NORTH CAROLINA PUBLIC SCHOOL MAINTENANCE ASSOCIATION
2026 EASTERN CONFERENCE RULES AND REGULATIONS

1. **DISPLAY SPACE(S)**
   a. Spaces are *approximately* 3' x 8' with a 2' x 6' table inside. This is an open display space only; there are no curtains or back walls in the display spaces.
   b. Due to fire and safety codes, all displays must fit in the assigned footprint for your display space. If the display will not fit on or beside the table, another space must be purchased. ***Additional display space must be purchased during registration.***
   c. Spaces outside the conference area (courtyard/sidewalks) will be considered display spaces, and exhibitors will be charged accordingly.
   d. Display Spaces with electricity are available on a first-come, first-served basis due to limited availability. Electrical access is not guaranteed. Vendors must provide their extension cords. A limited number of extension cords may be rented from NCPSMA for a non-refundable fee of $10.00.

2. **DISPLAY SPACE SELECTION**
   a. **Display Space Selection is chosen by the earliest postmarked payment or the financial institution's noted date and time for credit card users.** ***NOTE:*** Emailed copies of registration forms or checks do not qualify.
   b. Vendors will be contacted after registration is confirmed to choose their display space before arriving for the conference.
   c. The vendor will be given four (4) business hours to reply with their display space selection. They will be assigned the lowest number of available display spaces if a response is not received within the specified timeframe.

3. **DISPLAY SPACE SETUP**
   a. Display space setup time will be **Thursday, September 24, 2026, from 8:00 AM to 9:00 AM.**
   b. All exhibitors are **required** to have their displays set up no later than **Thursday, September 24, 2026**, at **9:00 AM.**
   c. There will be a mandatory exhibitor meeting from 9:00 AM to 9:15 AM.

4. **DISPLAY SPACE BREAKDOWN**
   a. All exhibitors are **required** to remain set up and staffed until **Thursday, September 24, 2026**, at **3:00 PM**. Early breakdown before this time is **not permitted**.
   b. Exhibitors may begin breakdown at **3:00 PM**. Those who choose to remain set up may continue exhibiting until **4:00 PM** and may begin breakdown at that time.
   c. All exhibitors must have their display areas fully cleared by **Thursday, September 24, 2026**, at **5:00 PM**.

5. **EXHIBITOR REPRESENTATIVE(S)**
   a. Each display space purchase includes one vendor registration.
   b. If your company has more than one representative attending, each additional individual must be registered.

6. **EXHIBITOR REPRESENTATION**
   a. Selling of services or products in or around the conference meeting rooms or hallways, without the purchase of a display space, is strictly prohibited.
   b. For an exhibitor's name to be listed in the Exhibitor Section of the conference program, they must provide sponsorship **($700.00 minimum**) or purchase a display space.
   c. An exhibitor display space purchase is required for any representative to attend the conference in person. Sponsorship of an event alone does not qualify for in-person attendance. Exhibitors may sponsor an event in addition to purchasing a display space if they wish to attend.

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7. **DOOR PRIZE INFORMATION**
    a. Exhibitors are encouraged to award door prizes at their Display Space AND/OR donate a door prize for the Closing Session on Friday, or an item to be used in the Raffle.
    b. Door Prizes may be awarded through games, calling card drawings, or whatever option is chosen (within reason) at each Display Space. Door Prizes cannot consist of alcoholic beverages.
    c. If you award Door Prizes from your Display Space, we request that you complete the **Door Prize Winner's** form with the QR code provided or on the NCPSMA app.
        i. Please be sure to list all door prize(s) your company awarded from your Display Space, as well as the recipient and LEA (School System), so that we may recognize your company in our monthly publication, *The Maintenance Beacon*, for your participation and generosity at the Conference.

8. **REFUNDS FOR EXHIBITORS AND ATTENDEES**
    a. Refund requests must be received 30 days before the event start date.
    b. A full refund will be issued, minus a $25 cancellation fee and any applicable credit card fees that were charged, within eight weeks after the conference ends.
    c. No refund will be issued if requested within 30 days of the conference start date, including cancellations and no-shows.
    d. Send all cancellation requests via email to Executive Director Kristie Payne at office@ncpsma.org

Submitted by the NCPSMA Conference Planning Committee and approved by the NCPSMA Advisory Council. If you have any questions or comments, please contact Kristie Payne, NCPSMA Executive Director, at office@ncpsma.org or (828) 565-0115.