



# NCPSSMA

North Carolina Public School Maintenance Association

Kristie Payne  
Executive Director

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

February 6, 2026

Dear Valued Exhibitor,

We're excited to invite you to participate in the **18th Annual NCPSSMA Western Conference**, taking place **May 19–21, 2026**, at the **Ridgecrest Conference Center in Black Mountain, North Carolina**. Since its beginning in 2008, this conference has continued to grow thanks to the support of our exhibitors and sponsors—and we're looking forward to another successful year together.

## Conference Highlights

Breakout Sessions will be held throughout the conference.

### **Wednesday, May 20 – Vendor Day**

- **8:00–9:00 AM** – Exhibitor Setup
- **9:00–11:00 AM** – *Exclusive Vendor Visitation for Directors & Supervisors*
- **11:00 AM–12:00 PM** – *Vendor Connection & Trade Show Exploration*
- **12:00–1:00 PM** – Buffet Luncheon for Exhibitors & Attendees
- **1:00–4:00 PM** – *Vendor Connection & Trade Show Exploration*
- **4:00–5:00 PM** – Exhibitor Breakdown
- **4:15 PM** – Cornhole Tournament

➡ We encourage exhibitors to award door prizes at their display spaces and to consider donating a prize for the **Closing Session** as an additional way to promote your company and support the event.

## IMPORTANT: Exhibitor Display Space Locations

Please read carefully before registering.

- A total of **100 exhibitor display spaces** are available.
- **80 display spaces are located inside the Exhibit Hall.**
- **20 display spaces are located in the front and back hallways outside the Exhibit Hall.**
- **Not all exhibitors will be placed inside the Exhibit Hall.**
- **Display space location is assigned based on the date payment is received.**
- Early registration increases the likelihood of being placed **inside the Exhibit Hall**, but placement **cannot be guaranteed**.

This information is provided to ensure exhibitors understand that hallway placement is possible and may be assigned if Exhibit Hall spaces fill.

## Exhibitor Display Spaces

- **Member Price:** \$600 (check) / \$621 (card)
- **Non-Member Price:** \$725 (check) / \$750 (card)

➡ Not a member? Join NCPSSMA for \$20 (check) / \$21 (card) and receive member pricing.

- Includes **1 exhibitor representative registration**
- Approx. **3' x 8' space** with **2' x 6' table**
- Displays must fit within the assigned space due to fire codes
- Display selection based on **payment date received**

State Officers

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



# NCP SMA

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- Electrical access is limited and not guaranteed; assigned on a first-come, first-served basis.
  - Selling or promoting without a paid display space or sponsorship (**\$600 minimum**) is not permitted

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## Additional Registrations

- **\$100 (check) / \$104 (card)** per person before **April 20, 2026**
- **\$110 (check) / \$114 (card)** per person after **April 20, 2026**

➡ All representatives must be registered, including manufacturer reps.

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## Door Prizes

We love recognizing your generosity in *The Maintenance Beacon*!

- Give away door prizes from your display space during vendor hours
- Consider donating a prize for the Closing Session
- Complete the **Door Prize Winner Form** via the NCP SMA app or QR code provided at check-in
- Alcoholic beverages are **not permitted** as door prizes

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## NCP SMA App

Download the NCP SMA app on iOS or Android for:

- Conference schedule & updates
- Exhibitor list, forms, and sponsor info
- Attendee directory & email access
- Door prize entry and more

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## Sponsorship Opportunities

Choose from several sponsorship opportunities to increase your visibility and support the conference. Sponsors are recognized through signage, the conference program, the NCP SMA app, website, and *The Maintenance Beacon*.

### **Available Sponsorships:**

- Morning Break & Light Refreshments – \$125–\$2,500 (Full: \$2,500)
- Exhibitor & Member Buffet Luncheon – \$125–\$11,000 (Full: \$11,000)
- Cornhole Tournament with Snacks – \$125–\$1,000 (Full: \$1,000)
- Coffee & Juice Break – \$125–\$600 (Full: \$600)
- Buffet Luncheon for Everyone – \$125–\$6,000 (Full: \$6,000)

➡ Full and co-sponsorship options are available. Details are included in the attached materials.

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## Meal Information

### **Included with Registration:**

- Wednesday & Thursday buffet luncheons

### **Lunch-Only Ticket (Tuesday):**

- \$16 (check) / \$17 (card)

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## Meal Ticket Package:

- \$66 (check) / \$69 (card)

Includes Tuesday dinner, Wednesday breakfast & dinner, and Thursday breakfast.

⚠ Tickets must be purchased by **April 27, 2026**—no on-site sales or refunds.

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## [Hotel Reservations – Ridgecrest Conference Center](#)

- Room rates: **\$139–\$159 per night** (before taxes)
  - Call **1-800-588-7222** and reference “**2026 NCPSMA Conference.**”
  - Discounted rates available through **May 2, 2026**
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## [Shipping Display Materials](#)

- Contact **Gabe Presnell** at Ridgecrest to arrange delivery fees
  - Deliveries accepted no earlier than **one week before** the event
  - Clearly label shipments with “**YOUR COMPANY NAME**” and “**NCPSMA.**”
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## [Questions?](#)

Contact:

**Kristie Payne, Executive Director**

✉ office@ncpsma.org | 📞 (828) 565-0115

Thank you for your continued support of NCPSMA. We look forward to seeing you in **Black Mountain this May!**

Sincerely,

**Kristie Payne**

Executive Director, NCPSMA

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