Exhibitor breakdown is **Friday, September 29, 2023 at 10:30 am - 12:00 pm**
- ◆ Vendors are asked to please not break down their display prior to the scheduled time. We ask that you please keep your displays set up the entire time to allow ample time for members to visit all booths.

**7. Exhibitor Survey**

- ◆ An “Exhibitor’s Survey” form is enclosed. Please complete this form so we may better serve you at future events.

**8. The Maintenance Beacon**

- ◆ If you are not already an advertiser in our monthly publication, “The Maintenance Beacon” take time to consider becoming one.
- ◆ When placing an ad for advertisement you not only have an ad in our monthly publication, but your company is showcased as one of our supporters on our website ([www.ncpsma.org](http://www.ncpsma.org)).

**9. Website Information**

- ◆ Check our website [www.ncpsma.org](http://www.ncpsma.org) to find a wealth of information including: “Maintenance Director’s List” and “Pre-Registered Member 2023 Eastern Convention Attendee List” as well as “Previous Convention Years Information.”

**10. Contact Information**

- ◆ If you need help or have questions, please contact Kristie Payne, Executive Director at the Registration Desk or one of our State Officers
  - ◇ David Martin ( Mooresville Graded School District) – President
  - ◇ Mark Letchworth (Wilson County Schools - Retired) – Vice President
  - ◇ Jodene Abney (Cumberland County Schools) – Secretary
  - ◇ Chris Campbell (Alexander County Schools) – Liaison Officer
  - ◇ Bergie Speaks (Wilkes County Schools) - Immediate Past President

**11. Flyers and/or Forms Included in This Packet**

- ◆ Exhibitor Display Space Map
- ◆ 2023 Eastern Convention Exhibitor Door Prize Winners Form
- ◆ Exhibitor’s Survey
- ◆ 2023 Eastern Convention Rules and Regulations
- ◆ “The Maintenance Beacon” Rate Card

We sincerely appreciate your support and trust this will be a profitable event for you and your company.

We would especially like to offer our sincere appreciation to all of the companies who sponsored special events, breaks, door prizes and special awards. This event would not be possible without the support of our numerous vendors.

Thank You  
FOR YOUR  
SUPPORT

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