

2017 NC Pretreatment Consortium Annual Conference Exhibitor/Vendor Registration Form

Monday, October 16- Wednesday, October 18, 2017
Crowne Plaza- Asheville, NC



North Carolina Pretreatment Consortium, Inc.
FED TAX ID 56-2175365
www.ncpretreatment.org

Before registering, please take time to completely review the Vendor rules and regulations on page 2. Complete all information and scan or mail form. Form and payment must be submitted together. Online payment is available (credit card only).

Personal Information:

Name (for badge): _____
NC Wastewater Certification # _____

Business Information:

Name: _____
Address: _____
Phone: _____
Email: _____

Type of Business: (check all that apply)

Grease Contract Laboratory
 Software Lab Supplies
Other: _____

Terms and Conditions:

- Booth space is provided on first registered, first served basis.
- Sponsors have **FIRST choice on booth location.**
- Space is allotted by the NC-PC Vendor Committee. Decision of the Committee is final.
- Each booth is furnished with a six foot skirted table, two chairs & Wireless Internet Connection.
- Electricity is available upon request.
- Set up will begin on **MONDAY** after 2 pm. All booths are to Remain set up until **WEDNESDAY** after first break.
- Vendor fees include workbook, lunch, door prize (min. \$25)

Return Form and payment (or verification) to:

JoEllen Gay
PO Box 1847
Greenville, NC 27834-1847
or by Scan- Email: gayjj@quc.com
(252) 551-1542

Registration Fees:

		Quantity
Standard Booth:	\$425	_____
Additional Attendee (Lunch included)	\$100	_____
Additional Attendee Name (s): _____		

Late Fee: \$100 _____
After 10/2/17

Sponsorship

Gold Package \$400 _____
*Full page color ad**
First choice of location
\$60 door prize provided

Silver Package \$300 _____
*½ page B&W ad**
Second choice of location
\$50 door prize provided

Bronze Package \$200 _____
*¼ page B&W ad**
Third choice of location
\$40 door prize provided

***Ads MUST be submitted with registration.**
ALL DISPLAYS MUST FIT IN SPACE
If no table needed, please note on form.

Luncheon Guests

Adult Guest	\$15	_____
Child Guest (Ages 5-12)	\$ 7.50	_____
		Total \$ _____

Needs:

Electricity: _____ Table: _____

In completing the NC- PC Annual Conference Exhibitor/Vendor Registration Form and with my signature below, I agree to the conditions of the 2017 North Carolina Pretreatment Consortium Annual Conference Vendor Exhibit Rules and Regulations.

Signature: _____ Date: _____

- Reservations to the Crowne Plaza and Resort may be made by calling 1-828-254-3211 or toll-free at 1-800-733-3211. You may also reach the hotel at www.ashevillecp.com . Please reference **Group Code PCM** to receive the group rate.

DATE RECEIVED	CHECK #/ CC VERIFICATION	TOTAL FEES
/ /		
Booth # _____ NC-PC REPRESENTATIVE _____		

VENDOR/EXHIBITOR RULES AND REGULATIONS

1. The NC PRETREATMENT CONSORTIUM will assign space to exhibitors based on judgment of Vendor Committee; taking into consideration date of application received and sponsorship. Any changes MUST be approved by the Vendor Committee.
2. Exhibit space is being provided with the understanding that NC PRETREATMENT CONSORTIUM and the Conference Hotel are not liable for any occurrences due to negligence of the exhibitor. Exhibitors agree to maintain such insurance that will fully protect the NC PRETREATMENT CONSORTIUM from any and all claims of any nature including claims under Workmen's Compensation Act and for damages for personal injury, including death, which may arise in connection of the operation of exhibitor's display and which is caused by negligence of the exhibitor.
3. In the event of cancellation of an exhibitor, the NC PRETREATMENT CONSORTIUM will make space available to another party requesting the space.
4. All exhibit spaces will be in the area of the Conference Hotel as designated by the NC PRETREATMENT CONSORTIUM.
5. All demonstrations and exhibits must be confined to the exhibit space and shall be limited to displays that can fit on the top of the table or within a 10 X 10 foot space if the table is removed. No exhibitor shall assign, sublet, or share the whole or part of the exhibit space provided.
6. The NC PRETREATMENT CONSORTIUM and its authorized representatives reserve the right to request modification of any questionable exhibit.
7. The exhibitor will make his own arrangements for delivery and receipt of any shipments related to his/her exhibit.
8. Exhibitors must have personnel at the Conference Hotel to complete set-up prior to the beginning of the conference registration. The room(s) will be available for set-up at 2:00 PM on Sunday and set-up must be complete by 8:00 PM. The exhibit material must be removed by 12 Noon Tuesday. Booths may be manned or unmanned during periods the exhibits are open. If the booth is manned, all persons must be registered for the conference and must wear their conference registration nametags.
9. Hours during which the exhibits will be open to attendees are Monday 6:00 PM - 8:00 PM; Tuesday 8:00 AM - Until end of reception; and Wednesday 8:00 AM - 12 Noon. Booths shall not be broken down prior to 10:00 AM on Tuesday, unless pre-approved by the NC-PC Vendor Committee. We reserve the right to make adjustments to this schedule.
10. The NC PRETREATMENT CONSORTIUM will have sole control over the admission of persons to the exhibit area.
11. Exhibitors will abide by all other provisions of said rules and regulations, with fire regulations, and all other regulations of government agencies and the Conference Hotel.
12. A four hundred twenty - five dollar (\$425.00) fee is required to reserve a vendor/exhibitor space.
13. The NC PRETREATMENT CONSORTIUM is a non-profit organization. Provisions of the exhibit space are for product information and training purposes only. Direct sales are prohibited.
14. The exhibit space area will be *approximately* 10 X 10 feet and on it will be a 6-foot X 30-inch table with table cover and skirting, and two chairs. One electrical outlet limited to 120 volts, single phase, and 60 hertz will be provided upon request by vendor/exhibitor registration. The exhibitor at his/her own expense will provide other furnishings.
15. The NC PRETREATMENT CONSORTIUM reserves all rights in displaying exhibitor/vendor sponsorship signs, posters, or advertisements during the Annual Conference.
16. The NC PRETREATMENT CONSORTIUM reserves all rights in the selection and distribution of all door prizes and complementary items.