



# EXHIBITOR APPLICATION

**2020 Summer Conference and Exhibition**  
 August 16-19, 2020 • Kingston Plantation • Myrtle Beach, SC

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

TYPE	RETURNING EXHIBITOR	FIRST-TIME EXHIBITOR (25% DISCOUNT)
Standard 10' x 8' with 6' skirted table and 2 chairs	<input type="checkbox"/> \$1,250	<input type="checkbox"/> \$937.50
Premium* (Limited availability)	<input type="checkbox"/> \$1,750	<input type="checkbox"/> \$1,312.50

### ADVERTISING

TYPE	PRICE
Tote Bag Insert	<input type="checkbox"/> \$350
Program Booklet	<input type="checkbox"/> \$350
Slide Show Ad	<input type="checkbox"/> \$350

**TOTAL DUE:** \$ \_\_\_\_\_

\*Premium Booth includes: Ad in slide presentation and tote bag

- We are interested in supporting a breakfast, luncheon or other event/item.
- We will need electricity       We will need hard-wired 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	1:00 pm – 5:00 pm	Sunday August 16, 2020
Exhibit Hall Opens	7:00 am	Monday August 17, 2020
Breakdown	1:00 pm – 5:00 pm	Wednesday August 19, 2020

### Exhibit Hall Hours:

General Sessions begin at 7 am and end at 2:30 pm Monday-Wednesday. Exhibit Hall breaks are 1/2 hour each day, mid-morning and Lunch is from 11:30 am to 12:30 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 August 1, 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:

June 1, 2020 full refund less 25% administrative fee

July 1, 2020 full refund less 50% administrative fee

After July 1, 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: \_\_\_\_\_