



ncaeyc North Carolina Association for
the Education of Young Children

CONNECTING BIRTH–8 ACROSS OUR STATE

People. Practice. Policy.

2019 Annual Conference

September 12 – 14 | RALEIGH CONVENTION CENTER

NCAEYC is delighted to invite Vendors to our 66th Annual Conference
September 12–14, 2019
Raleigh Convention Center (RCC) 500 S Salisbury St., Raleigh, NC 27601

Here's what Vendors have said:

*"Thank you NCAEYC for the kindness shown to Exhibitors;
We TRULY felt we were important to you!"*

*"NCAEYC's efforts to support vendors were way over the top—
better than any other conference."*

Your NCAEYC Conference Vendor Experience:

- Vibrant and engaging Conference experience with an anticipated 1500 attendees from a wide variety of roles in early care and education: teachers, administrators, center directors, higher education faculty
- Care and attention from our amazing Vendor Captains whose role it is to ensure a great experience for you
- Complimentary vouchers for food kiosk on Friday for beverages and snacks
- Option to place and pay for lunch order on Friday and have it delivered to your booth
- "A Minute at the Mic" at Vendor Spotlight on Friday at 4:30 pm to be featured in awarding your door prize

North Carolina Association for the Education of Young Children
an affiliate of NAEYC

182 Wind Chime Court Suite 104, Raleigh, NC 27615
919-510-5034 (p) | 919-510-5033 (f) | www.ncaeyc.org

Anticipated attendance of over 1500 early childhood professionals

***Setup:***

Thursday, 9/12 from 7 am–6 pm

Exhibition Hours:

Thursday, 9/12 from 11 am – 3 pm
(optional)

Friday, 9/13 from 8 am – 5:30pm

Saturday, 9/14 from 8 am – 1 pm

Breakdown:

Saturday, 9/14 – no earlier than
12:30 pm: completed by 3:00 pm

**Displays in Hallways for High
Visibility and High Traffic**

**30-minute breaks between
Sessions to provide time for
attendees to visit your booth!**

All conference sessions in RCC put
you right in the center of the
attendees' experience.

“Vendor Spotlight” Friday, 4:30 pm
with a “Minute at the Mic” for you
to talk about your company and
product!

Exhibitor area opens at 8 am on
Saturday with sessions beginning at
9 am giving attendees time to visit
with you!

**Please complete the vendor
application on the next page
TODAY to reserve your space.**

**Contact Chris Butler at
919-510-5034 or
cbutler@ncaeyc.org if you have
any questions.**

Vendor Pricing and Application

Exhibit space will be located in the hallways outside the session rooms throughout the Raleigh Convention Center to provide high visibility and high traffic!

Set-Up:	Thursday, September 12	7 am – 6 pm
Exhibition Hours:	Thursday, September 12 Friday, September 13 Saturday, September 14	11 am – 3 pm (optional) 8 am – 5:30 pm 8 am – 1pm
Break-Down:	Saturday, September 14	No earlier than 12:30 pm; completed by 3:00 pm

Please Note: Exhibit space must be staffed during the times the Vendor areas are open.

On Saturday, no part of any exhibit may be dismantled prior to 11:30 am, but must be dismantled no later than 1:30 pm.

Exhibitor Space (Includes one 8' x 2' draped table and 2 chairs)	Cost of 1 st table/2 nd table/each additional table
Main Level 3 - Front Entry Hall	\$510 / \$470 / \$445
Main Level 3 – Hallway Outside Session Rooms	\$475 / \$435 / \$410

To reserve a space, first refer to table layout to identify your preferred space(s).

Complete this form and submit to NCAEYC at 182 Wind Chime Court, Suite 104, Raleigh, NC 27615

*To reserve a table(s), application forms must be accompanied by a \$100 **per table** deposit or full payment by August 1, 2019.*

Payment in full is required no later than August 17, 2018. Contact Chris Butler at 919-510-5034 to pay by credit card.

Company Name: _____

Contact Person(s): _____

Company Representatives on site: _____

Address (including city, state, zip): _____

Contact phone(s): _____

Email: _____

Website: _____

Products to be exhibited: _____

Amount of enclosed check: _____ Check #: _____

Total number of tables requested: _____

Requested Table Number(s) *(See map of layout of RCC for table numbers. If your choice is not available, NCAEYC will contact you to discuss alternate availability):*

1st Choice(s): _____ 2nd Choice(s): _____

I am interested in placing an ad in the program: ☐ YES! ☐ MAYBE

I am interested in learning more about SPONSORSHIP and ADVERTISING opportunities: ☐ YES! ☐ MAYBE

I am interested in offering a DOOR PRIZE so we REALLY get noticed during VENDOR SPOTLIGHT: ☐ YES! ☐ MAYBE

