



**2017 Conference Exhibitor Information**

When: **Thursday** – October 19<sup>th</sup> – **Friday** – October 20, 2017  
Where: Guilford Ballroom  
Expected Attendance: 1000

**Commercial Exhibitors**

Exhibit Booth Fees: First Booth \$600  
Each Additional Booth \$550  
Two complimentary Registrations Per Booth  
All other personnel working in booth must register to attend\*\*

**Non-Profit Exhibitors**

Exhibit Booth Fees: First Booth \$300  
Each Additional Booth \$300  
One complimentary Registration Per Booth  
All other personnel working in booth must register to attend\*\*

\*\*We encourage membership in NCSTA. While you do not need to be a member of NCSTA to exhibit, you must register to attend the conference.

Hotel Accommodations:

NCSTA encourages all exhibitors, needing overnight accommodations, to utilize the **Sheraton Greensboro Hotel**.

Sheraton Greensboro Hotel – Four Seasons  
3121 W. Gate City Blvd. – Greensboro, NC 27407  
Phone: 336.292.9161  
Sales & Reservations: 800.242.6556  
Conference Rate: \$144 single/double occupancy plus tax  
Reservation Deadline: Monday September 18, 2017

Exhibitor Set-Up: Wednesday October 18, 2017  
2:00 – 6:00 p.m.

Show Times: Thursday, October 19th 9:00 a.m. – 4:30 p.m.  
Friday, October 20th 8:30 a.m. – 1:00 p.m.

Tear-down: Friday October 20th 1:00 p.m. – 3:00 p.m.  
Exhibitors will not be allowed to tear down prior to 1:00 p.m.  
*Exhibits must be cleared from floor by 3:00 p.m.*

Booth Specifications: Each booth is 8' x 10' and includes two (2) chairs, one (1) eight-foot table skirted and draped, signage and overnight security on Wednesday and Thursday. Any additional furnishings such as carpeting or extra tables and chairs must be arranged through the official services contractor.

Booth Assignments: Show management reserves the right to assign or reassign booths based on the betterment of the show. Please state booth preferences on your registration form. Every attempt will be made to honor your request.

Booth Services: Electrical, telephone and internet services must be arranged through the hotel/convention center. An electrical/phone/internet service order form will be provided along with exhibitor services kit from the exhibition decorating services.



- Exhibit Area Restrictions:** No motor vehicles or front-end loaders are permitted in the exhibit area.
- Exhibitor Break Room:** An exhibitor break room will be available with light refreshments during show hours. Lunch will not be provided.
- Shipping/Drayage:** All shipping, material handling and labor must be arranged through our official service contractor (Hollins Exposition Services). Do not ship materials directly to the convention center. A complete kit for services will be sent to you approximately 45 days before the show.
- Sponsorships:** Sponsorship opportunities are available. See sponsorship sheet.
- Commercial Presentations:** Speakers and presenters at regular conference sessions are expected to refrain from promoting commercial materials. You may, however, recommend persons affiliated with your company as presenters for regular, non-commercial presentations. **[Click here to access our speaker proposal.](#) Proposals need to be submitted by June 30, 2017. You must be an exhibitor in order to present.**
- Door Prizes:** We ask that door prize contributions are donated to the NCSTA Raffle/Silent Auction. Winners will be announced at our General Session on Friday, October 20th. Please indicate your interest in providing door prizes on the exhibitor registration form.
- Description of Exhibit:** Provide two or three sentences, on the exhibitor registration form, that describes what your company will be exhibiting. This will assist us in assigning booth space.
- Registration/Payment Due:** [Click here for on-line exhibitor registration.](#) You may choose the option of payment via credit card or check. Please note that all exhibitor registrations must be completed online.
- If you are paying by check, please print the payment invoice and mail with your check to: NCCTM – P.O. Box 33313 – Raleigh, NC 27636. You will receive confirmation of payment via email.
- Cancellation Policy:**
- |                                    |                   |
|------------------------------------|-------------------|
| <b>90 Days prior to conference</b> | <b>75% refund</b> |
| <b>60 Days prior to conference</b> | <b>50% refund</b> |
| <b>30 Days prior to conference</b> | <b>No refund</b>  |
- Conference Registrations:** Conference registration fees will be refunded if cancellation is received by September 26th. A service charge of \$20 will be deducted from each refund. Membership dues are non-refundable.
- NCSTA Tax ID:** 56-1492328 – NCSTA is a non-profit organization
- Conference & Exhibit Services:** Kay Swofford: Email - [ncctm@conferenceresourcesnc.com](mailto:ncctm@conferenceresourcesnc.com)  
Phone: 336.430.4264