

North Carolina Association of Soil and Water Conservation Districts

CONSERVATION EXHIBITION VENDER & SPONSOR PROSPECTUS

NCASWCD Annual Meeting

January 5-7, 2014

Omni Resorts - The Grove Park Inn

290 Macon Avenue

Asheville, NC 28804

“Success Thru Conservation”



This packet includes:

1. Overview of Annual Meeting
2. Association Affiliate Membership
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1. Overview

The North Carolina Association of Soil and Water Conservation Districts (NCASWCD) invites you to participate in the 2014 Annual Meeting in Asheville, North Carolina, January 5-7, 2014. The 70th NCASWCD Annual Meeting will take place at the Omni- Grove Park Inn, located at 290 Macon Ave., Asheville, NC (www.groveparkinn.com).

The NCASWCD is the 501(c) 3 non-profit organization that represents the state's 96 Soil and Water Conservation Districts (SWCDs) and the 492 men and women who serve as local District Supervisors on their governing boards. SWCDs were established under state law to carry out the natural resource management programs at the local level. SWCDs involve approximately 300 field staff that work daily with cooperating landowners and managers, statewide, to help manage land and water resources on public and private lands in North Carolina. Many of these elected and appointed supervisors and their professional staff will attend the 70th NCASWCD Annual Meeting, plus assisting state and federal agency personnel, and other conservation partners from all across North Carolina.

The theme of the 70th NCASWCD Annual Meeting is "[Success Thru Conservation](#)", celebrating the 76th anniversary of Soil and Water Conservation Districts in North Carolina and the nation. The Annual Meeting will provide breakout sessions, workshops and national speakers who will focus on exploring current and future challenges, showcasing the successes, and inspiring the continued commitment to the stewardship of our natural resources.

Please join us for this event by participating as an Association Affiliate Member, Exhibitor in the Conservation Expo, or as one of the conference sponsors. The Conservation Expo will be housed in the hub of the meeting activities in Grand Ballroom-A at the Omni-Grove Park Inn. The Conservation Expo area will also offer a variety of services including coffee breaks for all conference participants, raffle information and material displays for the District Employees Association, Live Auction and Silent Auction, the Conservation Education Forum, and more. Exhibitors will have the opportunity to interact with over 400 conservation leaders from across the state during the conference. For guaranteed space and program recognition, early registration deadline is Nov. 22, 2013.

2. Association Affiliate Membership:

Reach your comfort level of support by providing sponsorship to the NCASWCD general fund:

- **Platinum Level Affiliate - \$5,000 +**
Prime conservation expo booth location at Annual Meeting
Logo and recognition on web site for 1 year
Logo and recognition in Annual Meeting program
4 full registrations* for Annual Meeting & special recognition at banquet
Recognition plaque with future annual medallions

- **Gold Level Affiliate - \$2,500 +**
Good conservation expo booth location at Annual Meeting
Logo and recognition on web site for 1 year
Logo and recognition in Annual Meeting program
4 full registrations* for Annual Meeting & special recognition at banquet
Recognition plaque with future annual medallions

- **Silver Level Affiliate - \$1,000 +**

- Good conservation expo booth location at Annual Meeting
- Logo and recognition on web site for 1 year
- Logo and recognition in Annual Meeting program
- 2 full registrations* for Annual Meeting & special recognition at banquet
- Recognition plaque with future annual medallions

*Full registration includes: basic conference registration, and the following meals; Monday breakfast, Monday luncheon, Monday banquet/dinner, and Tuesday banquet/dinner.

Please register on-line and send a high resolution company logo to Gail Hughes at ghughes@orangecountync.gov by November 22 to ensure that your company or organization receives appropriate recognition at the 2014 NCASWCD Annual Meeting. Please see Items #6 and #7 below for more information and **Online Sponsorship/Exhibitor Registration Sign up Instructions.**

3. Conservation Expo Vender:

As part of the Conservation Expo, Exhibitors are invited to bring door prizes for drawings and distribution from your booth during the morning breaks in the Grand Ballroom-A. This can be a good opportunity for additional publicity for your company or organization.

