



**NORTH CAROLINA
PUPIL TRANSPORTATION ASSOCIATION**

**VENDOR INFORMATION & REGISTRATION PACKET
63rd ANNUAL TRANSPOSIUM**

Sea Trail Resort & Convention Center

Sunset Beach, NC

June 26-29, 2017

WWW.NCPTA.COM

EXHIBITOR INFORMATION

Thank you for your interest in participating in the 63rd Annual North Carolina Pupil Transportation Association Transposium and Trade Show at Sea Trail Resort & Convention Center in Sunset Beach, North Carolina. To participate in training and to reserve space in the trade show:

- Complete and sign the exhibitor packet (application, name badge, course training / product demo)
- Mail these items along with a check or money order (US Funds/US Bank) for the full amount of your exhibitor application by **May 1, 2017**.
- **Applications will not be processed until full payment and paperwork are received by NCPTA. Once registration is processed, the contact person listed on Exhibitor Application will receive a confirmation email.**

NCPTA State Officers & Transposium Coordinator

NCPTA President	Binford Sloan, IV	252-908-3272	bsloan@nrms.k12.nc.us
NCPTA Vice-President	Patsy Hudson	252-940-3999	phudson@wcpss.net
NCPTA Secretary	Kevin Griffin	910-893-8267	kgriffin1@harnett.k12.nc.us
NCPTA Treasurer	Brian Littke	252-467-3575	bwittke@nrms.k12.nc.us
Transposium Coordinator	Cynthia Phillips	910-308-9652	cpp290@gmail.com

Hotel Information

Sea Trail Resort (www.seatrail.com) is the designated hotel for the Transposium. Please visit our website at www.ncpta.com for conference information and a listing of room rates. The Sea Trail registration phone number is 888-321-9048. **Please Note - There is a three night minimum stay.** (Reference NCPTA to receive group rate)

NCPTA Business Partners - NEW

Information regarding new opportunities to become an NCPTA Business Partner will be sent out later. This will be handled separately from vendor registration and will replace meal and event sponsorship.

Vendor Registration Packets

Vendor packets will be available at the NCPTA registration desk during the NCPTA member registration times. Information regarding parking/unloading area will be sent out prior to conference.

Advertisements

Advertisements or items can also be placed in each delegate registration packet for a fee. Vendor is responsible for providing all materials. The maximum size for inserts is 8 ½" x 11". All advertising, handouts or courses need to be related to the pupil transportation industry and cannot publicly criticize a competitor or their product. Advertisements in transposium book can be color or black & white. Pricing is determined by the size of the ad. NCPTA has no control over the quality of the submitted advertisements. **All advertisements are due May 1, 2017.** For best results, all advertisements should be submitted electronically. Color ads are to be sent electronically to Cynthia Phillips, NCPTA transposium coordinator, at cpp290@gmail.com.

TRADE SHOW INFORMATION

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

Trade Show Booth

Each booth includes: carpeted floor, piping with 8' high back drape and 3' high draped side rails; company name sign on back drape; (1) draped table, (2) folding chairs and electricity if needed. Requests for additional furniture, specialty electrical service, wired internet access, 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. Booth assignments will be determined and managed by NCPTA. With the purchase of 2 or more booths, NCPTA will offer a full-page color ad in the Transposium booklet at no charge.

If all standard booths are reserved, alternate booths may become available in conference center public areas. Alternate booths will be smaller in size and have the same fee associated with them. Display buses will be displayed directly outside Sea Trail Convention Center in a parking lot. Display bus layout will be determined by a random draw. Signage will be in place to direct delegates to the display bus area.

Each single booth fee includes (3) name badges. Up to (3) additional name badges may be purchased for \$30 each. Box lunches during trade show are included for registered exhibitors with badges. Registered vendors are not permitted to purchase name badges for companies without a booth.

Trade Show Schedule

Tuesday June 27th

3 PM – 5 PM – Setup (contingent upon booth assembly completion)

Wednesday June 28th

7 AM – 10:30 AM - Setup

10:30 AM – All vendors' meeting

11 AM – 1 PM - Pre-trade show lunch with key decision makers

(This pre-trade show is limited to directors, supervisors and coordinators)

1 PM – 4 PM - General trade show

4 PM – 6 PM - Dismantling of booths

Door Prizes

Vendors may have raffles or drawings during the trade show. NCPTA will have a microphone available and can assist with drawings and announcement of winner(s). If you would like to donate any items for door prizes at the closing session on Thursday, please bring them to the trade show registration booth with a business card attached so we can provide recognition during the closing session.

