



NCPSMA

North Carolina Public School Maintenance Association

Kristie Payne
Executive Director

224 Mulberry Street, Clyde, NC 28721
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January 23, 2023

Dear Exhibitors,

Please join us for the 15TH Annual NCPSMA Western Convention to be held May 24-25, 2023, at the Ridgecrest Conference Center in Black Mountain, North Carolina. NCPSMA held their first Western Conference in 2008; with your support this conference has continued to grow each year since.

WEDNESDAY, MAY 24, 2023 – EXHIBIT HALL TIMELINE

- 8:30 AM – 9:00 AM: Exhibitor Display Selection
- 9:00 AM – 10:00 AM: Exhibitor Display Setup
- 10:00 AM – 11:00 AM: Opening Session and Vendor Introductions
- 11:00 AM – 12:00 PM: Visitation with Exhibitors (and Door Prizes)
- 12:00 PM – 1:00 PM: Exhibitor and Member Buffet Luncheon
- 1:00 PM – 2:30 PM: Visitation with Exhibitors (and Door Prizes)
- 2:30 PM – 4:30 PM: Exhibitor Display Breakdown

DISPLAY SPACE

- Member Display Space (paying by check) - **\$500 – includes 1 exhibitor representative registration**
- Member Display Space (paying by debit/credit) - **\$518 – includes 1 exhibitor representative registration**
- Non-Member Display Space (paying by check) - **\$600 – includes 1 exhibitor representative registration**
- Non-Member Display Space (paying by debit/credit) - **\$622 – 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 each year.
- Approximately 60 display spaces will be available; the size is approximately 3' x 8' with a 2' x 6' table inside.
- Choice of display space 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.
- You must have someone present to choose your space, or you will forfeit your choice of location. Spaces for exhibitors not present at time 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. If your display requires a larger space than 3' x 8' you will need to purchase two spaces when registering.
- Per the decision made by the NCPSMA Advisory Council, in fairness to **all** exhibitors, each company must pay a minimum of \$500 to attend. Whether you chose to purchase a display space or sponsor an event, a minimum of \$500 is required for attendance. You will not be allowed to register otherwise.
- See Exhibitor Rules and Regulations for more information.

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.
- Each additional Exhibitor Registration Fee is \$100 (check) or \$104 (check/debit) prior to May 1, 2023. After May 1st each additional Registration Fee will be \$110 (check) or \$114 (check/debit).

State Officers

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



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DOOR PRIZES

- Exhibitors may supply and/or 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*.

SPONSORSHIPS

- This year there are three (3) separate opportunities for your company to provide sponsorship – Luncheons on both Wednesday and Thursday and the Annual Cornhole Tournament.
- Consider sponsoring or co-sponsoring one 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 you choose, as well as being listed in the convention program and in *The Maintenance Beacon*.
- Neither attendance nor display space purchase are required in order to sponsor or co-sponsor an event at the convention.
- Due to printing deadlines, the deadline for sponsorship recognition is **May 1, 2023**.

SPONSORSHIP EVENTS

- **LUNCHEONS**
 - Wednesday, May 24 – Exhibitor and Member Buffet Luncheon – Approximate cost \$4,500
 - Thursday, May 25 – Buffet Luncheon – Approximate cost \$2,000
 - \$500 Minimum Sponsorship Required
- **CORNHOLE TOURNAMENT**
 - Wednesday, May 24 – Refreshments & Winner Prize Money - Approximate cost \$700
 - \$125 Minimum Sponsorship Required

If you have any questions, contact Kristie Payne at office@ncpsma.org or (828) 565-0115.

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