



# 2020 EXHIBITOR REGISTRATION

Conference Dates: February 29 - March 3, 2020

Hilton Raleigh North Hills, Raleigh NC

Company \_\_\_\_\_

Company Website \_\_\_\_\_

Product being displayed (if applicable) \_\_\_\_\_

Product Website(s) \_\_\_\_\_

Administrative Contact Name and email \_\_\_\_\_

Conference Representatives (list all) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street

City

State

Zip

Phone \_\_\_\_\_ Fax \_\_\_\_\_

## EXHIBITOR OPTIONS

BOOTH SPACE \$1,200  -or-  \$900 (First time exhibitors only)

PROGRAM BOOKLET AD \$ 350

SLIDE SHOW AD \$ 350

TOTAL \$

We are interested in supporting a breakfast, luncheon or other event/item.

We will need electricity

We will need internet

Charge card below if application is accepted

We will send a check when application is accepted

Name on Card (please print) \_\_\_\_\_

Card Holder's Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Credit Card # \_\_\_\_\_  Visa  MC  Disc  AmEx Exp. Date \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Verification Code (3-digit # on back) \_\_\_\_\_

### Please return application to:

NCAPA Conference | 1121 Slater Road | Durham, NC 27703

919.479.1995 | 919.479.9726 (fax) | conference@ncapa.org

Application is not complete unless the next page has been signed and dated.

## NCAPA Exhibitor Terms and Conditions

NCAPA appreciates the support of Exhibitors and ensures that attendees have access to the Exhibit Hall. All breaks take place in the Exhibit Hall, and attendees are encouraged to visit exhibitors to obtain signatures in order to be eligible for a drawing.

**Exhibitor Space:** The booth will be 10' wide and 8' deep and includes a 6' skirted table and two chairs. The booth does not include electric power. Please indicate whether you will need power on the application. Exhibitors are responsible for the additional hotel fees incurred by requesting power at their booths.

**Space Assignment:** Booths are assigned in the order that payment is received. A floor plan will be sent to the Exhibitor to aid in selection of their booth space once NCAPA receives payment.

**Exhibit Staff:** Exhibitor registration includes up to four booth staff, continental breakfast, refreshment breaks, and lunches.

### Exhibit Hall Set Up, Opening and Breakdown:

|                    |                    |                            |
|--------------------|--------------------|----------------------------|
| Set up             | 8:00 am – 10:00 am | Saturday February 29, 2020 |
| Exhibit Hall Opens | 10:00 am           | Saturday February 29, 2020 |
| Breakdown          | by 5:30 pm         | Monday, March 2, 2020      |

### Exhibit Hall Hours:

General Sessions begin at 8 am and end at 4:45 pm Saturday through Monday. Exhibit Hall breaks are from 10:00 am to 10:30 am and Lunch is from noon to 1:00 pm each day. Exhibitors are welcome to remain at their booth for the full day, or stay for breaks only.

**FDA Approval:** Products that require marketing approval by the US Food and Drug Administration (FDA) must receive that approval before being exhibited.

**Sharing of Exhibit Space:** The products, displays, and signs in a booth must be related to the Exhibitor's company, and the exhibit space cannot be shared.

**Payment:** Please forward your exhibit fee by February 17, 2020. Make checks payable to NCAPA Conference or include credit card information with the application. NCAPA's TAX ID Number is 58-1726383. Payment must be received before the conference.

**Cancellation:** Cancellation requests must be submitted in writing (mailed, faxed, or emailed).

Refund requests received by:  
December 31, 2019 full refund less 25% administrative fee  
January 15, 2020 full refund less 50% administrative fee  
After January 15, 2020 no refunds given.

*NCAPA reserves the right to determine the eligibility of any company, as well as restrict, prohibit, or evict any exhibitor or product which detracts from the character of the exhibit hall or for any violation of the terms and conditions set forth. If restriction or eviction should occur, NCAPA is not liable for refunding exhibit fees or any other costs incurred by the exhibitor.*

By signing below, you agree to exhibitor terms, conditions, as well as the cancellation policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_