

North Carolina Association of Soil and Water Conservation Districts

## CONSERVATION EXHIBITION VENDOR & SPONSOR PROSPECTUS

**NCASWCD Annual Meeting**  
**January 7-9, 2024**



**This packet includes:**

**Overview of Annual Meeting**

**Sponsorship Opportunities**

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## Overview

**The North Carolina Association of Soil and Water Conservation Districts (NCASWCD) invites you to join us for the 2024 Annual Meeting on January 7-9, 2024, at the Sheraton Imperial Hotel Raleigh-Durham Airport at Research Triangle Park. (4700 Emperor Blvd, I-40 At Exit 282, Durham, NC 27703-8424).**

**NCASWCD President George Teague (Guilford SWC District), invites all district supervisors, conservation partners, staff, and exhibitors to join in the celebration of the *85rd Anniversary of Soil and Water Conservation Districts in North Carolina and the nation and the 80<sup>th</sup> NCASWCD Annual Meeting.***

**The NCASWCD Annual Meeting will include outstanding speakers, breakout sessions, and workshops that will focus on exploring current and future challenges, showcasing successes, and inspiring the continued commitment to the stewardship of our natural resources.**

**Each year a Conservation Expo is held in conjunction with the Annual Meeting to showcase businesses, organizations, and conservation partners whose goal is to focus on environmental issues, management of land and water resources, and innovative equipment and resources that are available to conservation partners.**

**Please join us for the Conservation Expo event and Annual Meetings by participating as an Association Affiliate Member and Exhibitor, an Exhibitor in the Conservation Expo, and/or as a Conference Sponsor. The Conservation Expo will be housed in the hub of the meeting activities in the Sheraton Imperial Hotel conference center.**

**The Conservation Expo area will also offer a variety of activities including coffee/snack breaks for all conference participants, displays for the NC Conservation District Employees Association, the Conservation Partners Education Forum, and District and partner agency displays. SWCDs represents Board Supervisors and field staff that work with landowners and managers, to help protect land and water resources on public and private lands in North Carolina. Many of these elected and appointed supervisors, their district staff, state and federal agency personnel, and other conservation partners from across North Carolina, will attend the NCASWCD Annual Meeting. Exhibitors will have the opportunity to interact with over 400 conservation leaders throughout the three-day conference.**

# Conservation Expo Details

## Levels of Membership, Sponsorship, Participation

### How to be a part of the *Conservation Expo* at the NCASWCD Annual Meeting.

This is a great opportunity for displays, brochures, handouts and publicity for your company or organization. Exhibitors are invited to bring door prizes for drawings and distribute them from your booth during the Expo hours and morning breaks in Conservation Expo area.

#### 1. Association Affiliate Membership and Expo Vendor:

Become an Association Affiliate Member by supporting the NCASWCD as a Sponsor, participate in the Conservation Expo with a prime booth location, and display information to showcase your business programs and simultaneously interact with conservation leaders. Membership levels and benefits include the following:

- **Platinum Level Affiliate - \$5,000 +**  
Full registrations\*\* for Four (4) people for Annual Meeting (includes all meal choices for each- see below)  
Prime Conservation Expo booth location in the Conservation Expo area  
Special recognition by the President during the meeting and banquet  
Logo and recognition in Annual Meeting program/booklet
- **Gold Level Affiliate - \$2,500 +**  
Full registrations\*\* for Four (4) people for Annual Meeting (includes 3 meals choices/person-see below)  
Very Good Conservation Expo booth location in the Conservation Expo area  
Special recognition by President during the meeting and banquet  
Logo and recognition in Annual Meeting program/booklet
- **Silver Level Affiliate - \$1,000 +**  
Full registrations\*\* for Two (2) people for Annual Meeting (includes 3 meals choices/person-see below)  
Very Good Conservation Expo booth location in the Conservation Expo area  
Special recognition by President at banquet  
Logo and recognition in Annual Meeting program/booklet

#### 2. Conservation Expo Vendor and Supporter: --\$650.00

Complimentary conference basic registration\* for one (1) person

Choice of complimentary meals for One (1) person – see below for **meal choices**

Good Expo booth location at the Annual Meeting Expo

#### **\*\*Full registration includes:**

Complimentary conference registration for one, two, or four people-(based on level of sponsorship)

Included if electrical connection is needed. Please indicate on registration form if electrical is needed at no cost.