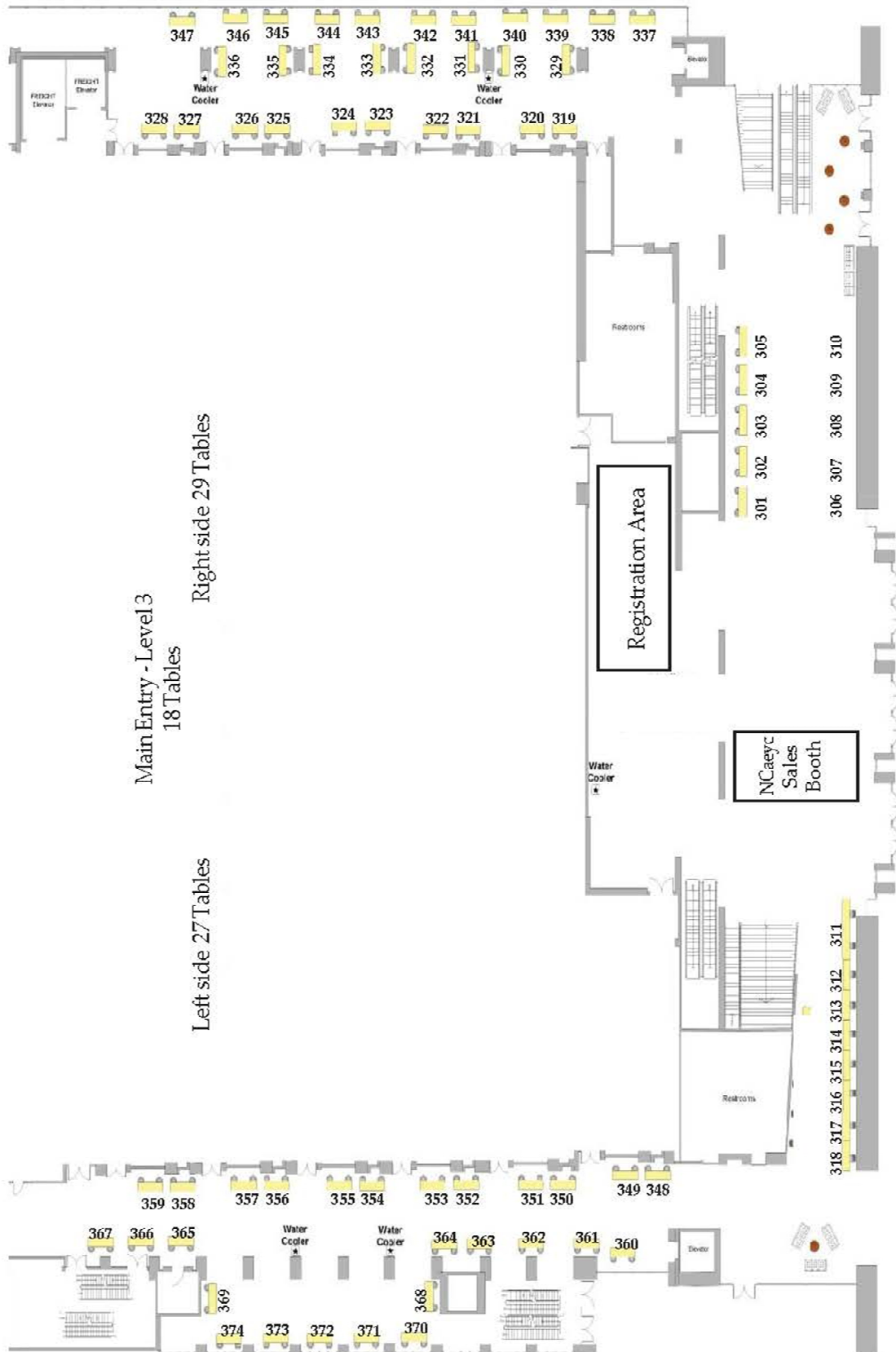
Will you be staying at one of our official Conference hotels? **Other (please specify):** ☐ Raleigh Marriott City Center ☐ Holiday Inn Downtown ☐ I do not need lodging

For more information, please contact Chris Butler at 919-510-5034 or cbutler@ncaeyc.org.

REFUND POLICY: A partial refund may be granted if NCAEYC receives written notice of cancellation 14 days prior to the Conference and if we are able to resell your space.

Raleigh Convention Center Vendor Table Layout

All exhibitor spaces are located in the hall areas outside the session rooms on Level 3.
Prices and table space descriptions are on the Application Form.



Advertising and Sponsorship Opportunities

Make a solid connection with attendees during and beyond their Conference experience!
Make sure your company's name and information is at their fingertips!



Place an ad in the Conference Program to make a lasting impression!

We put emphasis on our printed materials to maximize your marketing exposure!

