

DATE: February 3, 2020

MEMO TO: Summer Conference Exhibitors
FROM: Ruth Huff, Executive Director
Danielle Rivenbark, East Carolina University
REF: NORTH CAROLINA 2020 CAREER & TECHNICAL
EDUCATION SUMMER CONFERENCE

The North Carolina Association for Career and Technical Education (NCACTE) and the Career & Technical Education Division of the North Carolina Department of Public Instruction (NCDPI) are pleased to invite you to exhibit at this year's 2020 Career & Technical Education Summer Conference in Winston Salem, North Carolina. The conference will be held the week of **July 13-17, 2020** at the Benton Convention Center. The exhibits displayed during this conference represent the primary resources 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 & technical education state staff and our professional association have worked hard to create a conference schedule that will cause our exhibit show to be one of the highlights of our summer conference program. **The Main Hallway of the convention center will be open from 7am-4pm on Tuesday, Wednesday and Thursday for vendors. This year, conference attendees will be divided into 2 groups. Half will have sessions Monday –Wednesday and the other half Wednesday-Friday. See list at the end of this letter.**

This year we plan to give away a "Cash Prize" 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. 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. The winner will be announced on Thursday at the close off the showcase.

The following items are included with this packet:

- 1) Invitation memo
- 2) Exhibitors' Showcase Schedules
- 3) Exhibit Show Information Sheet
- 4) Ad Fee Information
- 6) Vendor Sponsorship Program Information Sheet
- 7) Sponsorship Opportunities
- 8) Career Pathway List

**Details pertaining to lodging and decorator services will be sent to you once payment has been received.*

A list of exhibitors will be included in our online summer conference program. To have your company identified in the program, we must receive your check no later than Wednesday, May 15, 2020. If you have questions regarding registration, Hollins booth setup, or electrical power please contact ECU Continuing Professional Education at 252-328-9198. If you need information about NCACTE, please contact Ruth Huff at 919-690-4295. We look forward to having you with us!

2020 NC Career and Technical Education Summer Conference

Benton Convention Center

Winston Salem, NC

July 13-17, 2020

Exhibitor Showcase Schedule

Tuesday, July 14, 2020

7:00 am - 4:00 pm

Exhibitor Showcase Open

Main Lobby - Benton Convention Center

Wednesday, July 15, 2020

7:00 am - 4:00 pm

Exhibitor Showcase Open

Main Lobby - Benton Convention Center

No more moving exhibits required

Thursday, July 16, 2020

7:00 am - 4:00 pm

Exhibitor Showcase Open

Main Lobby - Benton Convention Center

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INFORMATION FOR EXHIBITORS

Exhibit Space: East Carolina University will be in charge of the Exhibitor Showcase. The North Carolina Association for Career and Technical Education will assist ECU as needed.

Decorator Services: The Benton Convention Center representative will receive your booth assignment and setup of the Exhibitor Showcase.

Electrical services: The Benton Convention Center fee is \$60.00 for setting up an electrical connection. A form will be provided for setup of electricity.

Internet: Wi-fi is provided throughout the facility at no additional charge.

Advance Shipment of Merchandise: Any shipment of merchandise must be made through the Benton Convention Center. The required shipping information is below:

Receiving Department
c/o ECU – CTE Summer Conference – Danielle Rivenbark
Benton Convention Center Event Service Manager
July 13-17, 2020
Benton Convention Center
425 North Cherry Street
Winston-Salem, NC 27107
Packages should be marked “Hold for Arrival”

Rental Fee for "Exhibitor Showcase": Exhibit booth space will be \$500.00 each for a 6’ table and two chairs. Booth selection can be made during registration.

Booth Registration and Payment Deadline: Booth selection and registration must be completed and paid no later than May 15, 2020. Exhibitor registration can be completed here: <https://www.eiseverywhere.com/website/8521/>.

Make check payable to: **East Carolina University**

Mail check to:
East Carolina University
Continuing Studies Business Office
Mail Stop 514
Greenville, NC 27858

*Please include "CTE Summer Conference" in the check memo line.

To pay by credit card please call 252.328.9198.

If you are willing to provide a sponsorship for the North Carolina Association of Career and Technical Education, please send the payment 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, 2020. Any sponsorship will be appreciated. See sponsorship form attached.