Conservation Expo Exhibit Space Rate is \$650.00

The exhibit spaces are 10' wide x 8' deep with a 6' long table, a pleated fabric skirt; two chairs; pipe and drape dividers, and an identification sign. Each exhibit space will receive one complimentary conference basic registration and one complimentary lunch ticket for the Monday Luncheon. Conservation Expo exhibitors may purchase additional meals and registrations online or at the onsite registration booth.

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4. Conservation Education Forum

The Conservation Education Forum will also be housed in Grand Ballroom A; this will be an opportunity for non-profit agencies and other conservation partners to display information about their programs and simultaneously interact with conservation leaders.

Exhibit spaces for the Conservation Education Forum include a skirted 6' table and two chairs. Complimentary conference registration and complimentary lunch are not included for agencies or partners that register for the Conservation Education Forum. Conservation Education exhibitors may purchase meal tickets online or at the onsite registration table.

Conservation Education Forum Rates: Non-profit/partner agency = \$200

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5. Sponsorship Opportunities

The NCASWCD welcomes partnerships in support of the 2014 NCASWCD Annual Meeting. Listed below are several ways you can increase your exposure to our membership and support this gathering of natural resource conservationists from across North Carolina. All sponsors will be highlighted in promotional materials and throughout the conference. Some areas receive additional promotion related to their level of sponsorship.

Break Sponsor:	\$1,500	Become an exclusive sponsor of one of the two morning coffee breaks held in the Conservation Expo Hall on Monday and Tuesday mornings. Sponsors will receive an optional booth space, logo on the Association web site for a year, signage, opportunity for material distribution and recognition during the conference. <i>(only 2 Break Sponsor opportunities available – register early!)</i>
Legislative Lunch Co-Sponsor:	\$200	Help to support the Association’s Legislative Outreach throughout the year. Receive one ticket to the Legislative Fund Raising Lunch on Tuesday and recognition during the conference.
Conservation Education Dinner Co-Sponsor	\$200	Help to support the Association’s Conservation Education programs throughout the year (such as the Envirothon; Resource Conservation Workshop; and Food, Land and People). Receive one ticket to the Conservation Education Fund Raising Dinner on Monday evening and recognition during the conference.

Please register on-line and send a high resolution company logo to Gail Hughes at ghughes@orangecountync.gov by November 22 to ensure that your company or organization receives appropriate recognition at the 2014 NCASWCD Annual Meeting. Please see Items #6 and #7 below for more information and **Online Sponsorship/Exhibitor Registration Sign up Instructions.**

6. Exhibitor and Conservation Education Forum Site Information

- Early response is encouraged to guarantee availability of space. Exhibitor registration deadline is November 22, 2013. Please register and send a high resolution company logo to Gail Hughes at ghughes@orangecountync.gov by November 22 to guarantee inclusion in printed materials.
- All exhibitors and vendors are encouraged to set up their booths on Sunday, Jan. 5. If you will be setting up on Monday, Jan. 6th, please inform Gail Hughes via email or when you register.

- All exhibitors and vendors are responsible for their own electrical needs, internet needs, and storage of their exhibits prior to the conference and set up times. Please see the last page of this prospectus for the cost of additional services - Exhibitor Order Form; arrangements are made through the Omni-Grove Park Inn.
- For conference planning purposes, affiliate members that receive the benefit of "full registrations" are asked to confirm their intention to participate in the various meals functions that are included with their membership package.
- All exhibitors are responsible for "breaking down" their displays at the end of the Expo.

