



NORTH CAROLINA ASSOCIATION OF TEACHER ASSISTANTS 37th ANNUAL CONFERENCE

May 2-5, 2019

VENDOR INFORMATION AND REGISTRATION PACKET

LOCATION:

Embassy Suites Hotel/Greensboro Airport
204 Centreport Drive
Greensboro, NC 27409
Phone: (336) 668-4535
www.embassysuitesgrrensboro.com

VENDOR OPEN TIMES AT CONFERENCE

Thursday, May 2: 2 PM – 6 PM

Friday, May 3: 9 AM – 5 PM

Saturday, May 4: 9 AM – 4 PM

WHAT IS NCATA?

The North Carolina Association of Teacher Assistants is the only statewide professional association exclusively for teacher assistants. The organization promotes the important role of teacher assistants, provides professional training opportunities, and works to improve salaries and employment security.

WHO WILL ATTEND?

Teacher assistants from around the state attend the annual conference for continuing education and information related to the teaching profession. We expect approximately 400 attendees.

VENDOR REGISTRATION FEES

One eight-foot table \$150.00. Two eight-foot tables \$200.00.

Includes tablecloths, two chairs, wastebasket, booth identification sign, and listing in the Conference Program. Please plan to purchase 2 tables if you are unable to fit entirely within your 8' allotted space. Space is limited at this site.

VENDOR REGISTRATION DEADLINE: April 5, 2019 – Signed Contract and Registration Fee DUE to state office.

CONFERENCE THEME: *“Force of the Future: Teaching the Future of the World in the Classroom of Today”*

CONFERENCE COLORS: Midnight Blue, Red-Orange, Metallic Gold

QUESTIONS: Email is quickest!

Executive Director: Melinda Zarate –mzarate.ncata@gmail.com

Financial Director: Jennifer Tysinger – jtysinger.ncata@gmail.com

Conference chair: Andrea Cranfill – acranfill.ncata@gmail.com

Phone Toll Free and Fax: 1.800.979.2077

VENDOR/EXHIBITOR INFORMATION

Company _____

Contact Person _____

Address _____

City _____

State _____ Zip _____

Business Web Site _____

Type of Business _____

PERSON IN CHARGE OF REGISTRATION

Name _____

Title _____

Telephone _____

Fax _____

Email _____

PRODUCT OR SERVICE DESCRIPTION

This information will appear in the Vendor/Exhibitor Guide. Please limit your response to 25 words or less.

REGISTRATION OPTIONS

ITEM	QTY	PRICE	TOTAL
8 foot table with tablecloth		\$150.00	\$
Two 8-foot tables with tablecloths		\$200.00	\$

TOTAL PAYMENT DUE \$ _____

In order to validate this advance registration, submit payment with your registration. Please make check out to NCATA and write “*Vendor Registration*” in the “for” line.

Mail your payment, completed registration, and signed exhibitor agreement by **April 5, 2019** to:

NCATA
Attn: Conference Vendor Registration
PO Box 334
Welcome, NC 27374

Please note: Wifi access will be limited to vendors and presenters. You will be given an access code upon arrival that will be good for access on one device. **Conference meals are for conference attendees only.** You may purchase tickets to the dinners on our website.

EXHIBITOR'S AGREEMENT

1. Reservation for Space: NCATA accepts contracts for the 37th NCATA Conference exhibit space beginning January 1, 2019. Space is given on a first-come, first-served basis. **We can accommodate approximately 8-10 vendors.**

2. Payment and Cancellation Policy: Exhibit fees must be paid in full with a completed registration form. Cancellations made in writing before 4/6/19 will receive a 50% refund. NO refunds will be issued after 4/6/19. You may request to have your registration transferred to another exhibitor.

