



**NORTH CAROLINA  
PUPIL TRANSPORTATION ASSOCIATION**

**EXHIBITOR REGISTRATION PACKET  
62nd ANNUAL TRANSPOSIUM**

**Crowne Plaza and Resort**

**Asheville, NC**

**June 20-24, 2016**

## EXHIBITOR INFORMATION

Thank you in advance for your interest in participating in the 62nd Annual North Carolina Pupil Transportation Association Trade Show June 22, 2016 at Crowne Plaza Resort & Convention Center in Asheville, North Carolina. In order to reserve space for our trade show a vendor needs to:

- Complete and sign the Exhibitor Application Form.
- Complete the Exhibitor Name Badge Information Form.
- Complete the Exhibitor Sponsorship Form (only if interested)
- Mail these items along with a check or money order (US Funds/US Bank) for the full amount of your exhibitor application by April 29, 2016. We cannot accept credit cards for payment.

### NCPTA Officers & Transposium Coordinator

NCPTA President	Vec Dunn	704-390-1598	<a href="mailto:delvicod.dunn@cms.k12.nc.us">delvicod.dunn@cms.k12.nc.us</a>
NCPTA Vice-President	Binford Sloan, IV	252-908-3272	<a href="mailto:bsloan@nrms.k12.nc.us">bsloan@nrms.k12.nc.us</a>
NCPTA Secretary	Patsy Hudson	252-945-9423	<a href="mailto:phudson@wcpss.net">phudson@wcpss.net</a>
NCPTA Treasurer	Brian Littke	252-467-3575	<a href="mailto:bwlittke@nrms.k12.nc.us">bwlittke@nrms.k12.nc.us</a>
Transposium Coordinator	Cynthia Phillips	910-308-9652	<a href="mailto:cpp290@gmail.com">cpp290@gmail.com</a>

### Trade Show Managers

The NCPTA Trade Show managers are Binford Sloan and Brian Littke. They can be reached at 252-462-2480 or the above contact numbers.

### Headquarters Hotel

Crowne Plaza Resort ([www.ashevillecp.com](http://www.ashevillecp.com)) is the headquartering hotel for the 62nd Annual NCPTA Transposium. Please visit our website at <http://www.ncpta.com> for conference information and a listing of room rates. The Crowne Plaza registration phone numbers are (800) 733-3211 or (828) 285-2608.

*(Reference NC Pupil Transportation Association Transposium or NCPTA at time of reservation with Crowne Plaza to receive these room rates.)*

- **Please Note - There is a three night minimum stay at the Crowne Plaza**

### Shipping

Exhibitors may ship items to the hotel for the NCPTA Conference and Trade Show. Neither NCPTA nor Crowne Plaza Resort & Expo Center will assume responsibility for items damaged or lost during shipment. Please list NCPTA along with your company information on the address label. Exhibitors are responsible for shipping fees and arranging pickup of package(s) from Hotel.

Asheville Crowne Plaza Resort & Expo Center  
1 Resort Drive  
Asheville, NC 28806

### Sponsorship Opportunities

Vendors can “give back” to the NCPTA membership through sponsoring event(s) at the 2016 Transposium. A vendor may sponsor breaks, social events, or meals. If a vendor agrees to sponsor an event they will be responsible for all associated event expenses. For event sponsorship, recognition will be given.

## **Exhibitor Registration Badge Pick-up schedule**

Vendor packets will be available at the NCPTA registration desk inside Crowne Plaza Resort Hotel & Expo Center during the NCPTA member registration times. On Wednesday June 22, 2016 packets will be available at the Crowne Plaza Expo Center registration desk starting at 8AM.

*Badges must be displayed to enter the trade show and must be worn at all times in the exposition center.*

Exhibitors may request up to three (3) trade show badges per booth. Additional badges are \$25 each. Registered Exhibitors are not permitted to purchase name badges for employees of other companies (non-paying) who will be demonstrating products in the registered exhibitor booth.

**Exhibitor applications will not be processed until full payment is received by NCPTA.** All advertising, handouts or courses need to be related to the pupil transportation industry and can not publicly criticize a competitor or their product.

Booth assignments will be determined by the date that all required forms and payments are received by NCPTA. NCPTA has the right to make changes to trade show floor space as necessary. If all standard booths are reserved, alternate booths may become available in conference center public areas. Booths in these areas will be smaller in size and have the same fee associated with them.

## **Fee Schedule**

The fee for each booth space is \$750. This fee includes: piping with 8' high back drape and 3' high draped side rails; company id sign on back drape; one draped table and two folding chairs. Requests for additional furniture, specialty electrical service, special signage or any other requests need to be made to Trade Show coordinators no later than May 11, 2016. Any of these requests may carry an extra charge which is not included in the standard booth fee.

With the purchase of 2 booths, NCPTA will offer a full page color ad in the Transposium booklet at no charge.

Display Buses will be displayed outside of Crowne Plaza Resort & Convention Center in a lot directly outside of the Crowne Plaza Expo Center. Displayed vehicles will not be draped unless special arrangements are made in advance with NCPTA. Additional fees for this will be required. The fees for a bus on display range from \$3,000 - \$4,500.

Advertisements in Transposium Book are priced based on the size of the ad. Advertisements may be in color or black and white. Color ads are required to be sent electronically to Cynthia Phillips, NCPTA Transposium Coordinator, at [cpp290@gmail.com](mailto:cpp290@gmail.com). NCPTA has no control over the quality of the submitted advertisements. For best results, all advertisements should be submitted electronically. Please see exhibitor application for pricing. The deadline for ads is May 2, 2016.