Included are choices of **3 of the 5 meals for each person registered**- offered at the conference;

Meal choices include:

- Monday: Supervisor breakfast (6:00 am),
- Monday: Conservation Awareness Luncheon (Noon)
- Monday: Conservation Educational Awards Banquet (6:00 pm),
- Tuesday: District Employee Awards Luncheon (Noon)
- Tuesday: NCASWCD Awards Banquet: Installation of officers, and Hall of Fame recognition (6:00 pm)

When filling out the registration form, please select meals –and total number needed- based on your level of sponsorship . –

- Additional/guest meals may be purchased on site during registration if needed.

Please contact us if you have questions before registration. [Gailhughes53@gmail.com](mailto:Gailhughes53@gmail.com) If additional meals are needed, please email Gail and let her know ahead of time.

### **3. Conservation Education Forum: Non-profit/partner agency = \$200**

- The Conservation Education Forum will also be housed in the Conservation Expo area. This is an opportunity for non-profit agencies and other conservation partners to showcase information about their programs and simultaneously interact with conservation leaders.
- Conference registration and complimentary meals **are not included** for agencies or partners that register for this level of Expo- Conservation Education Forum.
- Conservation Education exhibitors will need to register for the EXPO on the link provided on next page
- Meal tickets can purchase at the on-site registration table. (we encourage forum exhibitors to register for the meeting as a participant at the regular conference registration link)
- Electricity access **is not** provided at your table but can be arranged for an additional cost.
- Please indicate your need for electrical access in special notes on the registration form.
- Electrical cost will be \$40 per table for the education forum area—please include in registration payment.
- **Please contact us if you have questions before registration.** [Gailhughes53@gmail.com](mailto:Gailhughes53@gmail.com)

#### **Expo Booth Space Details:**

- All the exhibit spaces are 8' wide x 8' deep with an 6' skirted table, two chairs.
- All exhibitors will need to provide company/business signs for their specific display.
- Pipe and drape dividers will not be provided due to the location of the Expo area.
- Electrical access is available in vendor packages, (see details above); please request at online registration.

### **4. Additional Sponsorship Opportunities**

The NCASWCD welcomes partnerships to support the 2024 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. Based on sponsorship levels, some groups will receive additional promotions and recognition.

#### **▪ Break Sponsor - \$1,500**

Become an exclusive sponsor of one or both morning coffee breaks held in the Conservation Expo Hall on Monday and Tuesday mornings. Sponsors will receive an optional Expo booth space, brand/company signage, name(s) listed in printed conference material distribution and recognition during the conference. (Only two Break Sponsor opportunities available – register early!)

#### **▪ Conservation Education Dinner Co-Sponsor - \$200**

Help to support the Association's Conservation Education programs throughout the year (such as the Envirothon program; Resource Conservation Workshop; and Conservation Education month). With your sponsorship, Receive one complimentary ticket to the Conservation Education Fund Raising Dinner on Monday evening and recognition during the dinner and conference.

#### **▪ Conservation Partner – Donate/sponsor at your comfort level**

Help support the Association's overall goals for protecting natural resources throughout the year by making a tax deductible donation to the NCASWCD. A receipt will be provided, and recognition of donations will be made during the meeting.

- **Please contact us if you have questions before registration.** [Gailhughes53@gmail.com](mailto:Gailhughes53@gmail.com)

**\*\*The NCASWCD is the 501(c) 3 non-profit organization that represents North Carolina'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. For all levels of funding and sponsorship, W-9 forms and/or receipts for donations can be provided upon request.**

## **REGISTRATION and DETAILS: Conservation Expo/Exhibitor and Conservation Education Forum**

**To Guaranteed name(s)/logos listed in printed material – REGISTRATION due by Dec. 1, 2023**

**contact Gail at [gailhughes53@gmail.com](mailto:gailhughes53@gmail.com) if you have plan to register by the 15<sup>th</sup> but wish for your logo and/or name to be included in the conference program.**

**FINAL On line Exhibitor registration deadline is December 15, 2023.** Early registration is encouraged to guarantee availability of booth space.

