



**NCSTA's Annual Professional Development Institute
Launch your Science Program into a Higher Orbit
Benton Convention Center – Winston-Salem, NC – November 4-5, 2021
2021 Conference Exhibitor Information**

When: **Thursday November 4 – Friday November 5, 2021**

Where: Benton Convention Center – Winston-Salem, NC

Expected Attendance: 500

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, extra personnel 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: \$162 single/double occupancy plus tax.
Reservation Deadline: October 6, 2021

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

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

Show Times: Thursday, November 4th 8:00 a.m. – 4:30 p.m.
Friday, November 5th 8:00 a.m. – 1:30 p.m.

Tear-down: Friday, November 5th 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 3:00 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 if necessary. Please state booth preferences on your registration form. Every attempt will be made to honor your request.

Booth Services:	Electrical and internet services must be arranged through the hotel/convention center. Please note that complimentary wi-fi is available throughout the 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 with light refreshments 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 and contribution 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. Speaker/Presenter applications will be on the website www.ncsta.org. Deadline for submission is June 30, 2021. Your company must be an exhibitor in order to present.						
Door Prizes:	We will continue this year with our Spin-a-Wheel giveaway in the exhibit hall. 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 – P.O. Box 33478 – Raleigh, NC 27636. You will receive confirmation of payment via email.						
Cancellation Policy:	In the event that conference is cancelled, you will receive a 100% refund <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">90 Days prior to conference</td> <td style="text-align: right;">75% refund</td> </tr> <tr> <td>60 Days prior to conference</td> <td style="text-align: right;">50% refund</td> </tr> <tr> <td>30 Days prior to conference</td> <td style="text-align: right;">No refund</td> </tr> </table>	90 Days prior to conference	75% refund	60 Days prior to conference	50% refund	30 Days prior to conference	No refund
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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:	Joette Midgett – ncstabusinessmanager@mindspring.com 919-621-8077 Manley Midgett – midgettm@meredith.edu 919-218-7917						