

Fees for Exhibitors and Sponsors

NCS-ACOF 2025 Annual Meeting and CME Conference Schedule for Exhibitors

Friday, August 8: Set-Up begins at 12:30 pm - Exhibit area opens at 1:30 pm

Saturday, August 9: Exhibit Hall open from 7:30 am - 3:30 pm

Sponsorship Opportunities

Presenting Conference Sponsor - \$4,500 (one sponsor slot available)

As the exclusive sponsor of the conference, you will receive the following benefits:

- Be introduced as the event sponsor.
- Exclusive ability to speak during the event for 10 minutes to our attendees during lunch on Saturday.
- Listed as sponsor in Conference Program and on NCS-ACOF 2025 website. Includes logo and website.
- Ability to distribute a flyer with company information directly to all attendees at the event.
- Signage at event 2x3 Poster branded with NCS-ACOF 2025 and Sponsor Logo
- One custom notification/message to attendees through the NCS-ACOF 2025 Director (Includes: notification subject line, customizable body message with unlimited characters, attachments, and links)
- Recognition from the podium and in scrolling presentations on hotel signage
- Social media recognition as the event Sponsor.
- Booth space (8' x 10') that includes table and two chairs

Friday Reception Sponsor: \$3,000 (One sponsorship is available.)

- Listed as sponsor in Conference Program and on NCS-ACOF 2025 website. Includes logo and website.
- Opportunity to attend reception on Friday evening
- One brochure/pamphlet inserted in attendee conference packet (if supplied by organization) or link to company site on electronic copy of program
- Booth space (8' x 10') that includes table and two chairs

Friday Lunch Sponsor: \$3,500 (tentatively reserved by Pfizer)

- Listed as sponsor in Conference Program and on NCS-ACOF 2025 website. Includes logo and website.
- Opportunity to present information during lunch on Friday, August 8 at 12:30 pm
- One brochure/pamphlet inserted in attendee conference packet (if supplied by organization) or link to company site on electronic copy of program
- Booth space (8' x 10') that includes table and two chairs

Wi-Fi Sponsor: \$1,000 (one sponsor spot available)

Benefits include:

- Branded signage with your company logo throughout venue with Wi-Fi and password listed.
- Company name/logo on signage near the registration table
- Recognition from the podium and in scrolling presentations
- Wi-Fi name and password information will be shared in the moderator script, power points, on-site brochure, and printed table tents with wi-fi information.
- Booth space (8' x 10') that includes table and two chairs

Coffee Break Sponsor(s): \$600 (three spots available)

- Listed as sponsor in Conference Program and on NCS-ACOF 2025 website. Includes logo and website.
- Booth space (8' x 10') that includes table and two chairs

Exhibitor Only - \$350 (Fee includes the following.)

- Booth space available: 8' x 10'. Space includes a table and two chairs.
- Exhibitor's name and description listed in the conference program

Agreement for Exhibitors and Sponsors

These regulations have been formulated in the best interest of all concerned, and any matters not covered here are subject to the decision of the conference coordinator for the event. The conference reserves the right to accept or reject any application.

Location of Exhibits

The conference will be held at the Millenium Hotel, 2800 Campus Walk Ave, Durham, NC. The exhibitor space will be in pre-function area outside lecture space to allow for maximum exposure to the attendees. Nancy Guy, hereafter referred to as the conference coordinator, reserves the right to make modifications as necessary to adjust the floor plan at any time to meet the needs of the exhibit, the exhibitors, or the event.

Application

All interested parties must review and agree to the terms of the agreement using one of the following options.

- 1) Complete the electronic application at www.nc-acofp.org and pay by credit card.
- 2) Print and complete the application and mail to Nancy D. Guy, Director, PO Box 662, Lillington NC 27546. An invoice can be provided if needed.

Care of Building and Equipment

Exhibitors or their agents must not injure or deface the walls or floors of the building, the exhibit space, or the equipment of the exhibit space. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. When damage appears, the exhibitor is liable to the Millenium Hotel. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor.

Installation and Dismantling

It is the responsibility of each exhibitor to install their exhibit Friday, between 12:30 pm and 1:30 pm. Exhibits must be dismantled by 4:00 pm on Saturday.

Shipping

Shipping and insurance of displays are the responsibility of the exhibitor. If shipping directly to the venue, contact, Lynn Fletcher, Group Event Manager at the in advance to determine shipping and storage charges. You can contact her by email at lynn.fletcher@millenniumhotels.com or by phone at 919-383-8575.

