



**NCSTA's Annual Professional Development Institute  
Benton Convention Center – Winston-Salem, NC – November 2-3, 2023  
2023 Conference Exhibitor Information**

When: **Thursday November 2 – Friday November 3, 2023**

Where: Benton Convention Center – Winston-Salem, NC

**Commercial Exhibitors**

Exhibit Booth Fees: First Booth \$700  
Each Additional Booth \$650  
Two complimentary Registrations Per Booth  
All other personnel working in booth must register to attend\*\*

**Non-Profit Exhibitors**

Exhibit Booth Fees: First Booth \$400  
Each Additional Booth \$400  
One complimentary Registration Per Booth  
All other personnel working in booth must register to attend\*\*

[On-line exhibitor registration](#)

\*\*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](#) as a conference participant.

Hotel Accommodations:

**Marriott Winston-Salem**

425 North Cherry Street – Winston-Salem, NC 27101

[Click Here to Make Your Hotel Reservation](#)

Conference Rate: \$168 single/double occupancy plus tax.

Reservation Deadline: October 3, 2023

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

Exhibitor Set-Up: Wednesday, November 1nd 3:00 p.m. – 7:00 p.m.

Show Times: Thursday, November 2nd 8:00 a.m. – 5:15 p.m.  
Friday, November 3th 8:00 a.m. – 1:30 p.m.

Tear-down: Friday, November 3th 1:30 p.m. – 2:30 p.m.

Exhibitors should not plan to tear down prior to 1:30 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 if necessary. Please email us at [midgettm@meredith.edu](mailto:midgettm@meredith.edu) or [ncstabusinessmanager@mindspring.com](mailto:ncstabusinessmanager@mindspring.com) for specific requests. 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 30 days before the show.

Sponsorships: Sponsorship and contribution opportunities are available. See sponsorship sheet.

**Commercial Presentations:** You may submit a [proposal to present a commercial session](#). Commercial presentations are \$125 per session. **Commercial Presenter applications are also on the website at [Exhibitors - NCSTA](#). Deadline for submission is June 30, 2023. Your company must purchase a booth in order to present.**

Door Prizes: We will continue this year with our Spin-a-Wheel giveaway in the exhibit hall and during the conference. Please let us know if you will be donating a door prize so that we can be prepared with the Wheel. Email us at [ncstabusinessmanager@mindspring.com](mailto:ncstabusinessmanager@mindspring.com) and indicate that you will be participating in the Spin-a-Wheel event.

Registration/Payment Due: [Please click here for on-line exhibitor registration](#). You may choose the option of payment via credit card (Visa, Mastercard, Discover) or check. Please contact us at [ncstabusinessmanager@mindspring.com](mailto:ncstabusinessmanager@mindspring.com) if payment by AMEX is necessary. **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 from the system.

**Cancellation Policy:** **In the event that conference is cancelled, you will receive a 100% refund**

<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 501(c)(3) non-profit organization**

**Conference & Exhibit Services:** **Joette Midgett – [ncstabusinessmanager@mindspring.com](mailto:ncstabusinessmanager@mindspring.com)  
919-621-8077  
Manley Midgett – [midgettm@meredith.edu](mailto:midgettm@meredith.edu)  
919-218-7917**