



# NCPsMA

North Carolina Public School Maintenance Association

Kristie Payne  
Executive Director

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

January 29, 2024

Dear Exhibitors,

Please join us for the 16<sup>th</sup> Annual NCPsMA Western Convention to be held May 21-23, 2024, 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.

## **AGENDA HIGHLIGHTS**

### **Tuesday, May 21, 2024**

9:00 am – 12:00 pm and 1:00 pm – 5:00 pm – Registration

1:00 pm – 5:00 pm – Breakout Sessions

### **Wednesday, May 22, 2024**

7:30 am – 4:00 pm – Registration

8:00 am – 10:00 am – Breakout Sessions

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

2:30 pm – 4:30 pm – Breakout Sessions

4:45 pm – until – Cornhole Tournament

### **Friday, May 23, 2024**

7:30 am – 12:00 pm – Registration

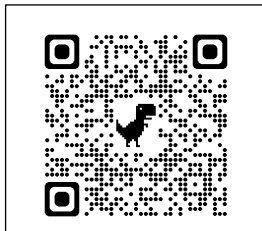
8:00 am – 12:00 pm – Breakout Sessions

12:15 pm – 1:30 pm – Buffet Luncheon

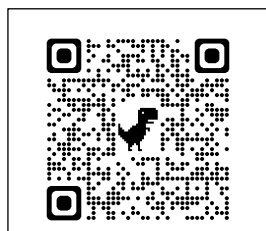
1:30 pm – 2:30 pm – Closing Session

## **NCPsMA APP**

NCPsMA recently required an app which is available for download for both Google and IOS systems by searching for NCPsMA or by using one of the codes below. You can select the conference from the UPCOMING EVENTS button or you can navigate to it by clicking the MORE button at the right-hand corner of your screen. Then choose CHANGE EVENTS and select the 16<sup>th</sup> Annual Western Convention.



APPLE



GOOGLE

State Officers

President – Mark Letchworth | Vice-President – Chris Campbell | Secretary – Jodene Abney | Liaison Officer – Jamie Johnson



# NCPsMA

Kristie Payne  
Executive Director

North Carolina Public School Maintenance Association

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

---

## DISPLAY SPACE(S)

- Member Display Space (includes 1 exhibitor representative) - \$500 (check) / \$518 (debit/credit)
- Non-Member Display Space (includes 1 exhibitor representative) - \$600 (check) / \$622 (debit/credit)
- If you are not a current NCPsMA member, you can become a member now for only \$20 (check) / \$21 (debit/credit). Memberships run from July 1-June 30 each year.
- There will only be 85 display spaces available; the approximate sizes are a 3' x 8' space with a 2' x 6' table inside. If your display requires a larger space than 3' x 8' you will need to purchase two spaces when registering.
- 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 of selection 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.
- 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(s) before May 1, 2024 - \$100 (check) / \$104 (credit/debit) after May 1, 2024 - \$110 (check) / \$114 (check/debit).

## SPONSORSHIPS

- Consider sponsoring or co-sponsoring one of this year's five (5) 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, on our website, the app 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.

## SPONSORSHIP EVENTS

- Wednesday, May 22, 2024 – Morning Break
  - Co-Sponsor Levels - \$125, \$250, \$500, \$750
  - Full Sponsor - \$1,000
- Wednesday, May 22, 2024 – Exhibitor and Member Southern Buffet
  - Co-Sponsor Levels - \$125, \$250, \$500, \$750, \$1,000, \$1,500, \$2,000, \$3,000, \$4,000
  - Full Sponsor - \$8,000
- Wednesday, May 22, 2024 – Cornhole Tournament with Snacks
  - Co-Sponsor Levels - \$125, \$250, \$500
  - Full Sponsor - \$1,000
- Thursday, May 23, 2024 – Beverage Service
  - Co-Sponsorship Level - \$125, \$250
  - Full Sponsor - \$500
- Thursday, May 23, 2024 – Tex-Mex Fiesta Buffet
  - Co-Sponsor Levels - \$125, \$250, \$500, \$750, \$1,000, \$1,500, \$2,000
  - Full Sponsor - \$4,000

---

## State Officers

President – Mark Letchworth | Vice-President – Chris Campbell | Secretary – Jodene Abney | Liaison Officer – Jamie Johnson



# NCPSMA

North Carolina Public School Maintenance Association

Kristie Payne  
Executive Director

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

---

## DOOR PRIZES

- Exhibitors are encouraged to 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 with a list of door prize(s) your company awarded so that your company will be recognized for your generosity in our monthly publication The Maintenance Beacon.
  - You can complete the form on the NCPSMA app or by picking up a blank form from the Registration Desk.

