



Celebrating 50 Years – 1969-2019
50 Years of STEMing the Tide for Scientific Literacy
2019 Conference Exhibitor Information

When: **Thursday, November 14 – Friday, November 15, 2019**
Where: Benton Convention Center – Winston-Salem, NC
Expected Attendance: 800

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 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:

Marriott Winston-Salem
425 North Cherry Street – Winston-Salem, NC 27101
[Click Here to Make Your Hotel Reservation](#)
Conference Rate: \$159 single/double occupancy plus tax.
Reservation Deadline: October 16, 2019

NCSTA encourages all exhibitors, needing overnight accommodations, to utilize the **Marriott Winston-Salem Hotel.**

Exhibitor Set-Up: Wednesday, November 13th
3:00 – 7:00 p.m.

Show Times: Thursday, November 14th 8:00 a.m. – 4:45 p.m.
NCSTA 50 Year Celebration 4:45 p.m. – 6:00 p.m.
To be held in Exhibit Area
Friday, November 15th 8:00 a.m. – 1:30 p.m.

Tear-down: Friday, November 15th 1:30 p.m. – 2:00 p.m.
Exhibitors will not be allowed to tear down prior to 1:30 p.m.
Exhibits must be cleared from floor by 3:30 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 area will be available during show hours.

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, submit a proposal to present a commercial session. Commercial presentations are \$125 per session. [Click here to access our speaker proposal.](#) **Deadline for submission is June 30, 2019. Your company must be an exhibitor in order to present.**

Door Prizes: 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: [Please 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 paying by check, please print the payment invoice and mail with your check to: NCSTA, PO Box 33478, Raleigh, NC 27636. You will receive confirmation of payment via email.

Cancellation Policy:

90 Days prior to conference	75% refund
60 Days prior to conference	50% refund
30 Days prior to conference	No refund

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
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