

# NCMPR - DISTRICT 2

# RISING

## TO THE CHALLENGE

### ASHEVILLE, NORTH CAROLINA

**NCMPR District 2** brings together a diverse group of professionals who lead the marketing, communications and public relations initiatives for community colleges in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, Bermuda, British Virgin Islands and The Bahamas.

#### CONTACT INFO:

To register as an exhibitor only, please visit  
<https://www.ncmpr.org/district-conference-exhibitor-information>.

If you are interested in a higher level of sponsorship, please contact:

**Virginia Moreland**  
District 2 Director  
The College System of Tennessee  
615-366-4486  
[virginia.moreland@tbr.edu](mailto:virginia.moreland@tbr.edu)

#### Sponsor Payment Information

Sponsors can pay online by credit card or invoice. Payment must be received prior to Friday, Sept. 27 unless other arrangements have been approved. Sponsorships not paid by Friday, Sept. 27 (unless pre-approved) shall forfeit benefits of sponsorship. Exhibitor booths must be completely set up prior to the Welcome Reception at 5 p.m. on Monday, Oct. 21.

#### Hold Harmless

NCMPR nor its employees or affiliates are responsible for any costs incurred by sponsor or vendor participation in its annual conference. This includes, but is not limited to: travel, meals (unless specified in sponsorship), transportation, lodging, taxes, tips, handling, parking, shipping, services, internet usage, loss or damage of merchandise or display materials.

## SPONSORSHIP OPPORTUNITIES

WE ARE OFFERING THE FOLLOWING EXHIBITOR /SPONSORSHIPS TO HELP YOUR COMPANY BETTER CONNECT WITH OUR MEMBERS BEFORE, DURING, AND AFTER THE CONFERENCE.

### EXHIBITOR \$600

#### Limited to six, including sponsors

- One table-top display (6-foot skirted table). If you have a backdrop or stand-alone display, it must fit behind or on top of the skirted table
- Printed listing in the conference program.
- NCMPR-sponsored email to conference attendees before the conference with a list of exhibitors/sponsors and a link to their company websites
- Printed list of conference registrants (distributed at the conference)
- Conference registration for one individual from your company, which provides access to all conference sessions, events and meal functions, including Welcome Reception and Medallion Awards.

### WELCOME RECEPTION \$1,000

#### Exhibitor Level plus...

- Company banner or prominent signage at event location
- Opportunity to place promotional brochure in conference registration materials.
- Quarter-page ad in conference program

### AWARDS of EXCELLENCE LUNCHEON \$1,500

#### Exhibitor Level plus...

- Five-minute sponsor remarks at luncheon.
- Name and logo on awards program.
- Opportunity to provide a company promotional item to put into conference "goodie bag."
- Half -page ad in conference program

### MEDALLION AWARDS DINNER \$2,500

#### Exhibitor Level plus...

- Five-minute sponsor remarks at awards dinner.
- Logo on dinner PowerPoint.
- Two tickets to the awards dinner.
- Opportunity to provide a company promotional item to put into conference "goodie bag."
- Full-page ad in the conference program
- Opportunity to air 15-30 second promotional video at Medallion Dinner

# TERMS AND CONDITIONS

(District Conference Sponsor and Exhibitor Program)

1. NCMPR reserves the right to exercise its sole discretion in the acceptance or refusal of applications.
2. NCMPR's sponsor and exhibitor program is designed to provide a showcase for products and services either specifically designed for, or customarily used in, higher education marketing and public relations. The exhibitor program is strictly a means of information exchange. Participants may not make sales or take orders in the exhibit area or within other conference facilities. This provision will be rigorously and strictly enforced.
3. The participant agrees that NCMPR shall have the right to make such rules and regulations, or changes in arrangements, as it shall deem necessary, and to amend some from time to time. NCMPR shall have the final determination in the enforcement of all rules, regulations and conditions.
4. No part of an exhibit shall be dismantled or materials removed before a time and date to be set by the district director without special permission from NCMPR. All tablespots must be vacated by a time and date to be set by the district director. If the tablespots are not vacated by that time, NCMPR reserves the right to remove materials and charge the expense to the participant.
5. If the exhibitor fails to make payments due hereunder when they are due, the tabletop assignment is subject to cancellation or reassignment at the option of NCMPR, without obligation for refund. Should any tabletop remain unoccupied by a time and date to be set by the district director, NCMPR reserves the right to give the tabletop to any other applicant or to eliminate the tabletop, and no refund shall be made to the original exhibitor. Participants may not assign any tabletop allotted to them and may not advertise or display goods, other than those manufactured, distributed or sold by them in the regular course of business, without authorization of NCMPR.
6. No refunds will be granted. In the event the NCMPR district conference is canceled due to fire, strikes, government regulations, acts of God or other causes beyond the control of the organization, NCMPR shall not be held liable for failure to hold the district conference as scheduled, and NCMPR shall determine the amount of sponsor and exhibitor fees to be refunded.
7. In order to allow unobstructed views of neighboring exhibitors, participants are not permitted to have their displays exceed the length or width of the tabletop or eight feet in height. Shipping containers can only be stored underneath the skirted tabletop.
8. NCMPR, the conference hotel or any officers or staff members will not be responsible for the safety or the property of the participants from theft, damage by fire, accident or other causes. Participants are advised to consult their insurance broker for proper coverage on display material from the time it leaves their company's premises until its return. In most cases, a rider can be added to a current policy for a nominal cost. Neither NCMPR nor the conference hotel management nor any of their officers, agents, employees or representatives, shall be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm or injury to the person or any property of the applicant or any of its officers, agents, employees or other representatives, resulting from theft, fire, employees or other causes. Neither NCMPR nor the conference hotel management will obtain insurance against any such damage, loss, harm or injury.
9. Participants hereby agree to indemnify, defend and protect NCMPR and the conference hotel management from any and all claims, demands, suits, liability for, any damage, loss, harm or injury to the person or any property of the applicant or any of its officers, agents, employees or other representatives, including but not limited to claims of damage in loss to property, or from or out of any damage, loss, harm or injury to the person or any property of the participant or any of its officers, agents, employees or other representatives.
10. Participants or their agents may not allow any articles to be brought into the conference hotel or any act done on the premises that will invalidate the insurance or increase the premium on the policies held by the management of the conference hotel, nor permit anything to be done by their employees that will damage the premises, property or equipment of the other participants. No signs or articles can be affixed, nailed, or otherwise attached to walls, doors, etc., in such a manner as to damage them. All exhibitors are subject to these restrictions. Violations of these rules will void the participant's contract, and the participant will be held liable for any damage resulting from such violations.
11. In order to maintain a businesslike atmosphere, extremely loud noises such as bells, sirens, buzzers, audiotapes, video presentations, etc., will not be permitted.
12. Promotional activity is limited to the area designated for exhibitor display.
13. Participants may not schedule other events such as receptions, breakfasts, luncheons or dinners during the official NCMPR program hours or while the conference is in progress, unless express permission is granted by NCMPR.

These Terms and Conditions become a part of the contract between the exhibitor and NCMPR. They have been formulated for the best interest of the exhibitor. NCMPR respectfully asks the full cooperation of the exhibitor. All points not covered are subject to the decision of NCMPR.