Mailing Lists

Exhibitors may compile a mailing list by direct solicitation of persons visiting their booth; however, compiling a mailing list of conference attendees from any other source is strictly prohibited.

Liability

Neither the conference nor its officers, directors, agents, or employees, are liable for any damages or losses that may occur to an exhibitor, or to an exhibitor's employees or property, from any cause whatsoever. The exhibitor, on signing the application, agrees to hold forever harmless the aforementioned from any and all liability, claims, losses, and expenses for personal injury, accident, property damage, or loss arising out of, in, at, or in connection with the exhibitor's display, including losses arising from cancellation of the conference.

Restrictions

The conference coordinator reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or for any other reason, and also to prohibit or to evict any exhibit that, in the opinion of the conference coordinator, may detract from the general character of the conference as a whole. In the event of such a restriction or eviction, the conference will not be liable for any refunds or other exhibit expenses.

Sales

Exhibitors are permitted to make sales in the exhibit area only. Obtaining the appropriate licenses and/or permits as required by law, collecting and remitting sales tax, and complying with any other legal business requirements are solely the responsibility of the exhibitors.

Security

The conference host is not providing security. Therefore, exhibitors are solely responsible for their own exhibit materials and should insure their exhibit against loss or damage from theft, accident, vandalism, fire, or other causes.

Use of Space

All demonstrations or other promotional activities must be confined within the limits of the exhibit space unless the company is a sponsor offering a lecture, demonstration, etc. during a designated meal. NCS-ACOFP agrees to provide the necessary audio-visual equipment for speakers provided by sponsors during meals.

There must be sufficient space remaining to contain conference attendees visiting the booth to participate in such activities. Exhibitors may not move any furniture without the prior consent of the conference coordinator. Exhibitors shall not assign, sublease, or share the allotted space without the knowledge and consent of the conference coordinator. Exhibited items are limited to goods manufactured or distributed by the exhibitor in its regular course of business. An organization not purchasing exhibit space will not be permitted to solicit business during the conference. Interference with the light and/or space of other exhibitors is prohibited. The conference coordinator reserves the right to require an exhibitor to alter an exhibit on site. Necessary changes shall be made at the exhibitor's expense and are subject to the approval of the conference coordinator.

Cancellation Policy

All cancellations must be made in writing by e-mail to the conference coordinator. If notification is received before August 1, all monies will be returned. Cancellations after that date will result in the deduction of a \$50 processing fee from the fee. Failure to occupy exhibition space in no way releases the exhibitor from the obligation to pay for the full cost of the requested space. Cancellations and requests for refunds must be submitted in writing to Nancy Guy, Conference Coordinator by e-mail at director@nc-acofp.org. Fees will be assessed as follows: Before August 1, 2025 – Full refund, On or after August 1st: - \$50 processing fee. In the event of flood, fire, strikes, riots, civil commotion, or other uncontrollable circumstances that render the exhibit area unfit or unavailable for use, all monies paid for exhibition space will be refunded.

EXHIBITOR APPLICATION for 2025 NCS-ACOFP Annual CME Conference

Method and Payment Information

- 1) To register and pay by credit card on-line, use this link: <https://form.jotform.com/251117269199161>
- 2) To pay by check, complete this form and submit with a check payable to NCS-ACOFP. Mail to Nancy Guy, NCS-ACOFP Director at PO Box 662, Lillington NC 27546. Enclose a copy of the completed form.

PLEASE PRINT OR TYPE

Enter Name of Contact to Receive Exhibit-Related Correspondence:

Company Name _____ Website _____
Contact Person: _____ Title: _____
Mailing Address: _____
Work Phone _____
E-mail address: _____

Enter Information for Program Listing (If same as above disregard. If different, complete info below.)

Company Name (if different from above) _____
Website: (if different from above): _____
Contact Person: _____
Title: _____
E-mail: _____

Enter Name(s) of Booth Representative(s)

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

By submitting this information and payment, I am agreeing to abide by all regulations, terms, and conditions set forth in the Exhibitor Agreement.

Signature : _____

Title _____

Date : _____

Select Fee Amount

- ☐ Exhibitor Space Only: \$350
☐ Coffee Break Sponsor: \$600
☐ Wi-Fi Sponsor: \$1,000
☐ Friday Reception: \$3,000
☐ Friday Lunch: \$3,500
☐ Presenting Sponsor: \$4,500

TOTAL \$ _____

Questions can be directed to Nancy Guy at director@nc-acofp.org