Advertisement	Size	Cost
Small ad (1/8 of page)	4.25 x 2.75"	\$100
Quarter Page	4.25 x 5.5"	\$175
Half Page (vertical format)	4.25 x 11"	\$275
Half Page (horizontal format)	8.5 x 5.5"	\$275
Full Page	8.5 x 11"	\$500
Inside Back Cover	8.5 x 11"	\$600
Inside Front Cover	8.5 x 11"	\$600
Outside Back Cover	8.5 x 11"	\$650

Ad images must be high-resolution PDF or JPG files.

Learn about SPONSORSHIP and AD OPPORTUNITIES!

Connect with NCAEYC's Executive Director, Lorie Barnes TODAY!
(919) 510-5034 or lbarnes@ncaeyc.org.

There are Sponsorship Levels and Ad Sizes to fit EVERY budget!

Demonstrate your commitment to excellence in early care and education.

Conference Program Advertisement Form

Our Board and staff thank you for supporting NCAEYC and the children of North Carolina.

Company Name:	
Company Address:	
City:	
State:	
Zip:	
Contact Person(s):	
Phone:	
Email:	
Description of products/services (to go into the Program):	
Comments:	

Signature: _____ Date: _____

Amount of check enclosed: _____ Check #: _____

Make check payable to NCAEYC and send to:

NCAEYC
182 Wind Chime Court, Suite 104
Raleigh, NC 27615

If you would like further information, please contact Chris Butler (cbutler@ncaeyc.org)
or call 919-510-5034.

What vendors say about their experiences at NCAEYC's Annual Conference:

“Great traffic flow and visitation at our booths!”

“Very accommodating staff, nice space, and good amount of traffic.”

“Vendor Spotlights were fun for EVERYONE!”

“The hospitality was amazing...”

“Staff worked hard to make sure all of our needs were met.”

“The people who were in charge were AWESOME! Way to go NCAEYC!”

“Thank you NCAEYC for the kindness shown to Exhibitors;
We TRULY felt we were important to you!”

“NCAEYC's efforts to support vendors were way over the top—
better than any other conference.”

“I called my company President during the Conference because I was
SO EXCITED about the wonderful experience we were having!”

What will YOU say this year?

Contact Chris Butler at 919-510-5034 or cbutler@ncaeyc.org

Raleigh Convention and Conference Center Utilities Order Form

Payment for any requested services can only be made by a company, cashier's, or certified check, cash, Visa, MasterCard or American Express. Service will not be provided until payment is received. If you would like a confirmation or receipt for your order please contact RCC Accounting at 919-996-8515 and include your email address on this form. See page 2 for additional contact information.

Event Name: _____ Event Date(s): _____

Event #: _____ (RCC to complete)

Booth Number(s): _____

Contact Name: _____ Email: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ Would You Like A Receipt? _____

	QTY.	SERVICE	ADVANCE PRICE	FLOOR PRICE*	TOTAL PRICE
ELECTRIC POWER±		110V Outlet 20 Amp	\$90.00	\$140.00	
		208V Outlet 30 Amp & Under	\$160.00	\$220.00	
		208V Outlet 30 - 100 Amp (Single Phase)	\$240.00	\$320.00	
		208V Outlet 30 - 100 Amp (Three Phase)	\$300.00	\$360.00	
		120/208 1ph or 3ph Anything over 100 Amp	Call Anthony Hodges 919-996-8256 for Details, Advance Only		
PHONES/MISC		Telephone Line (Handset Not Incl)	\$215.00	\$270.00	
		Telephone Line (Includes Handset)	\$244.75	\$305.00	
		Two-Line Digital Phone	\$350.00	\$425.00	
		Compressed Air, Water, or Drain Service (Exhibit Halls Only)	Call Anthony Hodges 919-996-8256 for Details, Advance Only		

± All power is supplied from the floor. Please call to discuss other requirements.

Free basic wireless Internet service is offered throughout the Raleigh Convention Center.

Free wireless Internet service is suitable for checking email and light web surfing. Total available bandwidth is shared by all customers in the facility. Free wireless Internet service is a best-effort, non-guaranteed offering and does not include I.T. support.

Please contact the Raleigh Convention Center I.T. Department at 919-996-8519 for a quote for additional services.

*Additional information and Terms of Service below

Internet Services	QTY.	SERVICE	ADVANCEPRICE	FLOORPRICE*	TOTALPRICE
		Wired Internet	\$350.00/ Per event, per drop	\$450.00/ Per event, per drop	
		8 Port Switch	\$53.63/Per event	\$53.63/Per event	
	Other Internet Services				
	QTY.	# OF DAYS	SERVICE	PRICING	TOTALPRICE
			Dedicated Bandwidth Connections	\$150.00/Mbps per day (Min order \$500.00) 5 Business Days Advance Notice Required	
			Static Public IP Address	\$150.00 (+ Wired Internet Dedicated Bandwidth) 5 Business Days Advance Notice Required	
	TOTAL:				

*Please note that the floor price will be charged if equipment reservations are not received by the Raleigh Convention Center at least five business days prior to the first day of move-in.

