



7021 Goshen Road, Oxford, NC 27565 Telephone: 919-690-4295
email:rbhuff777@gmail.com or ncacte18@gmail.com

DATE: February 5, 2019

MEMO TO: Summer Conference Exhibitors
FROM: Ruth Huff, Executive Director
REF: NORTH CAROLINA 2019 CAREER & TECHNICAL
EDUCATION SUMMER CONFERENCE

The North Carolina Association for Career and Technical Education (NCACTE) and the Career and Technical Education Division of the North Carolina Department of Public Instruction (NCDPI) are pleased to invite you to exhibit at this year's 2019 Career and Technical Education Summer Conference in Greensboro, North Carolina. The conference will be held the week of **July 14-18, 2019** at the Joseph S. Koury Convention Center. The exhibits displayed during this conference represent the primary resource for career and technical educators who purchase educational products and services throughout the year. We are very excited about this year's summer conference. The Career and Technical Education state staff and our professional association have worked hard to create a conference schedule that will cause our exhibit show to be a highlight of our summer conference program. **The Guilford Ballroom will be open from 5:30pm-8:30pm on Monday for division booths and vendors who would like to open. Traffic will probably be light on Monday. Registration will be just outside of the ballroom. The Showcase will open on Tuesday from 8:00am to 5:00pm. Conference opening session will be held for all attendees 1:00pm 3:00pm. There will be a break from 3-3:30pm in the Guilford Ballroom, where your exhibits will be set up. Following the break there will be program area sessions until 5:00pm. Note the attached schedule for exact times**

This year we plan to give away a "Cash Prize" in a raffle to attendees that visit the showcase. Exhibitors will be given the tickets and when a participant visits your booth and talks to you, you may choose to give them a ticket which they will bring to the NCACTE booth to be placed in the drawing. They should only receive 1 ticket per vendor, per day. I know this puts a little more work on you, but this way they cannot enter the drawing without talking to you. Hopefully this will increase participation in the exhibit show. There will be a closing session on Thursday, from 10:30am-12:30pm. At the conclusion of the closing session the conference will end. The cash prize will be awarded during this session. We would also like to give another cash prize at the closing session, at which the winner must be present to win at the session. If your company would like to sponsor this prize you will be given a few minutes on the program to speak at this closing session.

As in the past, exhibitors' that purchased space in our Exhibitors' Showcase will have the opportunity to continue their exhibit in our "Third Floor Exhibitors' Showcase" for the remainder of the conference. Beginning at 7:15 am on Wednesday and Thursday morning the "Third Floor Exhibitors' Showcase" will be open for business on the third floor of the Koury Convention Center at a cost of \$200 per booth for those days. We will try to provide some assistance in moving your exhibits.

The following items are included with this packet:

- 1)..... Invitation memo
- 2)..... Exhibitors' Showcase Schedules.
- 3)..... Exhibit Show Information sheet
- 4)..... "Exhibit Space Agreement" form
- 5)..... Ad Fee Information
- 6)..... Floor Plan for Main Exhibitors' Showcase in Guilford Ballrooms
- 7)..... Floor Plan for Third Floor Exhibitors' Showcase
- 8)..... Vendor Sponsorship Program information sheet
- 9)..... Sponsorship opportunities
- 10)..... Region II sponsorship opportunities and exhibit show

**Details pertaining to lodging and decorator services will be sent to you with your confirmed Exhibit Space Agreement.*

A list of exhibitors will be included in our summer conference program. To have your company identified in the program, we must receive your payment and exhibit space agreement no later than Wednesday, May 15, 2019 If you have any questions or need additional information, please contact Ruth Huff at 919-690-4295. We look forward to having you with us!