## **Trade Show Setup**

Tuesday, June 21<sup>st</sup> (contingent upon booth assembly completion) – 4PM – 6PM

Wednesday, June 22<sup>nd</sup> – 8:00 AM – 11:30 AM

## **Trade Show Hours**

Wednesday June 22 – 11:30 - 1:00 PM Pre-Trade Show Lunch with Vendors

***(This pre-trade show is limited to Directors, Supervisors and Coordinators)***

1:00 pm – 4:00 pm- General Trade Show

4:00 pm – 6:00 pm – Dismantling of booths

### **Course Training**

Exhibitors can submit a proposal for training courses outside of the Trade Show at the Transposium. NCPTA welcomes this and encourages all support from exhibitors. In order to keep focus of the Transposium goals, NCPTA requests that all courses taught by an exhibitor remain neutral in product brand. In addition negativity towards any product or competitor will be excluded by the instructor(s). NCPTA will consider all proposals based on topic and information for Transposium attendees. If your company is interested in pursuing a training opportunity please complete the Exhibitor Course Training Form in this packet and submit to Cynthia Phillips at [cyp290@gmail.com](mailto:cyp290@gmail.com). Any exhibitor who has current unfulfilled training hours with NCDPI through a statewide vehicle contract will have to get training be pre-approved before the NCPTA Transposium. See Cynthia Phillips for more information.

### **Product Demonstration**

Exhibitors can conduct demonstrations on their specific product(s) outside of the Trade Show at the Transposium. The allotted time for this is June 22<sup>nd</sup> from 8 AM – 12 PM. The space provided will seat a maximum of 35 people. The fee for a single time slot (50 minutes) is \$200. Space is limited and will be assigned based on receipt of required registration paperwork and payment. NCPTA will have a projector and screen available.



# EXHIBITOR APPLICATION

## COMPANY/ORGANIZATION:

Please note: The company/organization information will be used on a two line booth identification sign.

### 2016 NCPTA Exhibitor Fee Schedule

Item	Fee	QTY	Amount Due	Item	Fee	QTY	Amount Due
Exhibit Booth	\$750		\$	Transposium Book ¼ pg.	\$250		\$
Display Bus 72P	\$4,500		\$	Transposium Book ½ pg.	\$275		\$
Display Bus 60-71P	\$3,500		\$	Transposium Book Full pg.	\$325		\$
Display Bus >59P	\$3,000		\$	Exhibitor Product Demo	\$200		\$
<b>Mailing Address for exhibitor forms and payment:</b> <b>Brian Littke</b> <b>1621 Pinecrest Rd</b> <b>Rocky Mount, NC 27803</b>				Additional Name Badges	\$25		
				<b>TOTAL DUE</b>			

The above company/organization would like to reserve exhibit space and services as outlined above. Booth space is assigned only when accompanied by payment in full. The Exhibit Application, Sponsorship Form, Exhibitor Badge Form, and Exhibitor Product Demonstration Form must be postmarked or emailed by April 30, 2016. We cannot accept credit cards for payment. All checks are to be drawn on US Funds.

We would  prefer or  not prefer to be next to: \_\_\_\_\_ at the Trade Show.  
*(Every attempt will be made to honor your request.)*

Products or Services to be exhibited:

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### Contact information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

By submitting this application and payment in full, the undersigned:

- Authorizes the North Carolina Pupil Transportation Association (NCPTA) to reserve exhibit space at the Crowne Plaza Resort & Expo Center for use by the above organization during the 62nd NCPTA Annual Transposium Trade Show, June 22, 2016.
- Acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations included in the NCPTA Exhibitor Information Pack and to all conditions under which exhibit space at the Crowne Plaza Resort & Expo Center leased by NCPTA.
- Acknowledges that space will be assigned by NCPTA in the order complete registrations received and at the discretion of NCPTA.
- No refunds will be granted

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### (NCPTA Use Only)

Date Received: \_\_\_\_\_ Check# \_\_\_\_\_ Amount: \_\_\_\_\_

Booth # Assigned: \_\_\_\_\_ Booths  1  2  \_\_\_\_\_



## Exhibitor Name Badge Form

COMPANY/ORGANIZATION: \_\_\_\_\_

Each booth is permitted to have a maximum of three employees serving the trade show.  
Additional name badges are \$25 each.

*Please print name and title as you want it to appear on name badge.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**\*\*\* Exhibitors are not permitted to purchase name badges for employees of other companies (non paying) who will be presenting in the registered exhibitor booth \*\***



## Exhibitor Product Demonstration

Company Organization: \_\_\_\_\_

Our company offers the following product(s) or services for the pupil transportation industry: \_\_\_\_\_

We wish to conduct a demonstration on product(s) our company sells for NCPTA delegates. A synopsis of our demonstration will be:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested Date: \_\_\_\_\_ Requested Time: \_\_\_\_\_

Our company understands space for these product demonstrations is limited to the hours of 8 am -12 pm. NCPTA reserves the right to assign exhibitors into time slots on a first come first serve basis (determined by date payment is received). When available time slots are exhausted no more will be added. Each exhibitor hourly paid session will need to end no later than fifty five minutes past the hour so the next exhibitor can start their session promptly on the hour. Each exhibitor will be considerate of competitors when conducting the product demonstration. NCPTA will have a projector and screen in each room. The space provided by NCPTA will seat a maximum of 35 people. No vehicle fluids or flammable products may be displayed in open containers inside the Crowne Plaza Resort & Expo Center.

Authorized Signature: \_\_\_\_\_

Name (Print or Type): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

### (NCPTA Use Only)

Date Received: \_\_\_\_\_

Product Demonstration fee paid:  Yes  No



## Exhibitor Product Demonstration

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Authorized Signature: \_\_\_\_\_

Name (Print or Type): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**(NCPTA Use Only)**

Date Received: \_\_\_\_\_

Product Demonstration fee paid:  Yes  No