3. Liability: The exhibitor agrees to protect, save, and keep NCATA and the Embassy Suites Hotel/Greensboro Airport, 204 Centreport Drive, Greensboro, NC 27409 and their representatives, employees, and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or the representatives, agents, or employees of the exhibitor or those persons acting under the express or implied authority of the exhibitor. Exhibitor also agrees to comply with all applicable terms, conditions, rules, and regulations of the Embassy Suites Raleigh-Durham/Research Triangle Park. The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of his/her property, employees, agents, and guests. NCATA and the Embassy Suites Hotel/Greensboro Airport, any officer, agent, or employee thereof will not be liable for any loss, damage, or destruction of exhibitor's property for theft, fire, accident, or any other cause. The exhibitor also assumes full responsibility and liability for all injury to any and all person or property caused by the exhibitor, its agents, representatives, or employees. The exhibitor will indemnify and hold harmless NCATA and the Embassy Suites Hotel/Greensboro Airport and their members, directors, officers, agents, representatives, and employees against any and all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees, or any other such persons.

4. Insurance: The exhibitor acknowledges that NCATA and the Embassy Suites Hotel/Greensboro Airport do not maintain insurance coverage for this event, and do not accept responsibility for the exhibitor's property or person. It is the sole responsibility of the exhibitor, if it so desires, to obtain business interruption, liability, and property damage insurance covering the exhibitor's property.

5. Standard Table(s): Each standard space includes two folding chairs, a covered 8' table, a booth sign, and wastebasket. Exhibitors must indicate additional booth needs (tables, chairs, etc.).

6. Exhibitor Limitations: Exhibits must not obstruct the view of adjoining booths. No signs, banners or archways over the aisles will be permitted. Exhibitors are not allowed to alter the traffic flow beyond their 8' space. Booth furniture, display equipment, or merchandise may not protrude from the booth. Displays should be self-standing. Merchandise may not extend past the 8' space, so should additional space be needed, a second 8' table should be purchased. Any exhibits expanding past the allotted space will incur an additional fee once onsite.

7. Exhibitor Installation Hours: Thursday, May 2, 2019: 11:00 AM -2:00 PM. All exhibits must be set up for an inspection by 2:00 PM on Thursday, May 2, 2019. No exceptions allowed.

8. Forfeiture of Space: If the exhibit table is not set by 2:00 PM on Thursday, May 2, 2019, the space is considered forfeited by the exhibitor, and the space may be resold, reassigned, or used by NCATA without refund.

9. Dismantling Hours: Vendor booths must not be dismantled until the close of the exhibit (4:00 PM) on May 4, 2019. However, exhibitors may remove merchandise from their booth for safe overnight storage.

10. The exhibitor authorizes NCATA to remove, at the exhibitor's expense, any material in the exhibit area belonging to said exhibitor after 10:00 PM Saturday, May 4, 2019.

11. Prohibitions: Exhibits, signs or displays are prohibited in any of the public spaces or elsewhere on the premises of the Embassy Suites Hotel/Greensboro Airport. Absolutely no alcoholic beverages will be served or given away by exhibitors. This will be strictly enforced.

12. Sound Devices: The use of sound devices, megaphones, loudspeakers, music, or other amplified methods of attracting attention is prohibited.

13. Shipping and Handling of Materials and Equipment for Exhibitors: Exhibit booths, materials, and supplies are the responsibility of the exhibitor.

14. Security: Exhibit management does not provide security for exhibits. NCATA does not assume any obligation or duty with respect to the protection of the property of exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor and shall be their sole responsibility. Exhibitors should staff their booths at all times. During posted show hours, vendors may wish to remove merchandise from the booth for overnight storage. NCATA does provide a locked meeting room for overnight storage.

15. Inclement Weather: The event will be held despite inclement weather. Exhibitors will be expected to set up their booth by the scheduled time.

16. Disputes: The decision or opinion of NCATA in the interpretation of this contract shall be final and binding on the exhibitor. Parties are prohibited from initiating legal action against the other for the purpose of enforcement of this contract.

17. Severability: The enforceability, validity, or legality of any provision of this contract shall not render any other provision of this contract unenforceable, invalid, or illegal. Show attendees that accept booth space for the NCATA Annual Conference Exhibit agree to be bound and abide by all the terms and conditions of this agreement.

I have read and agree to the terms of the Exhibitor Agreement above.

Signature _____

Title _____

Date _____