2019 NC Career and Technical Education
NC Career and Technical Education Summer conference

Sheraton Greensboro/ Joseph S. Korey Convention Center

Greensboro, NC

July 14-18, 2019

Conference Participants Registration will be located just outside of the of the Guilford Ballroom

Exhibitors' Showcase Schedule

Monday, July 15, 2019

12:00pm-5pm Setup for Exhibits Guilford Ballroom

5:30pm-8:30pm Registration, and division booths open (Vendors may also open if desired)

Tuesday, July 16, 2019

8:00 am-12:00 pm Registration Open Guilford Ballroom

8:00am-5:00pm Exhibitor's Showcase Visitation Guilford Ballroom

8:00am-12:30pm Division booths open

1:00pm-3 pm Program Area opening sessions

3:00-3:30pm Break and Exhibitors showcase, Division booths for participants in Guilford Ballroom

3:30pm-5:00pm Program Area sessions

Third Floor Exhibitors' Showcase opportunity is open only to those exhibitors who are registered and have been a part of our regular exhibitors showcase.

Wednesday, July 17, 2019

7:15am-4:00pm Third Floor Exhibitors' Showcase

Thursday, July 18, 2019

8 -00am-12:30pm Third Floor Exhibitors' Showcase

10:30 am-12:30 pm Awards and Closing Session

**2018 NORTH CAROLINA CAREER & TECHNICAL EDUCATION
SUMMER CONFERENCE
July 14-18, 2019**

INFORMATION FOR EXHIBITORS

Exhibit Space: The North Carolina Association for Career and Technical Education is handling arrangements relating to exhibits at the statewide conference. The exhibits will be housed in the Joseph S. Koury Convention Center/Sheraton Greensboro Hotel at Four Seasons, Greensboro, North Carolina Conference registration will be held inside the ballroom this

Decorator Services: Hollins Exposition Services will handle the set-up and decoration of the booths. Upon receipt of your confirmed Exhibit Space Agreement, Hollins Exposition Services will mail to you an information packet. This packet will include information about shipping, electrical connections, and additional items that you may want to order for your exhibit. Be sure to complete the form for any needed services and return to Hollins.

Booths: Each booth will be 10 x 8 and will be set up according to the attached diagram with 8' high back drapes. Space in multiples of 10' wide may be reserved. Each booth will be furnished with one draped table (approximately 2' x 8'), two chairs, a tablecloth, and a sign with the company's name and I asking for both trashcans as you have requested.

Electrical: The Koury Convention Center will provide electrical, telephone and/or Internet services. Please complete if needed and return with your booth agreement. This should be sent to you from Hollins upon request.

Exhibit Location and Parking: Exhibitors will be able to unload their materials at the Loading Dock area of the Convention Center. Parking will be available adjacent to the Convention Center.

Advance Shipment of Merchandise: Any shipment of merchandise must be made through Hollins Exhibition Services - telephone 336-315-5225 or fax 336-315-5220.

Rental Fee for "Exhibitors' Showcase": Each exhibit booth space will be 10' x 8' and will rent according to the following schedule:

Rental of booth (Front Corner)	@ \$500
Rental of booths (Back Corner)	@ \$450
Rental of all other booths (Inside)	@ \$400
*Rental of multiple booths—additional spaces will be discounted at a rate of \$325 per additional space rented. All additional spaces will be “inside” booths.”	

Rental Fee for "Third Floor Exhibitors' Showcase": Each exhibit booth space will be 8' x 10' and will rent for a cost of \$200 each. The "Third Floor Exhibitors' Showcase" is open only to vendors who have purchased space in the regular "Exhibitors' Showcase." Booth area(s) will be considered rented only upon receipt of the Exhibit Space Agreement and a check or purchase order covering the proper amount. The exhibit management will make every effort to assign the exhibitors their first choice, but reserves the right to make final assignment with due consideration for type of exhibit and otherwise in the best interest of the conference.

Liability: The exhibitor agrees to comply with the fire, safety, and health regulations of the Joseph S. Koury Convention Center. Exhibit materials and equipment must be duly protected by safety guards and devices, where necessary, to prevent accidents. The exhibitor further agrees to make no claims against the Joseph S. Koury Convention Center/Sheraton Greensboro Hotel at Four Seasons; the NCDPI, Career & Technical Education Section; the North Carolina Association for Career and Technical Education, Hollins Exhibition Services or their employees or representatives for loss, theft, damage or destruction of goods, or for injury to exhibitors themselves or their employees. All exhibit material should be insured by the exhibitor from the time it leaves their firm until it is returned to them from the show.

