NCPSMA

North Carolina Public School Maintenance Association

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

Kristie Payne
Executive Director

June 17, 2026

Dear Valued Exhibitor,

We're excited to invite you to the **54th Annual NCPSMA Eastern Conference**, taking place **September 22-25, 2026**, 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!

Conference Highlights

Breakout Sessions will be held each day of the conference.

Here's what to expect as an exhibitor:
Thursday, September 24 – Trade Show Day

- **8:00 AM – 9:00 AM** – *Exhibitor Setup*
- **9:00 AM - 9:15 AM** – *Mandatory Exhibitor Meeting*
- **9:15 AM – 12:00 PM** – *Exclusive Exhibitor Preview for Directors & Supervisors*
- **1:00 PM – (3:00) 4:00 PM** – *Vendor Connection & Trade Show Exploration*
  - **NOTE:** *Exhibitors are required to remain set up and staffed. Until 3:00 PM. Early breakdown before this time is not permitted. Exhibitors may begin to break down at 3:00 pm. Those who choose to remain set up may continue exhibiting until 4:00 pm and may begin breaking down at that time.*
- **4:00 PM – 5:00 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.

Exhibitor Display Spaces

ONLY 100 EXHIBITOR SPOTS AVAILABLE. No additional exhibitors will be added. First 100 ONLY!

EARLY REGISTRATION PRICING – June 29 – July 31, 2026

- **Member Price**: $700 (check) / $725 (card)
- **Non-Member Price**: $825 (check) / $855 (card)

PRICE INCREASE ON DISPLAY SPACES AFTER JULY 31! (If not sold out)
Augst 1 – August 15, 2026

- **Member Price**: $1000 (check) / $1036 (card)
- **Non-Member Price**: $1125 (check) / $1165 (card)

→ Not a member? **You may join for $20 (check) / $21 (card)** and immediately receive member pricing.

State Officers

President – Mark Letchworth | Vice-President – Clark Wyatt | Secretary – Chris Pulley | Liaison Officer – Robert Hoyle

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Display Spaces

- **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 is not permitted.

Additional Registrations

- $100 (check) / $104 (card) per person before August 15
- $110 (check) / $114 (card) after August 15

→ All representatives must be registered. Please include manufacturer representatives in your initial registration. Their company name may differ and may be reflected on their name badges (please specify this when registering).

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 also consider donating a door prize or 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.

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!

Awards Banquet – Wednesday, September 23

We welcome you to attend the Awards Banquet and Celebration. Join us for a night of fun, food, and recognition before the big Trade Show day. Tickets must be purchased in advance by **September 1**:

- Cost: $10 (check) | $11 (card) per person (in addition to registration)

Suggested Attire: Dressy casual—more polished than beachwear, but no need for formal wear.

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Boxed Lunches – Thursday, September 24

- $23 (check) / $24 (card) – order by September 1
- Choice of Roast Beef, Ham & Swiss, Chicken Salad Croissant, or Hummus & Avocado Pita

Hotel Reservations – DoubleTree by Hilton

- **Book early**! Our block sells out quickly.
- Reservations MUST be made by **August 20, 2026,** to receive the group rate.
  ⚠️ **Once our block is full, regular hotel rates will apply—even if it's before the deadline.**
- **Reservation Link**: https://www.hilton.com/en/attend-my-event/oajdtdt-911-52a4e4ea-6274-4bcf-9d71-f36a445de8bd/
- Phone: (252) 240-1155

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."

Sponsorship Opportunities

From hospitality rooms to boxed lunches, you can choose from **9 sponsorship categories** ($100–$5,000). Sponsors are recognized in the program, signage, website, app, and *The Maintenance Beacon*.
Deadline for printed recognition: August 24, 2026

Questions?

Contact: **Kristie Payne, Executive Director**
📧 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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