

NCSS CONFERENCE & TRADE SHOW

FEB. 8 - 10, 2024



**NCSS 2024 VENDOR
REGISTRATION DETAILS**

2024 VENDOR FACT SHEET

LOCATION

Sheraton Imperial Hotel Raleigh-Durham
4700 Emperor Blvd
I-40 at Exit 282 (Page Road)
Durham, NC 27703

HOTEL RESERVATIONS

Rate: \$159/night plus tax
Deadline: Monday, January 12, 2024

[Click Here to Make a Reservation Online](#)

SHIPPING

You may ship vendor items to the hotel. Delivery cannot be earlier than February 6th. Please see the attached Exhibitor Shipping Instructions on page 4.

UNLOADING

The loading dock is at the back of the property. There is a driveway and garage door loading area. The easiest way to get to the loading dock is off Slater Road.

DEADLINES

- Jan. 12th
Hotel Reservation Deadline
- Jan. 15th
Vendor Registration Form & Conference App Form Submission Deadline

NEW! VENDOR DEMOS

We have added scheduled vendor demo areas this year. Register early for a time slot. (See page 3)

SCHEDULE

Thursday, February 8, 2024

2:00pm - 5:00pm: Vendor Set-up (Rm. Imperial)
5:30pm - 8:30pm: Trade Show – Food & Entertainment.

Friday, February 9, 2024

7:30am: Trade Show Opens (Rm. Imperial)
9:00am - 11:30am: Trade Show/Education
12:00pm - 1:30pm: Lunch (Empire Ballroom)
1:30pm - 2:45pm: Trade Show
2:45pm - 3:00pm: GRAND PRIZE GIVEAWAY
3:00pm - 4:30pm: Exhibit Hall Breakdown

*The Trade Show is a great opportunity to give away gifts to market your company name. Vendor gifts will be given away throughout the day on Friday. If you are bringing a giveaway, please note that on the Vendor Registration Form and we will add it to the schedule. *

PRICING

Membership – Join and Save!

Sustaining Membership w/NCSS: \$350

Booths

- Sustaining Member's First Booth: \$600
- Non-Member's First Booth: \$1000
- Each Additional Booth: \$350

Sponsorship Opportunities

- Advocate Sponsorship: \$100
- Supporter Sponsorship: \$250
- Champion Sponsorship: \$500
- Patron Sponsorship: Anything Over \$500 (Booth(s) purchased separately-see prices below.)

BOOTH SELECTION

See attached exhibit hall map for booth locations. Enter your preference on the form below. Booths are 8'x10' with an 8' table.

2024 VENDOR REGISTRATION FORM

(Email completed form to info@ncsurveyors.com)

Vendor/Company Name: _____

Vendor Contact Name: _____

Vendor/Company Address: _____

City: _____ State: _____ Zip: _____

Contact's Phone: _____ Email: _____

Brief Listing of Company's Services/Bio: _____

ADD Booth Number(s) Preference (see Exhibit Hall map): 1st _____ 2nd _____ 3rd _____

***Each booth includes meals for 2 people: Thurs Evening, Fri Morning & Fri Lunch.**

(See below to purchase meals for additional personnel.) NO PDHs INCLUDED IN REGISTRATION.**

Please list names & email of vendors who will need a printed name badge below. Note the two who will receive the included meals below.

Name	Email		Name	Email
1. <input type="text"/>	<input type="text"/>	*Meals	4. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	*Meals	5. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>		6. <input type="text"/>	<input type="text"/>

BOOTHS

TOTAL

NCSS Sustaining Member's 1st Booth	\$600.00	\$ <input type="text"/>
Nonmember's 1st Booth (see below to join & save)	\$1000.00	\$ <input type="text"/>
Each Additional Booth	\$350.00	\$ <input type="text"/>
Electricity at Booth(s)	\$70.00	\$ <input type="text"/>

MEALS FOR ADDITIONAL VENDOR PERSONNEL (3-6 above)

Thurs Evening Vendor personnel not included w/ booth purchase:	\$75.00	\$ <input type="text"/>
Fri Breakfast vendor personnel not included w/ booth purchase:	\$25.00	\$ <input type="text"/>
Fri Lunch vendor personnel not included w/ booth purchase:	\$45.00	\$ <input type="text"/>

SPONSORSHIP & MEMBERSHIP

Sponsorship Level from fact sheet (i.e. Advocate, Supporter, Champion, Patron)		\$ <input type="text"/>
2023-2024 NCSS Sustaining Membership (members save \$400 on 1st booth!)	\$350.00	\$ <input type="text"/>

**For PDHs, you must register as an attendee. Visit: www.ncsurveyors.com/conference

**GRAND
TOTAL**

\$

Bringing Giveaway for Friday?: _____ Giveaway Description: _____

PAYMENT:

Credit Card OR Check Check #: _____

Credit Card _____ Exp. Date: _____ CCV#: _____

Name on Card: _____ Email Receipt to: _____

2024 VENDOR CONFERENCE APP FORM

Please provide company information to be included in Conference App
(Email completed form to info@ncsurveyors.com)

NEW! Vendor Demos

This year, we are offering vendors an opportunity to register for a designated time slot and location in the exhibit hall for a 10-minute demo. The schedule will be included in the conference app and posted in the exhibit hall. A limited number of spots are available and will be assigned on a first-come, first-serve basis. Conference sponsors will be given preference. We will notify you if you receive a time slot when we send out the booth assignments.