Contract Deadline: The "Exhibit Space Agreement" form must be returned to **Ruth Huff Executive Director, North Carolina Association for Career and Technical Education, 7021 Goshen Road, Oxford, North Carolina 27565**, no later than **Tuesday, May 15, 2019** to ensure that your company is included on the list of exhibitors in our program.

Character of Exhibits: Products and/or services related to the educational and professional development of conference participants are suitable for exhibition. The conference exhibit management reserves the right to decline or prohibit any exhibit which, in their judgment, is not suitable to or in keeping with the character of the exhibition. The primary purpose of the exhibits is to show and demonstrate wares or services that can be used by teachers and support/administrative personnel in the conduct of classroom and internal/external laboratory activities.

Access to the Exhibits: Access to the exhibits will be restricted to persons properly registered for the conference and who display appropriate badges indicating their status as a conference participant. The exhibit management reserves full control over such admission. Exhibitors and their representatives will be provided badges at no cost.

Hotel Accommodations: Lodging information will be sent to you upon receipt of the confirmed Exhibit Space Agreement.

Additional Information: Specific additional information pertaining to the overall conference or a particular program area can be obtained by contacting Felicia Gray-Watson at felicia.graywatson@dpi.nc.gov.

EXHIBIT SPACE AGREEMENT

**North Carolina Career & Technical Education Summer Conference
Joseph S. Koury Convention Center, Greensboro, North Carolina
July 14-18, 2019**

Signature of Person Authorizing this Agreement: _____
 Printed Name of Person Authorizing this Agreement: _____
 Business/Company Name: _____
 Address: _____
 Telephone No: _____ E-Mail: _____
 Name(s) of Representative(s): _____

CALCULATION OF FEES
NCACTE Vendor Sponsorship Program

*Note the information that explains the benefits of being a NCACTE Vendor Sponsor on the attached document labeled "NCACTE VENDOR SPONSORSHIP PROGRAM." All exhibitors, including "Vendor Sponsors," must indicate the type space requested (FRONT, BACK, OR INSIDE) and include the appropriate cost of the space on this form. Note the example included on a separate page with this information. A vendor sponsorship will entitle you to a \$400 discount noted on line 10 on this form.

GOLD Exhibitor = \$775 SILVER Exhibitor = \$725 BRONZE Exhibitor = \$675

1. Enter the appropriate amount for the type of sponsorship chosen \$ _____

Main Exhibitors' Showcase (Monday pm-Tuesday pm)

2. Request one (1) FRONT CORNER space @ \$500 \$ _____
 3. Request one (1) BACK CORNER space @ \$450 \$ _____
 4. Request one (1) INSIDE SPACE @ \$400 \$ _____

All additional spaces will be inside spaces

5. Request 2nd space @ \$375 \$ _____
 6. Request 3rd space @ \$350 \$ _____
 7. Request 4th space @ \$325 \$ _____

3rd Floor Exhibitors' Showcase (Wednesday am-Thursday pm)

***Only Main Exhibitors' Showcase participants are invited to participate in the 3rd Floor Exhibitors' Showcase**

8. Request (enter number) _____ of spaces @ \$200 each \$ _____
9. TOTAL OF LINES 1-8 \$ _____
10. Vendor sponsorship, Gold, Silver, Bronze may deduct \$400 from the total on line 9...\$ _____
11. Adjusted total after deducting \$400 from line 9.....\$ _____

Using the attached floor diagrams indicate the space number(s) that you prefer.

<u>Main Exhibitors' Showcase</u>	<u>3rd Floor Exhibitors' Showcase</u>
1 st Choice of space(s) _____	_____
2 nd Choice of space(s) _____	_____
3 rd Choice of space(s) _____	_____

<u>Method of Payment</u>
___ Check payable to NCACTE (Attach check to "EXHIBIT SPACE AGREEMENT") ___ AMERICAN EXPRESS ___ VISA ___ MASTERCARD

Credit Card # (Debit Card <u>NOT</u> Accepted)
Credit Card Expiration Date _____

Cardholder's Name as Appears on Card

Return completed form with payment to: NCACTE 7021 Goshen Road, Oxford, NC 27565 Phone: 919-690-4295 Email: rbhuff777@gmail.com

NCACTE WEBSITE ADVERTISING OPPORTUNITY

Check-out our NCACTE website at ncacteonline.org.