See the times for set up and break down below:

Dates and Hours* of the Expo

Sunday, January 5	1:00 pm – 5:00 pm	Booth Set-up
Monday, January 6	6:00 am – 7:00 am	Booth Set-up
	7:00 am – 6:00 pm	Exhibit Hall Open
	9:45 am – 10:30 am	Coffee Break in Expo Hall & Door Prizes
Tuesday, January 7	7:00 am – 1:00 pm	Exhibit Hall Open
	10:00 am – 10:30 am	Coffee Break in Expo Hall & Door Prizes
	1:00 pm – 2:30 pm	Booth Tear-down (Vendors responsibility)

(*Times are tentative and are subject to minor changes as needed - final times will be available after Dec. 15.)

Exhibit Space and Conservation Education Forum Assignment

Exhibit space will not be assigned until payment is received; space will be assigned based on availability. The method of determining space assignment shall be established by the NCASWCD.

Door Prizes

Exhibitors are invited to bring door prizes for drawing and distribution from your booth during the morning breaks in the Expo hall – this can be a good opportunity to get additional publicity for your company or organization.

Commercial Exhibits

Exhibit spaces are 10' wide x 8' deep, including a 6' long table with a pleated fabric skirt; two chairs; pipe and drape dividers, and an identification sign. Additional services and equipment are the sole responsibility of the exhibitor and must be arranged with the **Omni Resorts-Grove Park Inn prior to the Expo**. If your company or organization wishes to have internet or electricity at your booth or table, please see the last page of this prospectus for the rates and order form.

Conservation Education Forum

Exhibit space includes a skirted 6' table and two chairs. If your company or organization wishes to have internet or electricity at your booth or table, please arrange directly with the **Omni Resorts-Grove Park Inn** - see the last page of this prospectus for the rates and order form.

Setup and Take Down

Setup and take down of all exhibits is the sole responsibility of the Exhibitor.

Cancellation of Exhibit Space or Conservation Education Forum Space

If it is necessary for the exhibitor or the Conservation Education Forum participant to withdraw from the NCASWCD 2014 Annual Meeting, please notify Gail Hughes at ghughes@orangecountync.gov in writing on or before December 1st, 2013. No refund requests will be honored after December 1st, 2013.

Security and Liability

The ballroom will be locked in the evenings; however the NCASWCD cannot guarantee the security of items left unattended. By participating in the Conservation Expo or the Conservation Education

Forum, exhibitors specifically agree that they release the NCASWCD from any and all liability related to their participation in the Conservation Expo or the Conservation Education Forum.

7. Online Sponsorship/Exhibitor Sign up Instructions

Our conservation partners with the Hugh Hammond Bennett-Soil and Water Conservation Society (HHB-SWCS) will be assisting us with registration and coordination of the Expo again this year.

Please visit http://www.ncagr.gov/SWC/professional_development/NCASWCDAnnualMeeting.html for meeting details and to sign up as an Association Affiliate Member, Sponsor, Exhibitor, or Conservation Education Forum participant.

Please follow the directions below for registration:

1. Click the "EXPO Registration" link in the highlights box on the right side of the screen.
2. Fill out registration information – items marked with an * are required.
3. After reviewing items to be submitted, click the "Submit" button at the bottom.
4. The message "Thank you for registering" will display.
5. In a few minutes you will receive a confirmation email of your responses.
6. **Print a copy of the confirmation email and return with payment**
7. **Checks should be made to "NCASWCD" and payment should be mailed within 7 days of registering online; include the text "2014 Expo" in the memo line on the check**
8. **Mail copy of confirmation and payment to:**
Gail M. Hughes, c/o HHB-SWCS Treasurer; 5330 Kiger Road, Rougemont, NC 27572-8516
9. **Please send a company logo to Gail Hughes at ghughes@orangecountync.gov by November 22 to ensure that your company or organization receives appropriate recognition at the 2014 NCASWCD Annual Meeting.**
10. Sponsorship or Exhibitor questions? Please contact our HHB-SWCS partners
Gail Hughes @ 919.306.2696 or Millie Langley @ 336.263.4626

