



# NCPsMA

North Carolina Public School Maintenance Association

Kristie Payne  
Executive Director

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**June 30, 2025**

**Dear Valued Exhibitor,**

We're excited to invite you to the **53rd Annual NCPsMA Eastern Conference**, taking place **September 23–26, 2025**, at the **DoubleTree by Hilton in Atlantic Beach, NC**. Your support over the years has helped this conference grow and succeed—and we're looking forward to another great year together!

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## Conference Highlights

**Breakout Sessions will be held each day of the conference.**

Here's what to expect as an exhibitor:

### **Thursday, September 25 – Trade Show Day**

- **8:00–9:00 AM** – Exhibitor Setup
- **9:00–12:00 PM** – *Exclusive* Exhibitor Preview for Directors & Supervisors
- **1:00–4:00 PM** – Vendor Connection & Trade Show Exploration
- **4:30–5:30 PM** – Exhibitor Breakdown

➡ We encourage all exhibitors to award door prizes at their display spaces and also invite you to consider donating a prize for our Friday Closing Session as an additional way to promote your company and support the event.

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## Exhibitor Display Spaces

- **Member Price:** \$600 (check) / \$619 (card)
- **Non-Member Price:** \$725 (check) / \$748 (card)  
→ Not a member? **You may join for \$20 (check) / \$21 (card)** and immediately receive member pricing.
- **Includes 1 representative registration**
- Approx. 3'x8' space with 2'x6' table. Your display must fit within this footprint due to fire codes. If your setup exceeds the space, additional spaces must be purchased.
- **You will select your display location based on when your payment is received.** The earlier your payment, the more choices you'll have.
- **Electrical access is extremely limited and not guaranteed.** It's available on a first-come, first-served basis, based on when payment is received. Vendors must bring their own extension cords or rent one for \$10 (limited quantity available).
- Selling or promoting without a paid display space or sponsorship (\$600 minimum) is not permitted.

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## Additional Registrations

- \$100 (check) / \$104 (card) per person before September 2
  - \$110 (check) / \$114 (card) after September 2
- All representatives must be registered. Please include manufacturer reps in your initial registration.

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## Door Prizes

We love recognizing your generosity in *The Maintenance Beacon*!

- **Thursday:** Give away door prizes from your display space (games, card draws, etc.).
- **Friday:** Please consider also donating a door prize or a raffle prize for the **Closing Session**.
- Be sure to complete the **Door Prize Winner** Form through the NCPsMA app or by scanning the QR code in your Vendor Welcome Packet, available at conference check-in.

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State Officers

President – Mark Letchworth | Vice-President – Clark Wyatt | Secretary – Jodene Abney | Liaison Officer – Robert Hoyle



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## [NCPsMA App](#)

Download the NCPsMA app on iOS or Android. It includes:

- Conference schedule & updates
- Exhibitor list, forms, and sponsor info
- Attendee directory & email access
- Door prize entry and more!

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## [Awards Banquet – Wednesday, September 24](#)

- Cost: \$10 (check) / \$11 (card) per person (separate from registration)
- Join us for a night of fun, food, and recognition before the big Trade Show day. Attire is casual chic/dressy casual.

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## [Boxed Lunches – Thursday, September 25](#)

- \$22 (check) / \$23 (card) – order by Sept. 2
- Choice of Roast Beef, Ham & Swiss, Chicken Salad Croissant, or Hummus & Avocado Pita

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## [Hotel Reservations – DoubleTree by Hilton](#)

- **Book early!** Our block sells out quickly.
- Reservations **MUST** be made by **August 21, 2025**, to receive the group rate.  
⚠️ **Once our block is full, regular hotel rates will apply—even if it's before the deadline.**
- [Reservation Link](#)
- Phone: (252) 240-1155

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## [Shipping Display Materials](#)

If you plan to ship items for your display, please use the following address:

### **DoubleTree by Hilton**

Attn: SALES – NCPsMA Conference  
2717 W. Fort Macon Road  
Atlantic Beach, NC 28512  
📞 (252) 240-1155

**Clearly label items with “YOUR COMPANY NAME” and “NCPsMA.”**

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## [Sponsorship Opportunities](#)

From hospitality rooms to boxed lunches, you can choose from **8 sponsorship categories** (\$100–\$5,000). Sponsors are recognized in the program, signage, website, app, and *The Maintenance Beacon*.

**Deadline for printed recognition: August 25, 2025**

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## [Questions?](#)

Contact: **Kristie Payne, Executive Director**

✉️ [office@ncpsma.org](mailto:office@ncpsma.org) | 📞 (828) 565-0115

We appreciate your continued support—and look forward to seeing you in Atlantic Beach this September!

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