



2024 ANNUAL EDUCATIONAL CONFERENCE

Exhibitor Interest Form

Please register your interest in exhibiting by completing the information below and submitting this form to Chris Barnes at chris.barnes@pittcountync.gov

Company Name			
Contact Name		Phone #	
<p>Mailing Address:</p> <p>Email Address:</p> <p>Website:</p>			
Is your company a sponsor of the 2024 NCPRI MA Educational Conference?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, indicate sponsorship level or amount			
If selected, I agree to ensure my booth is manned during exhibit times		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require an electrical receptacle?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
List the name of your one attendee included in your exhibitor booth registration.			
<p>The Early Bird Exhibitor Fee is \$750 for NCPRI MA members and \$950 for non-members and INCLUDES (1) conference registration (membership is \$75). Exhibitor Fee will be determined by membership level of attendee included with booth registration. If selected, you will be given instructions for booth registration and payment. If your company has more than the one attendee, please submit the appropriate registration and fee for each additional attendee.</p>			

By completing this form, you are not guaranteed a spot. Space is extremely limited. Exhibitor spaces will be awarded on **July 5, 2024**. Payment is due no later than **July 25, 2024**. If payment is not received by **July 25, 2024** the exhibitor table will be forfeited and awarded to an exhibitor on the waiting list.

Sponsorship Levels

Sponsorship is not required in order to have an exhibitor booth. However, with a limited number of exhibitor booths available, booth selection priority will be given based off of sponsorship level. This year’s sponsorship levels are:

- Diamond - \$4,500
- Platinum - \$3,500
- Gold - \$2,500
- Silver - \$1,500
- Bronze - \$750

Exhibitor Selection Process

1. The Exhibitor Selection Committee will accept all Exhibitor Interest Forms, up until July 3, 2024.
2. The Exhibitor Interest Forms will be ranked in the following order:
 - 2024 NCPRIMA Annual Conference Sponsorship level.
 - Date and time Exhibitor Interest Form received by selection committee.
3. The Exhibitor Selection Committee will determine the number of available exhibitor booths, for this year's conference, and then select exhibitors from the ranked list.
4. The unselected exhibitors will remain on a wait list, in the event additional space becomes available or a selected exhibitor decides not to attend, or non-payment by the deadline.
5. If payment, for awarded booth and selected sponsorship level noted on Exhibitor Interest Form, is not received by July 25, 2023, the booth will be awarded to the next exhibitor on the wait list.

Cancellation

In the event an exhibitor decides to cancel their booth, prior to August 6, 2024, a refund (minus credit card processing company's fee and membership dues if applicable) will be issued.

In the event an exhibitor decides to cancel their booth, on or after August 6, 2024, a refund (minus credit card processing company's fee and membership dues if applicable) will only be issued if the Exhibitor Selection Committee is able to fill the booth with another vendor.

If NCPRIMA cancels the event a full refund will be issued.

Exhibitor Guidelines

1. Selected exhibitors will be sent a separate link for registration and payment on July 5, 2024.
2. Exhibitor booths are comprised of one (1) twenty-nine inch by six-foot table, white table cloth, skirt and one (1) chair. Power receptacles are available if noted above on this form. No displays larger than the provided table will be allowed.
3. All exhibitors are required to set-up on Sunday, September 8, 2024 between noon and 4pm. If your booth is not set-up by 4:30pm, NCPRIMA will have the right to award your space to a vendor on the waiting list.
4. All exhibitor's booths will be operational and manned for the Opening Reception on September 8th at 5pm.
5. All exhibitor booths will need to be dismantled and removed on September 11 by 12pm.
6. We welcome door prizes from our exhibitors. Door prizes will be given out during the closing ceremony at 12:15pm, Wednesday, September 11, 2023. Vendors will have the ability to present their door prize as an opportunity to showcase their company. If you prefer not to participate in the closing ceremony, you may draw your winner and allow the door prize to be given out by the NCPRIMA President (please include your business card with your gift).