At least 3 times per year our professional association publishes the **NCACTE NEWS** and posts this professional association newsletter on our website. As a special offer to our **2019 Summer Conference Exhibit Show** vendors we will include in each of our three newsletters a **full page ad for a total cost of \$300**. In addition, you as one of our Summer Conference vendors may choose to be one of our **website sponsors for \$150**. As a website sponsor your company name company logo, and a direct link to your company's website will be included on our website's home page. All of our website sponsors will be listed as **"Friends of NCACTE,"** and will also be added to our links page with linkable logos.

Please send your ad in electronic format to rbhuff777@gmail.com by August 17, 2018

\$300	NCACTE NEWS AD (Full page, 3 editions)	\$ _____
\$150	NCACTE Website Sponsor	\$ _____
Total Amount		\$ _____

Company Name: _____

Address: _____

Email Address: _____

Phone #: _____

NCACTE

VENDOR SPONSORSHIP PROGRAM

GOLD Exhibitor

\$ 775

Summer Conference Exhibit + 2 additional workshops * Not including the Region II conference*

Special Signage for Summer Conference Booth

Company Logo / Link on NCACTE Website

Advertisement in Newsletter (3 editions)

Choice of Summer Conference Booth Location

One Membership in NCACTE (New & Related Services Division)

SILVER Exhibitor

\$ 725

Summer Conference Exhibit + 1 additional workshop *

Special Signage for Summer Conference Booth

Advertisement in Newsletter (3 editions)

BRONZE Exhibitor

\$ 675

Summer Conference Exhibit

Special Signage for Summer Conference Booth

Company Logo / link on NCACTE Website

All Exhibitor Package prices above are for 1 booth. Prices for additional booths are quoted by the Executive Director.

**Additional Workshops: NCACTE Professional Development in February. Other Workshops TBD and notification will be sent. This does not include the Region II conference in October.*

