



## NCHSA 41<sup>st</sup> Annual Training Conference EXHIBITOR INFORMATION



Join us as we celebrate over four decades of education, support and networking among North Carolina's Head Start programs. The theme for our NCHSA 41<sup>st</sup> Annual Training Conference is:

### Head Start: The Total Package

The conference is planned for **March 9-11, 2011** at the **Raleigh Convention Center**. Last year's conference attendance exceeded 800. In 2011, we are planning for 800-1000 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 table(s) and purchase your ads and sponsorships today!

#### EXHIBITOR PACKET FORMS:

- (1) Exhibitor Information
- (2) Exhibitor Registration Form
- (3) Utilities Order Form
- (4) Program Ad Form
- (5) Exhibitor Map

#### EXHIBIT TABLE AVAILABILITY:

We have plenty of exhibit table 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 Exhibitor Map for locations. Locations are subject to change at the discretion of NCHSA and/or the Raleigh Convention Center.

#### EXHIBIT TABLE SET UP/BREAK DOWN

- The Opening Session will be held at 10:00 am on Wednesday, March 9. Exhibitor tables may be set up between 8 am and noon on Wednesday, March 9. The Closing Session will end at 12:30 pm on Friday, March 11.
- Exhibit Schedule:
  - Wednesday, March 9 12 pm – 5 pm
  - Thursday, March 10 8 am – 5 pm
  - Friday, March 11 8 am – 12 pm
- Exhibitor breakdown will be from 11 am – 3 pm on Friday, March 11.
- Exhibitors may choose to set up late or break down early at their discretion.
- **UNLOADING/LOADING:** For the NCHSA Conference, please temporarily park in the no-parking zone in front of the main doors to the Grand Lobby of the Raleigh Convention Center to unload your materials at the beginning of the conference and to load your materials at the end of the conference. *Please do not use the loading dock.*

#### EXHIBIT TABLE PRICING:

- One table may be reserved for \$300.00; Two tables may be reserved for \$500.00.
- Corporate NCHSA Members receive a complimentary tables(s) based on membership type. Corporate Members will be assigned to tables nearest to the NCHSA Registration.
- Additional amenities may be arranged for **directly through the Raleigh Convention Center** (see Utilities Order Form).
- Each Exhibit Table includes one 8" x 30" table with tablecloth, two chairs and wireless Internet accessibility.

#### EXHIBIT TABLES LOCATION:

- The Exhibit Tables will be set up in the **Grand Lobby** of the **Raleigh Convention Center** where workshops, general sessions and luncheons will be held.
- The NCHSA Registration Tables 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, complete and submit a **Program Ad** form with payment.
- **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. Sponsorship information will be emailed to exhibitors.
- **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.
- **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.

## HOTEL INFORMATION

- **Conference Hotel -- Raleigh Marriott City Center:** The rate at the Marriott is \$139 plus taxes. **The deadline for room reservations is February 7, 2011.** To make your reservations call (919) 833-1120. Those staying at the Marriott may park for free using valet parking. Internet for NCHSA guests is complimentary.
- **Overflow Hotel -- Sheraton Raleigh Hotel:** The rate at the Sheraton is \$140 plus taxes. **The deadline for room reservations is February 8, 2011.** Those staying at the Sheraton may park in the Sheraton self-park garage for a reduced rate of \$8 per night. Internet for NCHSA guests is complimentary.

When making hotel reservations, remember to tell them you are attending the NORTH CAROLINA HEAD START ASSOCIATION conference to receive the 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.

## RALEIGH CONVENTION CENTER PACKAGE RECEIVING

Packages may not arrive earlier than 48 hours prior to the start of the conference (10 am, Wednesday, March 9, 2011). Packages may be shipped directly to: **Raleigh Convention Center, NCHSA Conference, 500 S. Salisbury St., Raleigh, NC 27601.**

Thank you for supporting **Head Start** in North Carolina!