

# *2017 NCTCA Spring Conference*



## **Harrah's Cherokee**

777 Casino Drive  
Cherokee, NC 28719

**May 3-5, 2017**

For reservations call 1-800-427-7247

Group code is S0NCTA

*(Reservations deadline is March 31, 2017)*

Dear Vendors/Friends of the NCTCA

The NCTCA cordially invites any vendors to display product information at the 2017 Spring Conference to be held May 3-5, 2017 at Harrah's Cherokee Resort, Cherokee, NC. There will be a golf tournament on Tuesday, May 2, 2017. Detail information is attached and should be paid and mailed separately from registration.

### **Display Fee**

The minimum display charge is ***\$700.00***. The display fee includes one conference registration with tickets to all events, electrical service and wireless internet; each additional person from your organization will require a vendor registration of ***\$185.00***. Vendors who do not require a booth and wish to participate in the conference will be required to pay a vendor registration fee of ***\$300.00***.

For room reservations please call the Harrah's Cherokee at 1-800-427-7247 and group code is S04NCTA. The rate is \$99.00 plus tax. Reservations must be made by March 31, 2017.

**The committee also has available sponsorships of special events for the conference such as the:**

**Wednesday Night President's Reception:** Sponsorship of the ***President's Reception is \$5,000.00***. This sponsorship entitles your company to be printed on all programs, recognition signs during the conference, three (3) registration packets, and booth in the vendor area. The reception will be heavy hors d'oeuvres.

**President's Reception Beverages:** Sponsorship of the ***President's reception beverages is \$1,500.00***. This sponsorship entitles your company to be printed on all programs, recognition signs during the conference, plus (1) registration packet.

**Banquet Entertainment:** Sponsorship of the ***Banquet's Reception Entertainment is \$ 1,000.00***. This sponsorship entitles your company to be printed on all programs, recognition signs during the conference, plus (1) registration packet.

**Banquet Social Hour Beverages:** Sponsorship of the ***Banquet's social hour beverages is \$1,500.00***. This sponsorship entitles your company to be printed on all programs, recognition signs during the conference, plus (1) registration packet.

**Morning Break** available Wednesday or Thursday. ***Sponsorship of either break will be \$1,000.00***. This sponsorship entitles your company name to be identified on all programs and signs during the conference, plus (1) registration packet.

**Afternoon Break** available Wednesday or Thursday. ***Sponsorship of either break can be sponsored for \$1,000.00***. Sponsorship entitles your company to be identified on all programs and signs, during the conference, plus (1) one registration packet.

**Network Luncheon** – ***Sponsorship of the luncheon will be \$3,000.00***. Sponsorship entitles your company to be identified on all programs and signs during the conference, plus (2) registration packet and a booth.

**Hospitality Room** provides beverages and light hors d'oeuvres for one night. ***Sponsorship of \$500.00*** entitles you to be printed on all programs and signs during conference.

**Buffet Breakfast:** (Prior to the Friday morning closing session) ***Sponsorship cost is \$2,500.00***. Sponsor will receive one (1) vendor booth, two (2) registration packets, and sponsorship recognition on all printed material to include conference signs.

Other Donations: Should you wish to make cash contribution that is not listed above you will be recognized on all printed materials as a donor by the following categories:

FRIEND OF THE CONFERENCE

\$500

**Setup Time** – Vendors will be allowed to begin set-up on Tuesday from 2:00pm – 5:00pm. Upon arrival you will find your table labeled as to where to you will be required to set up.

**Vendor Exposure:** This year we will be introducing all vendors at the opening ceremony. You will need to be at the opening ceremony at 9:00am on Wednesday, May 3<sup>rd</sup>. More detail to follow when you register at the conference.

### **Payment**

New online registration process through CVENT. Please use the following link for all registrations including sponsorships. It is required for each person to register individually. The online registration does allow for both credit card payment and check. We encourage you to pay by credit card if this option is available for your county however if you are paying by check please provide your finance office with the new payment information. All checks must be made payable to NCTCA and mailed to the following address. Please include registrants name with payment.

<http://www.cvent.com/d/85qj84/4W>

Make checks payable to NCTCA. The returned check fee is \$25.00. Send completed registration form and payment to:

NCTCA Spring Conference  
Attention: Carolyn Boggs  
P. O. Box 2715  
Burlington, NC 27215

**Deadline is April 14, 2017**

**\*\*Any check payments must be received 2 weeks prior to conference. \*\***

### **Cancellations and Refunds**

Refunds will be honored, less a \$50.00 processing fee, only if received in writing by April 21<sup>st</sup>.

### **Badges and Conference Material Pickup**

Conference materials can be picked up starting Tuesday, May 2, 2017, 2:00-5:00pm at the Conference Registration Desk. **Badges must be worn to all functions.**

### **Room Reservations**

For room reservations please contact the Harrah's Cherokee @ 1-800-427-7247 or you can also book online by visiting the weblink below:

<http://www.totalrewards.com/hotel-reservations?propCode=CHE&groupCode=S04NCTA>

Our rate is \$99.00 per night. Rooms will be held at these rates through March 31, 2017. You must identify group code **S04NCTA** as an **NCTCA** conference attendee.

*You have been excellent supporters of our association and conferences in the past. Your contributions and participation will again be a vital part of the success of this year's conference. If you have any questions, please contact Teresa Williamson of Durham County at 919-560-0318.*