



NCMEA 2018

Professional Development Conference

November 10 – 13 | Winston-Salem, NC

Exhibitor Expo Information

Dear NCMEA Exhibitor,

We are pleased to invite your company to exhibit at the 2018 NCMEA Professional Development Conference in Winston-Salem NC. The Exhibitor Expo will be in the lower level Benton Convention Center. The exhibit space is fully carpeted and will hold 177 booths. A Concession Stand opens into the upper level exhibit space as well as the lobby. Please request the online exhibitor registration link from pathall@ncmea.net

NCMEA will be using a new registration system this year. The National Association for Music Education (NAfME) has contracted with Eventsquid to provide a full attendee, speaker & exhibitor on-line registration system. You will be able to select your booth placement on an interactive map.

You will have the option of paying on-line or mailing a check. A registration link will be sent to you via the Eventsquid site on May 2nd. Booth availability is dependent upon when you register. NCMEA reserves the right to make variations in the assignment system and/or relocate previously assigned space. A request for a refund must be made to the NCMEA Executive Director. There will be no refunds after the October 15 payment date deadline.

On the registration site you will be able to register yourself and additional company reps. Name tags will be available for registered team members. As you register you will be able to provide a company description, upload your company logo and upload up to three promotional ads/flyers/brochures (pdf format preferred). The information you provide will be listed on the Conference mobile app.

EXPO SCHEDULE

Load-In & Registration	Saturday Nov 10 7am – 7pm
	Sunday Nov 11 7am – 9:30am
Expo Open Hours	Sunday Nov 11 10 am – 6 pm
	Monday Nov 12 9 am – 5 pm
Load Out	Monday Nov 12 5pm – 11pm

Exhibitors are required to keep their booths open during the entire Expo Open Hours. NCMEA provides 24-hour security from Saturday at 7am – Monday at 11pm.

Hollins Exposition Services (Decorator Package)

Each booth will be provided with an 8' backdrop and 3' high side dividers, one 8' skirted table with two folding chairs and a 7" x 44" identification sign. Early October you will receive, via email, the decorator packet from Hollins Exposition Services that includes order forms for booth "extras" and for making shipping arrangements.

Electrical Contract: Electrical outlets will be available from The Benton Convention Center. Forms can be downloaded from the [Exhibitor Information](#) page on the NCMEA website. Payment must be made to Benton Convention Center (not NCMEA).

Hotel Information: The NCMEA Room Block will open for area hotels on August 1. Please visit the NCMEA website [Conference/Hotel](#) to make your reservation directly with the hotel.

Door Prizes: You may provide door prizes at your booth and are responsible for contacting winners. We also welcome door prizes at the NCMEA Booth.

Print Advertising: Print Ads may be placed in the Conference edition of *The North Carolina Music Educator*. **Deadline for the Conference issue is August 25.** Please visit the NCMEA website for our [Journal ad rates and placement instructions](#). The Journal will be mailed to all NCMEA members 3 to 4 weeks prior to Conference.

Your participation in 2018 Conference is greatly appreciated!

Sincerely,

Pat Hall

Executive Director

NOTE: Please visit the NCMEA website under the [Conference/Exhibitor Tab](#) for links to forms the most up-to-date information on the NCMEA Conference