



NCHSA 40th Annual Training Conference EXHIBITOR INFORMATION



Join us as we celebrate 40 years of education, support and networking among North Carolina's Head Start programs. The theme for our NCHSA 40th Annual Training Conference is:

Weaving the Future from the Fabric of our Past

The conference is planned for **March 10-12, 2010**. We will be at the Raleigh Marriott City Center and Raleigh Convention Center.

We are planning for 800 Head Start and early childhood participants from all across the great state of North Carolina. Take advantage of face-to-face interaction with customers and reserve your booth(s) and purchase your ads, sponsorships and banquet tickets today!

EXHIBITOR PACKET CONTENTS:

- (1) Exhibitor Information
- (2) Exhibitor Registration Form
- (3) Utilities Order Form
- (4) Booth Map

BOOTH AVAILABILITY:

We have plenty of booth space available in the Raleigh Convention Center in the main lobby and along the workshop room corridors to ensure plenty of foot traffic throughout the conference. Please see the Booth Map for locations. Locations are subject to change at the discretion of NCHSA and/or the Raleigh Convention Center.

SET UP/STORAGE

- Exhibitor booths may be set up between 8 am and noon on Wednesday, March 10.
- Exhibit Schedule:
 - Wednesday, March 10 12 pm – 5 pm
 - Thursday, March 11 8 am – 5 pm
 - Friday, March 12 8 am – 12 pm
- Exhibitor storage will be available in a locked room in the Raleigh Convention Center.
- Exhibitor breakdown will be from 12 pm – 3 pm on Friday, March 12.

BOOTH PRICING:

- One booth space may be reserved for \$300.00; Two booth spaces may be reserved for \$500.00.
- Corporate NCHSA Members receive a complimentary booth(s) based on membership type.
- Additional amenities may be arranged for **directly through the Raleigh Convention Center** (see Utilities Order Form).
- Each booth space includes one table with tablecloth, two chairs and wireless Internet accessibility. Please indicate table size preferred on the Registration Form.

EXHIBIT AREA LOCATION:

- The Exhibit Area will be set up in the **Grand Lobby** of the **Raleigh Convention Center** where workshops, general sessions and the banquet will be held.
- The NCHSA Registration Booth will also be located in the **Grand Lobby**.

ADDITIONAL EXHIBITOR OPPORTUNITIES:

- **Program Ads:** An ad in the program book that includes a special offer or discount at your booth is a great way to draw attendees to your booth! To purchase an ad, simply check off the size you would like to purchase on the Exhibitor Registration form and include the appropriate amount when you send your fees. Please submit copy ready ad with your Exhibitor Registration form.
- **Sponsorships:** Sponsoring events during the conference, such as meal events and keynote speakers, highlights your business and demonstrates your dedication and commitment to Head Start in NC. Sponsors will receive mentions during the conference, in the program book, and on our Association website where we will include a link to your website for the convenience of the Head Start community. To purchase a sponsorship, simply check off the sponsorship of your choice on the Exhibitor Registration form and include the appropriate amount when you send your fees.
- **Conference Bag Stuffers:** Impress potential customers with a treat from your business included in their conference bags. Conference attendees always remember the complimentary items they receive in the bag that contains all their conference materials. Shipping instructions for conference bag stuffers appear at the bottom of the Exhibitor Registration form.
- **Door Prizes:** Everyone looks forward to the closing session when all of the conference door prizes are drawn. Help raise money for advocacy for young children and families AND send attendees home with something special by providing a coveted door prize. Shipping instructions for door prizes appear at the bottom of the Exhibitor Registration form, or simply bring it with you to the conference!.
- **Conference Bags:** We are looking for one special vendor to donate the conference bags (800) that will be given to each conference registrant with their conference materials. We request that one side be printed with the conference name and theme, if possible. The vendor providing the bags may also include their company name and contact information on the bags as well. Please contact Michele Bare, Executive Director, at 336-465-0975 to arrange to donate this year's conference bags.

HOTEL INFORMATION

Raleigh Marriott City Center: The room rate at the Marriott \$135 + taxes. *The deadline for room reservations is February 7, 2010.* To make your reservations call (919) 833-1120. Remember to tell them you are attending the NORTH CAROLINA HEAD START ASSOCIATION conference to get this special group rate!

HOTEL INCOMING PACKAGE RECEIVING

The Raleigh Marriott City Center will not accept packages more than (three) 3 days prior to the start of the conference. The following charges may apply, for which the exhibitor will be responsible: letter package – no charge; small boxes - \$5.00; large boxes/trunks - \$25.00 each per day; Pallets (not to exceed 1,500 pounds) - \$75.00 each per day. Pallets larger than 1,500 pounds will not be accepted by the Hotel.

Thank you for supporting Head Start in North Carolina!