

NORTH CAROLINA PUBLIC SCHOOL MAINTENANCE ASSOCIATION
16TH ANNUAL WESTERN CONVENTION
MAY 21 – 23, 2024

EXHIBITOR RULES AND REGULATIONS

- 1) DISPLAY SPACE(S)
 - a. Spaces are approximately 3' x 8' with a 2' x 6' table inside the area.
 - b. Displays must be kept in assigned space.
 - c. There are no curtains. This is a display space, not a booth.
 - d. Spaces outside the convention area (courtyard / sidewalks) will be considered display spaces and exhibitors will be charged accordingly.
 - e. There will be no items blocking the aisles in front of the display space.
 - f. If the display will not fit on or beside the table, another space must be purchased.
 - g. If your display will not fit in one space (3' x 8'), you will need to purchase another space prior to convention.

- 2) DISPLAY SPACE SELECTION
 - a. Display Space Selection is chosen by earliest postmarked payment or financial institution noted date and time for credit card users.
 - b. Emailed copies of registration forms or checks do not qualify.
 - c. You must have someone present to choose your display space if you do not you forfeit your choice of location.
 - d. Spaces will be assigned (after selection process) to exhibitors that are not present during selection process. There will be no exceptions.

- 3) DISPLAY SPACE SELECTION DATE AND TIME
 - a. Display selection will be Wednesday, May 22, 2024, at 8:30 am.

- 4) DISPLAY SPACE SETUP
 - a. Exhibitor setup time will follow completion of selection.
 - b. In fairness to all, exhibitors will not be permitted to begin setup until all exhibitor's present have chosen their space.
 - c. Please be on time and ready so that selection can take place in a timely and orderly manner.
 - d. Exhibitors are expected to adhere to the setup times so that an orderly and mannerly convention can take place.

- 5) DISPLAY SPACE BREAKDOWN
 - a. Exhibitor breakdown time will be Wednesday, May 22, 2024, begin at 2:30 pm.
 - b. All exhibitors are required to have their areas cleared by Wednesday, May 22, 2024, at 4:30 pm.
 - c. Exhibitors are expected to adhere to the breakdown times so that an orderly and mannerly convention can take place.

- 6) EXHIBITOR REPRESENTATIVE(S)
 - a. Each exhibitor representative must register for the convention.
 - b. If your company has several representatives attending, everyone must be registered.

- 7) EXHIBITOR REPRESENTATION
 - a. No exhibitor can be selling their services or products in or around the convention meeting rooms or hallways without purchasing a display space or providing sponsorship (\$500.00 minimum). There will be no exceptions.
 - b. For an exhibitor's name to be listed in the program they must provide sponsorship (\$500.00 minimum) or purchase a display space.

- 8) DOOR PRIZE INFORMATION
 - a. 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.
 - b. Door Prizes cannot consist of alcoholic beverages.
 - c. We request that each vendor complete the *Door Prize Winner's* form provided in your registration packet. Please be sure to list all door prize(s) your company awarded as well as the recipient. We ask that you please return this form to the Registration Desk prior to leaving the convention so that we may recognize your company in our monthly publication, The Maintenance Beacon, for your participation and generosity in the Convention.

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