Character of Exhibits: Products and/or services related to the educational and professional development of conference participants are suitable for 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. Exhibitors and their representatives will be provided badges at no cost.

Hotel Accommodations: Lodging information is available on the CTE Summer Conference website: <https://www.eiseverywhere.com/website/8521/>

Additional Information: Specific additional information pertaining to the overall conference or a particular program area can be obtained by contacting ECU Continuing Professional Education at cpe@ecu.edu or 252.328.9198.

Check-out our NCACTE website acteonline.org/northcarolina

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 **2020 CTE Summer Conference Exhibitors** 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 exhibitors 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 ncacte18@gmail.com by August 10, 2020

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

Company Name: _____

Address: _____

Email Address: _____

Phone #: _____

NCACTE

VENDOR SPONSORSHIP PROGRAM

**Sponsorships should be paid separately and sent to
NCACTE, 7021 Goshen Road, Oxford, NC 27565 or
ncacte18@gmail.com**

GOLD Exhibitor

Paid booth plus \$375.00

Summer Conference Exhibit + 2 additional workshops *
Special Signage for Summer Conference Booth
Company Logo / Link on NCACTE Website
Advertisement in Newsletter (3 editions)
One Membership in NCACTE (New & Related Services Division) entitling you to all the member services

SILVER Exhibitor

Paid booth plus \$350.00

1 NCACTE workshop *
Special Signage for Summer Conference Booth
Advertisement in Newsletter (3 editions)

BRONZE Exhibitor

Paid booth plus \$300

Special Signage for Summer Conference Booth
Company Logo / link on NCACTE Website

**Additional Workshops: NCACTE Professional Development in October and February.
Other Workshops TBD and notification will be sent.*

A-La Carte Items

NCACTE October/ March Workshop Exhibit Booth - \$ 100
Newsletter Advertisement (3 editions) - \$ 300
Company Logo / Link on NCACTE Website - \$ 150
NCACTE membership (New & Related Services Division) - \$ 50 value

Contact: Ruth Huff, NCACTE Executive Director, 7021 Goshen Road, Oxford, NC 27565 or rbhuff777@gmail.com 919-690-4295 or 919-693-3962

OPPORTUNITIES FOR SPONSORSHIP

NCACTE IS A NON-PROFIT ORGANIZATIONS COMPOSED OF MEMBERS FROM ALL AREAS OF CTE. IN THESE TIMES OF BUDGET CUTS AND CONTINUOUS CHANGES, IT IS HARD TO PROVIDE SUPPORT FOR OUR MEMBERS. IF YOU ARE NOT PROVIDING SPONSORSHIP ALREADY, PLEASE CONSIDER DONATING TO HELP US CONTINUE THE ORGANIZATION'S MISSION TO IMPROVE CTE FOR ALL STUDENTS AND TEACHERS. DONATIONS WILL BE USED TO ENSURE WE ARE PROVIDING STAFF DEVELOPMENT AND SUPPORT TO OUR MEMBERS. YOUR COMPANY WILL BE RECOGNIZED AS WE UTILIZE THE FUNDS AND COMPANY NAME WILL BE POSTED IN THE MEETING ANNOUNCEMENT AND THE AGENDA.

- _____ 1. \$100.00 donation will allow a break at an NCACTE meeting.**
- _____ 2. \$250.00 will allow us to lower our staff development registration cost.**
- _____ 3. \$500.00 will provide funds for speakers at our NCACTE staff development seminars and/or sponsor a teacher to attend a seminar.**
- _____ 4. \$1,000.00 will allow us to utilize better meeting spaces for our seminars.**
- _____ 5. Other Donation Amount:_____**

CONFERENCE ATTENDEES SCHEDULE

Monday/Tuesday/Wednesday

- CTE Directors and Local Administrators
- Business, Finance, and Marketing
- Computer Science and Information Technology
- Health Science Education
- Special Populations (Tuesday only)
- Trade, Technology, Engineering, and Industrial

Wednesday/Thursday/Friday

- Agricultural Education
- Career Development Coordinators
- Curriculum and Instructional Management Coordinators
- Family and Consumer Sciences
- Special Populations Coordinators (Thursday am - Civil Rights)
- Work-based Learning (Thursday)

