

PROCEDURE FOR EXHIBITOR REGISTRATION
June 12-16, 2022
PLEASE READ CAREFULLY

Booth Fees

- \$895 (if purchased by May 27)
- \$995 (after May 27)

Each exhibit fee includes:

- Piped and draped 6 ft. (deep) x 10 ft. (wide) booth
- **One (1) registration for a booth worker** (includes breaks, continental breakfasts and lunches on Monday, Tuesday and Wednesday, four networking receptions and the Wednesday banquet)
- Six (6') foot display table, chair
- Standard power
- Three days of maximum exposure.

Procedure for Booth Purchase

Credit Cards - Purchase a booth on-line using the *exhibitors tab* at go.ncsu.edu/ncems. You will be able to pick your booth directly from the floor plan, pay on-line, and indicate the individual designated as the complimentary registrant in one process. Locations are on a first-come first-serve basis. On-line is the preferred method to register

Check Payment - Use the Exhibit Registration Form on the conference website. You will need to indicate your exhibit location preferences and the information for the individual designated as the complimentary registrant.

Additional Representatives

Any *additional representatives* from your company in your booth (beyond the one designated as the complimentary registrant) **must register for the school** even though they do not participate in the classes. Please register any additional representatives online using the *registration tab* at go.ncsu.edu/ncems. The registration fee will be \$520 if registration is made prior to May 27. On May 28, the fee increases to \$620. The registration fee includes breaks, four continental breakfasts, three lunches, four networking receptions and the banquet on Wednesday evening.

Booth Set-Up- You may set up your booth beginning at 2:00 PM on Sunday, June 12.

Booth Break-Down-The exhibit hall closes at 1:00 PM on Wednesday. You must dismantle and vacate the area by 3:00 PM. Convention Makers will be available to handle outgoing shipments at this time.

Exhibitor Services

Exhibitor services provided by Convention Makers. Please see the exhibitor tab on the website for Convention Maker forms. **Shipments must be sent to Convention Makers. The Embassy cannot receive and store your shipments.** Please see the "Frequently Asked Questions" document on the website for complete shipping information.

Wireless internet will be available for purchase in the exhibit hall through the hotel. It is the responsibility of the vendor to purchase internet if needed.

Accommodations

Kingston Plantation offers a wide variety of accommodations throughout the property. (Lodging is NOT included in the registration. You may view the options and make reservations via the following links:

- **Guest Room Reservations Must Be Confirmed by May 15, 2022**

-When calling in to make a reservation, please call (800) 876-0010, Option 1 for Kingston Plantation Condos, Option 2 for the Embassy Suites Myrtle Beach Resort, Option 3 for Hilton Myrtle Beach, or Option 4 for Royal Palms Condominiums. Identify yourself as an attendee of North Carolina Electric Meter School and Conference and use the following SRP codes: You may also use the links below to make a reservation online.

Embassy Suites **SRP: CEM**

-Your web page address/link is: <https://www.hilton.com/en/attend-my-event/ncelectricmeterschool22/>

Kingston Plantation **SRP: NCM**

-Your web page address/link is: <https://www.hilton.com/en/attend-my-event/northcarolinaelectricmeterschool/>

Hilton & Royal Palms **SRP: EMS**

-Your web page address/link is: <https://www.hilton.com/en/attend-my-event/ncelectricmeterschool/>

Conference Rooms

Three private conference rooms are available for exhibitor use. Exhibitors may sign up for one two-hour block on a first come, first serve basis. A sign-up sheet will be available at the conference registration desk at the Embassy.

Door Prizes

If you would like to donate a door prize, please bring it to the registration desk when you arrive for the conference. The prizes will be given away at the banquet on Wednesday evening. This is an excellent way for your company to be recognized on an individual basis.

Hold Harmless Clause

“The exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless Hotel, Hilton Worldwide, Inc. and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), and Group from and against any claims or expenses arising out of the use of the exhibition premises.”

The exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Additional Information

In order that all Exhibiting Firms receive equal benefits, we discourage individual company activities that would draw participants away from scheduled school functions or socials. **Please do not arrange golf outings for Meter School participants during sessions.**

We look forward to having you participate in the 90th NC Electric Meter School & Grid Technology Conference, June 12-16, 2022 in Myrtle Beach.