A-La Carte Items

Summer Conference Exhibit Booth - \$ 450 / \$ 500

Additional Booths – Quote

Workshop* Exhibit Booth - \$ 100

Newsletter Advertisement (3 editions) - \$ 300

Company Logo / Link on NCACTE Website - \$ 150

NCACTE membership (New & Related Services Division) - \$ 80 value

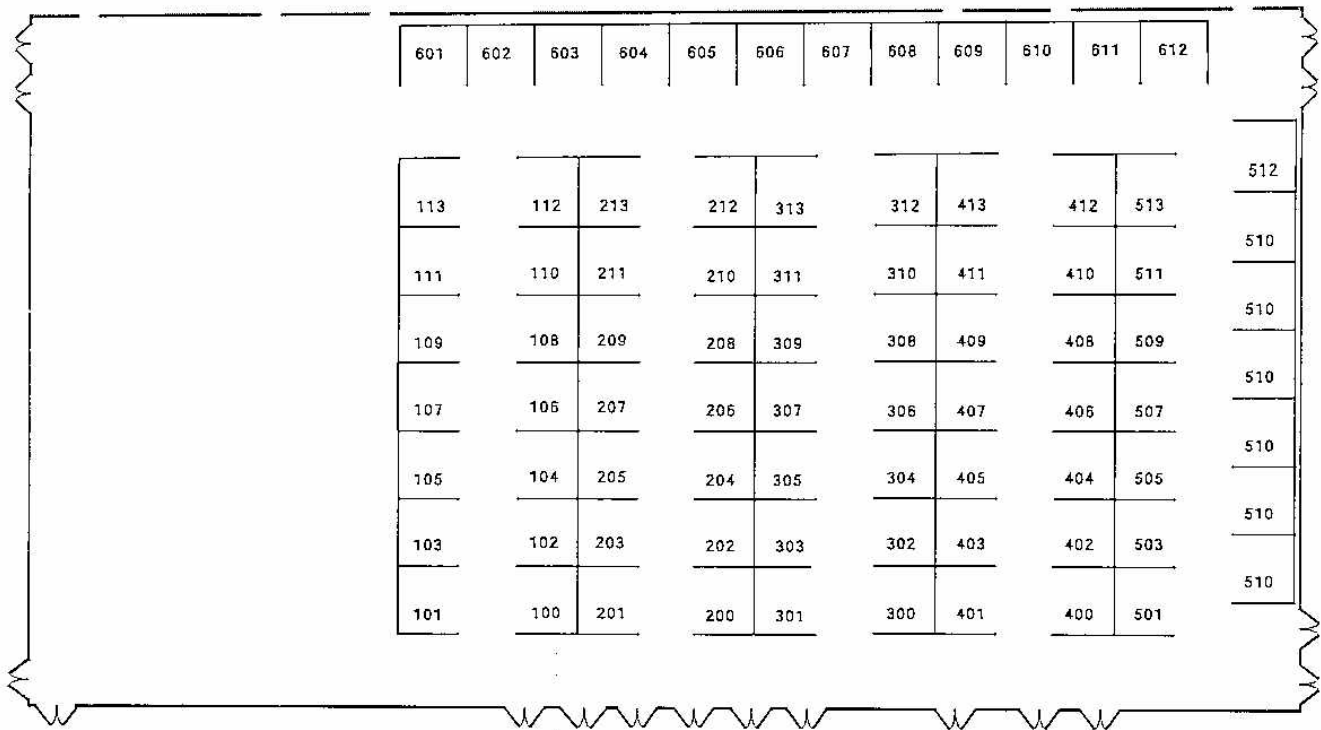
Contact: Ruth Huff, NCACTE Executive Director, 7021 Goshen Road, Oxford, NC 27565, Cell phone: 919-690-4295

OPTIONAL SPONSORSHIP OPPORTUNITIES:

Last year many of you said you would have sponsored something for us if I had asked, so here we go. If you can help us the association would really appreciate whatever your company will be able to do.

- 1. Sponsor a large prize for the Closing Session with a spot on the program to speak for several minutes about your products. \$300.00 to \$400.00**
- 2. Donate to the cash prize that will be raffled as an incentive to attend and participate in the Vendor show. Any amount will be appreciated.**
- 3. Sponsor Teacher of the Year award: Company name will be on the screen during Closing Session and in conference program. \$100.00**
- 4. Sponsor New Teacher of the Year award: Company name will be on the screen during the Closing session and in conference program. \$100.00**
- 5. Sponsor monies for receptions during the week where you will be attending and meeting potential customers. NCACTE will be assisting you with these receptions.**
- 6. Donate door prizes for attendees.**
- 7. Sponsor monies for NCACTE office space and activities during the conference.**
- 8. Gold sponsors will become members of NCACTE and will receive info about meetings and activities.**
- 9. Sponsor NCCATE's Leadership program. \$200.00**
- 10. Become a vendor/ sponsor for the Region II conference we will be hosting October 3-5, 2019 in Raleigh, NC. Booths \$600.00**
- 11. Sponsor a reception for the Region II attendees in October.**

Note: Region II will have attendees from Georgia, Florida, Alabama, South Carolina, Tennessee, Kentucky, Virginia, and North Carolina. It will be held in Raleigh, Embassy Suites on Creedmoor Road.