## MEAL TICKETS

- Meal Tickets can be purchased for \$60 (check) per person / \$63 (debit/credit). Meals included are:
  - Tuesday: Dinner
  - Wednesday: Breakfast and Dinner
  - Thursday: Breakfast only
- Meal Tickets must be purchased through NCPSMA Executive Director Kristie Payne before May 1, 2024.
- Due to our Catering Cutoff date of May 1<sup>st</sup>, Meal Tickets **CANNOT** be purchased at the Convention.
- A Buffet Lunch will be served Wednesday and Thursday, which is included in your event registration fee.
- Please check the schedule before purchasing a meal ticket. Most exhibitors will not be present for most meals
- **There will be no refunds for missed meals.**

## HOTEL RESERVATIONS

- Room reservations are to be made on an individual basis.
- Reservations should be made by calling Ridgecrest Reservations Department directly at 1-800-588-7222.
- Special room rates for this convention range from \$129 - \$149 (before taxes), depending on room type and room occupancy.
  - In order to receive the special convention rate, you must inform the Reservationist at the time of booking you are attending the "2024 NCPSMA Convention".
- **NCPSMA 2024 Western Convention reservation block ends May 4, 2024, on this date the Ridgecrest will release the Reserved Room Block and these rates will no longer be available.**
- A credit card will be required for booking your reservation.
- Individual reservation deposits require a one (1) night's room rental.
  - This deposit is refundable less a \$10 per room processing fee if cancelling 60 or more days prior to arrival, one-half refundable if canceling 30-59 days prior to arrive, and non-refundable if cancelling less than 30 days prior to arrival. Ridgecrest is not a "transient hotel" thus rescheduling of cancelled rooms requires greater advanced notice.
- Please be sure to inform Ridgecrest Reservationist of any special needs i.e., handicap accessible room or other special request at the time of booking.
- Check-in time is 4:00 PM and check-out time is 10:00 AM.

## DELIVERY FEES

- If you have need to have materials delivered to Ridgecrest, you must contact Ridgecrest to set up payment for the delivery fee.
- A delivery fee will apply to all boxes and pallets received by Ridgecrest.
- Ridgecrest Conference Center is not responsible for lost or damaged shipments, or any items left more than one (1) week after event's completion.
- Ridgecrest will receive deliveries no earlier than one (1) week prior to the event (2024 NCPSMA Convention).
- Outgoing shipments must be packaged and labeled by event and must be picked up within one week of the event's completion.

---

### State Officers

President – Mark Letchworth | Vice-President – Chris Campbell | Secretary – Jodene Abney | Liaison Officer – Jamie Johnson



# NCPsMA

North Carolina Public School Maintenance Association

Kristie Payne  
Executive Director

224 Mulberry Street, Clyde, NC 28721  
(828) 565-0115 | [office@ncpsma.org](mailto:office@ncpsma.org)

---

## **RIDGECREST BEHAVIORAL STANDARDS**

Ridgecrest is a Christian Conference Center and in keeping with their mission, the following standards help to assume the comfort of all guests.

- Alcoholic beverages, illegal drugs, firearms, and fireworks are not permitted.
- The use of tobacco and tobacco related products are prohibited. A \$250 cleaning fee will be incurred per incident if this standard is violated.
- Burning of incense or candles is prohibited.
- As a courtesy to all guests, please observe noise curfew from 11:30 pm and 6:30 am.
- Immodest clothing, distasteful or offensive monograms/designs, bare feet in public areas, or any extreme style of dress is prohibited.
- Pets are not permitted in any Ridgecrest facility. However, service animals as defined by ADA regulations are permitted. ADA regulations define a service animal as “any dog that is individually trained to do work or perform tasks for the benefit on an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability.” Per the US Department of Justice, “The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.” Such animals are not service animals and are therefore not permitted in any Ridgecrest facility.
- Ridgecrest is not responsible for lost or stolen possessions. Ridgecrest does not assume responsibility for damage or loss of any material articles prior to, during or following events.

**QUESTIONS AND/OR CONCERNS:** Please contact Kristie Payne, Executive Director at [office@ncpsma.org](mailto:office@ncpsma.org) or (828) 565-0115.

If you experience any problems during the convention, please come to the NCPsMA registration desk to speak to either NCPsMA Executive Director Kristie Payne, NCPsMA State President Mark Letchworth, or NCPsMA State Vice-President Chris Campbell. We will, to the best of our ability, work with you to resolve any problem. If you have any questions or comments, please contact Kristie Payne, NCPsMA Executive Director, at (828) 565-0115 or e-mail at [office@ncpsma.org](mailto:office@ncpsma.org).

---

### State Officers

President – Mark Letchworth | Vice-President – Chris Campbell | Secretary – Jodene Abney | Liaison Officer – Jamie Johnson