Prices are subject to change. The latest form can be found on the Raleigh Convention Center website:

<http://www.raleighconvention.com>

Payment options:	
1. Mail completed form with payment to: Raleigh Convention Center 500 South Salisbury St. Raleigh, NC 27601 For order receipt confirmation or payment receipts please contact: RCC Accounting: 919-996-8515	2. Pay with <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express (check one box) Name on Card: _____ Card number: _____ Expiration (MM/YY): _____ Signature: _____ FAX this form with credit card information to: RCC Accounting 919-996-8552 (Fax)
For Internal Use Only: Date received: _____ Receipt number: _____	

Connection:

1. Under no circumstances shall anyone other than the Convention Center Electrician make electrical connections to the Convention Center distribution system.
2. Hourly fees may apply for special wiring requirements.
3. Sharing power between booths is prohibited.
4. Convenience outlets that may exist in or near your booth are not included in your booth rental and may not be used.
5. All equipment provided by exhibitor must comply with all National Electric Codes as well as, state, local and international safety codes.
6. The building engineer may refuse service to any requests deemed unsafe.
7. No two-wire (home-use) extension cords are allowed.

120/208v and 277/480v Power:

The Raleigh Convention Center can provide power for your equipment and machinery with the following limitations. We can only guarantee that we will be able to provide power if you order in advance. Not all locations of the building have access to higher amperage or voltage power. Please discuss your needs with Anthony Hodges at 919-996-8526.

We can generally provide the power you need for most equipment; however, we do not stock all types of outlets. If you need to plug into something other than a standard 120 or 240 volt, 20 or 30 amp outlet you need to either bring an outlet of the correct type or provide equipment with bare wire leads that we will install into our breaker panel. We will not disassemble your machinery or equipment in order to wire it. Please provide equipment with either a plug or bare wire leads.

Right of Way and Access:

- The Raleigh Convention Center reserves an easement behind each exhibit booth for the purpose of distributing electrical service to neighboring booths.
- Unless otherwise directed, convention center electricians are authorized to cut floor coverings to permit installation of service.
- Wall, column, and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors without advance approval.
- Access to floor boxes is strictly prohibited.
- Displays and service panels must be available and accessible for inspection at all times.

Phone lines:

You will be provided with one phone line with an RJ-12 plug for each phone line you order. The phone lines are analog lines suitable for use with computer modems, credit card machines, or for voice communication. If you want to use the line as a normal phone, you may rent the telephone set from us for an additional fee or bring your own telephone set.

The phone lines are disabled from making international calls or dialing 900, 976, and similar toll numbers. Long-distance fees are charged to the client upon receipt of the final bill.

Air, Water, and Drain Service:

Compressed air, water, and drain service must be ordered in advance. Not all areas of the Raleigh Convention Center have access to these services, so please contact us early if you need these services. Call Anthony Hodges (919-996-8526) to order these services.

Internet Services:

All Internet Services are subject to The Convention Center's acceptable use policies and the RCC may suspend Service to any exhibitor or user if the use is determined to be in violation of the acceptable use policies.

For wired internet, you may install up to five devices per drop with your switch, or you may rent a switch for \$50 per event.

Disclaimer: The Convention Center does not provide security, such as, but not limited to firewalls, etc. for any data circuit(s) that we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. Software or content obtained from the use of Service may contain viruses or other harmful features and customer is solely responsible for protecting its equipment and software from such matters.

Free Wireless Terms of Use, Security Warning, and Disclaimer

WARNING: THIS WIRELESS NETWORK IS NOT SECURE.

Data sent to or from all wireless devices connected to this network is sent in the clear and could be intercepted and viewed by third parties. Do not use this network to transfer sensitive personal data such as usernames, passwords, credit card numbers, social security numbers, etc. It is available to the general public and is not secure. The City cannot and does not guarantee the privacy of your data and communication while using the service.

INDEMNITY

Under no circumstances shall the City, its officers, employees, or agents be liable for any direct, indirect, incidental, special, punitive or consequential or other damages that arise or result in any way from use of, or inability to use, the service or to access the Internet or any part thereof, or user's reliance on, or use of, information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any defect in or failure of performance. By your use of the free wireless network, you agree to indemnify and hold harmless the City, of its officers, employees, and agents, from, and against any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorneys' fees) arising from or related to your use of the service, any materials downloaded or uploaded through the service, any actions taken by you in connection with your use of the service, any violation of any third party's rights or a violation of law or regulation, or any breach of the terms of service agreement.