Company Name: _____

Request for Demo Slot: Yes No Conference Sponsor

Company Description: _____

Website URL: _____

Email _____

Address: _____

Phone Number: _____

Social _____

Media _____

Links: _____

NCSS _____

Conference _____

Specific _____

Links: _____

EXHIBITOR SHIPPING INSTRUCTIONS

SHIPMENT OF BOXES

The following recommendations are provided for you and/or your shipping department's assistance:

STORAGE SPACE IS LIMITED _THE SHERATON IMPERIAL CAN ONLY ACCEPT VENDOR ITEMS 48 HRS PRIOR TO THE EVENT.

1. Labeling boxes/displays for shipment TO the Sheraton are to include the following:

- Name and date(s) of the event
- Name of your company's agent/vendor attending the event
- # of boxes being shipped Example: 1 of 5, 2 of 5 etc
Exhibit booth # if known.
- If attending agent/vendor is a guest of the hotel, indicate his/her check-in date.
- **Ship to address:**
Sheraton Imperial Hotel and Convention Center
4700 Emperor Blvd.
Durham, North Carolina 27703 Phone: 919-941-5050

2. Your return address should include your company name, address, and phone number.

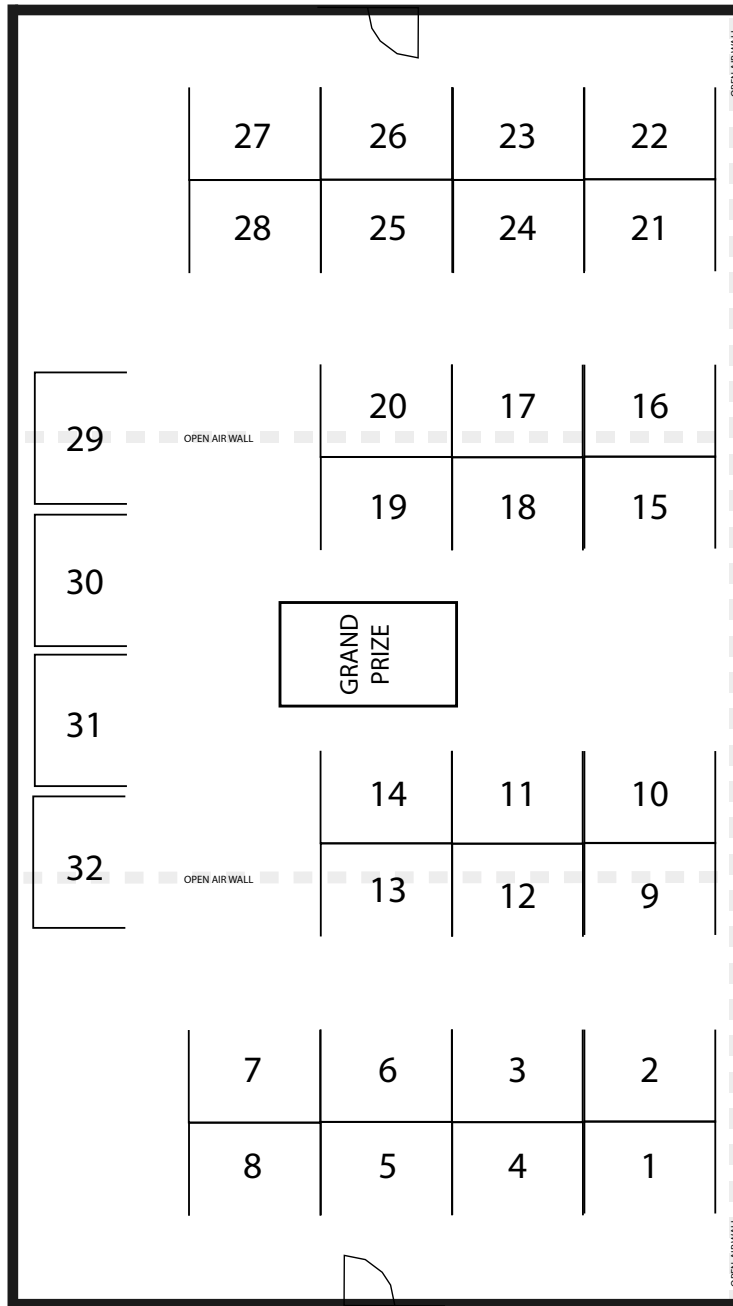
3. Make sure that your agent/vendor remembers to bring the appropriate forms and shipping labels for forwarding displays and materials to their next destination.

4. It is helpful that in the unlikely event of a shipping mix-up, your attending agent/vendor know the tracking numbers for our receiving department.

Following these simple steps will assist the hotel staff and expedite the handling of your displays and materials.

LOADING DOCK

AIR WALL TO EDUCATION SPACE



PRE-FUNCTION SPACE

EXTERIOR ENTRANCE

AIR WALL TO EDUCATION SPACE

MAIN ENTRANCE



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