Shipping

Exhibitors may ship items to the conference center for the NCPTA Conference and Trade Show. Neither NCPTA, Sea Trail Resort & Convention Center nor Convention Makers 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 all shipping fees and arranging pickup from conference center.

Packages less than 50 lbs.:

Sea Trail Resort & Convention Center
Attn: NCPTA Conference
75A Clubhouse Rd
Sunset Beach, NC 28468

Packages more than 50 lbs.:

Convention Makers
Attn: NCPTA Conference
4501 HWY 544
Myrtle Beach, SC 29588

EXHIBITOR APPLICATION



COMPANY/ORGANIZATION:

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

2017 NCPTA Exhibitor Fee Schedule

Item	Fee	QTY	Amount Due	Item	Fee	QTY	Amount Due
Exhibit Booth	\$750			Transposium Book ¼ pg.	\$250		
Additional Name Badges	\$30			Transposium Book ½ pg.	\$300		
Display Bus	\$5000			Transposium Book Full pg.	\$350		
Exhibitor Product Demo	\$200			Registration Packet Advertising	\$500		
Mailing Address: NCPTA Attn: Brian Littke 1621 Pinecrest Rd Rocky Mount, NC 27803				Booth Registration after 5/1/17	\$900		
				TOTAL DUE			
If you need to pay by Credit Card, call Brian Littke at 252-467-3575 for credit card processing. An additional 3.5% is added to all credit card transactions.							

Prefer or NOT prefer to be near: _____ at the Trade Show.

Electricity needed in booth.

Products or Services to be exhibited:

Contact information:

Name: _____ Email: _____ Date Printed

Title: _____ Contact Phone: _____

By submitting this application and payment in full, the undersigned agrees to following terms:

- Authorization for the North Carolina Pupil Transportation Association (NCPTA) to reserve exhibit space at the Sea Trail Resort & Conference Center for use by the above organization during the NCPTA Annual Transposium.
- Acknowledges that booth assignments will be assigned at the discretion of NCPTA. Every attempt will be made to honor requests.
- No refunds will be granted.
- NCPTA is not responsible for lost or missing paperwork.
- Advertisements are due to transposium coordinator by May 1, 2017.
- All forms and payment must be postmarked or emailed by May 1, 2017. **After May 1, 2017 booth rates increase by \$150.**
- **Exhibitor applications will not be processed until full payment and paperwork is received by NCPTA.**
 - **Once registration is processed, the contact person will receive a confirmation email.**

(NCPTA Use Only)

Date Received: _____ Check# _____ Amount: _____ Booth Assigned: _____



Exhibitor Name Badge Form

COMPANY/ORGANIZATION: _____

Three badges are included with a single booth, with a maximum of six. Additional badges are \$30 each. Each name badge includes box lunch during trade show.

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

Name: _____ Title: _____

***** Registered vendors are not permitted to purchase name badges for companies without a booth.**

Exhibitor Course Training

- Requested Date: M (6/26) Tu (6/27) W (6/28) Th (6/29)
- Requested Time Slot: _____
- Length of Course: 1 HR 2 HR 3 HR 4 HR 8 HR

Exhibitor Product Demonstration

- June 28, 2017 - \$200 per session
- Requested Time Slot: _____



Company: _____

We wish to offer the following training topic for NCPTA Transposium delegates:

- Course training for Transposium delegates is designed to be product neutral. Instructors need to design the course(s) around a topic that teaches people. This is not a forum for infomercials. Please be considerate of competitors when conducting a product demonstration.
- Any exhibitor with unfulfilled NCDPI training hours through a statewide vehicle contract will have to get training pre-approved before the NCPTA Transposium.
- When available time slots are exhausted no more will be added.
- Each demonstration session is fifty (50) minutes and starts on the hour.
- NCPTA will have a projector, screen and audio 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 facility.
- **Once paperwork & payment are received, you will receive an email confirmation when class scheduled.**

Name: _____

Title: _____

Date: _____

Email: _____

Contact Phone: _____

Email completed form to: Cynthia Phillips, cpp290@gmail.com

(NCPTA Use Only)

Date Received: _____

Product demonstration fee (\$200) paid: Yes No