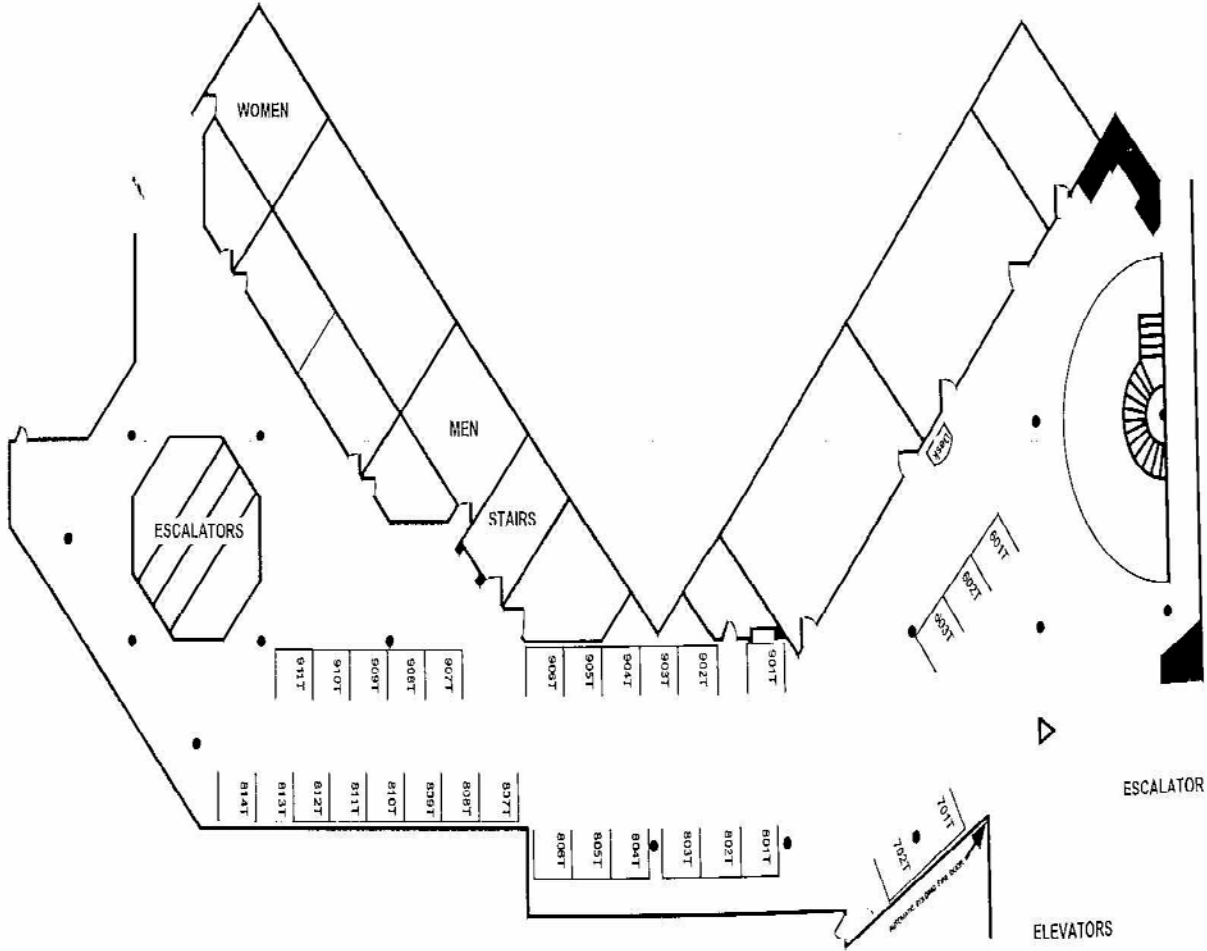


LOBBY


HOLLINS Exposition Services

121 North Chimney Rock Road
Greensboro, NC 27409
(336) 315-5225

Use or reproduction of this drawing without the express written permission of Hollins Exposition Services is strictly prohibited.	Guilford Ballrooms D,E,F,G and Hallway Booths Size: 10' x 8' Number of Booths: 82	NCACTE Annual Conference Guilford Exhibitors Showcase	Sheraton Four Seasons Koury Convention Center Greensboro, NC	Revised 1/30/19
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HOLLINS Exposition Services
 121 North Chimney Rock Road
 Greensboro, NC 27409
 (336) 315-5225

Use or reproduction of this drawing without the express written permission of Hollins Exposition Services is strictly prohibited.	3rd Floor Pre-function Booth Size: 10' x 8' Number of Booths: 30	NCACTE Annual Conference 3rd Floor Exhibitor Show case	Sheraton Four Seasons Koury Convention Center Greensboro, NC	Revised: 
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