### **Company /Vendor LOGO for printed Conference materials:**

Once registration is completed, please send a high-resolution company logo no later than **December 15, 2023** to Gail Hughes at [gailhughes53@gmail.com](mailto:gailhughes53@gmail.com)

**To guarantee inclusion in the conference printed materials, logos must be received by Dec. 1, 2023.**

### **Please register at :**

<https://fs3.formsite.com/ncdswc/s0kwo9ekbh/index>

Please Note: Due to high fees with pay pal, we prefer payment by check, but if you do need to pay by credit card, please reach out to Gail Hughes at [gailhughes53@gmail.com](mailto:gailhughes53@gmail.com) for a more information.

### **For full details of meeting agenda:**

[http://www.ncagr.gov/SWC/professional\\_development/NCASWCDAnnualMeeting.html](http://www.ncagr.gov/SWC/professional_development/NCASWCDAnnualMeeting.html)

### **EXPO SET UP Schedule:**

- All exhibitors and vendors are encouraged to set up their booths on Sunday, Jan. 7, 2024.
- If you prefer to set up on Monday, Jan. 8<sup>th</sup>, please inform Gail Hughes via email of your planned set up time.
- Electrical connection is available for booth vendors but will need to be requested at time of registration. (see detail below and on the sponsorship levels page.)

**Dates and Hours\* of the Expo:** \*Times for set up and break down below: (\*All times are tentative and are subject to changes as needed.)

Sunday, January 7	2:00 pm – 6:00 pm	Booth Set-up – Exhibit Hall area is unofficially open to early arrivals
Monday, January 8	6:00 am – 7:00 am	Booth Set-up
	7:00 am – 6:00 pm	Exhibit Hall Open -morning break ~9:45
Tuesday, January 9	7:00 am – 2:00 pm	Exhibit Hall Open –morning break ~9:45
	12:00 pm – 2:00 pm**	Booth Tear-down (Vendors responsibility)

### **Setup and Take Down:**

Setup and take down of all exhibits is the sole responsibility of the Exhibitor.  
Due to location of Expo, booths must be taken down no later than 2:00 pm \*\*

### **Exhibit Booth Space and Conservation Education Forum Assignment**

Exhibit Booth space will not be assigned until payment is received. Exhibit Booth space will be assigned based on level of sponsorship, and availability. The method of determining space assignment shall be established by the NCASWCD and Expo partner, the Hugh Hammond Bennett-Soil & Water Conservation Society.

### **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 2024 Annual Meeting, please notify Gail Hughes at [gailhughes53@gmail.com](mailto:gailhughes53@gmail.com) on or before December 20, 2023.

**Due to financial commitments to the hotel, no refund requests will be honored after December 20, 2023.**

### **Door Prizes and Giveaways:**

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

### **Security and Liability:**

The Expo area will be secured 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.

## **HOTEL ACCOMODATIONS**

**The Sheraton Imperial Hotel and Convention Center** is the ideal site for the meeting and the facility can accommodate our crowd of 500 people. The hotel has provided rooms at the rate of \$132 per night plus tax. The cutoff date for this rate is December 11<sup>th</sup> (as long as rooms remain available in the block). Your reservations can be made online – <https://www.marriott.com/event-reservations/reservation-link.mi?id=1689170152245&key=GRP>, using code North Carolina Association of Soil & Water Conservation Districts for our block.

### ***Sleeping Room Cancellations after December 11th deadline***

*When someone cancels a conference sleeping room reservation after the deadline, that room is lost to the conference block and is not available for the reduced rate.*

***Please contact Gail Hughes or Millie Langley*** you decide you will not be able to attend the Annual Meeting and want to cancel the sleeping room reservation after December 11th. We may be able to help 'trade' the reservation to someone who was not able to get a room at the reduced conference rate.

### **QUESTIONS:**

If you have questions about the Expo, levels of participation or details, Please contact our HHB-SWCS partners, Gail Hughes [gailhughes53@gmail.com](mailto:gailhughes53@gmail.com) (919.306.2696) or Millie Langley [mlangle@myguilford.com](mailto:mlangle@myguilford.com) (336.263.4626).

If you have problems with online registration-

Contact Gail, Millie, or **Kristina Fischer @ 910.352.7771** or [kristina.fischer@ncagr.gov](mailto:kristina.fischer@ncagr.gov)