



February 14, 2018

Dear Vendor:

On behalf of the NCAMES Board of Directors, I would like to extend a personal invitation to you and your organization to join us at this year's **57th Annual NCAMES Engineering and Operations Conference and the 21st Annual NCAMES Lineman's Rodeo.**

The NCAMES Annual Engineering and Operations Conference is designed to assist North Carolina Municipal Electric System personnel in enhancing their knowledge and skills in their respective areas of expertise. It's a time where Municipal Electric System employees can come together and network with one another and participate in training and education opportunities.

During the NCAMES Conference all attendees will have the opportunity to see and meet new and existing Vendors in our industry. Vendors will have a diverse audience to promote new and exciting products and services offered in today's electric utility industry. With over 70 public power providers in North Carolina and over 300 expected attendees from across our state, this is a great opportunity to display your products, services, and latest technologies.

Vendors play a tremendous role in the success of our Annual Conference. We have made every effort to ensure each vendor gets adequate exposure during this year's Conference and we will work diligently to ensure your expectations are met. We encourage vendor feedback and use it to improve our conference each year. Both positive and negative comments are welcome.

The Conference will be held Tuesday, May 15th through Thursday, May 17th at the Hickory Metro Convention Center, 1960 13th Ave Dr, Hickory, North Carolina, 28602.

Registration cost for your display is \$500.00. Display booth areas this year are 10'w x 10'd with a skirted table and 2 chairs in the indoor exhibit area. Electricity and other media charges are NOT included in the fees. Outdoor exhibit spaces of 12' x 30' are available at the same cost in the parking areas adjacent to the Convention Center. You will have the opportunity to exhibit your products and services on Wednesday and Thursday if you so choose. Twenty-five (25) Vendor spaces at the Rodeo site are also available and will be 20' x 30' with power boxes having 1- 50-amp at 240v and 4 -110v at 20-amp hook ups. Electricity is included in the cost for the space. Spaces will be assigned on a first come, first served basis.

Conference Activities

We completely understand that Vendors want the opportunity to socialize with attendees. It's also equally important that we have participation from attendees during scheduled Conference sessions. We would ask that Vendors schedule their social interactions with attendees so as to not interfere with the Conference Agenda.

Please keep in mind that all registered vendors and attendees are invited to participate in all Conference activities with the exception of three: The Board of Director's Meeting and Dinner on Tuesday, May 15th, the Utility Directors Breakfast and the Rodeo Judges Breakfast on Thursday, May 17th.

Vendors are also cordially invited to join us at this year's Annual Business Meeting/Dinner on the evening of Wednesday, May 16th from 5:30-7:30 PM at the Convention Center. We will have a wonderful dinner prepared for all with an excellent program scheduled. This year our keynote speaker is John Huston, Polar Explorer, presenting, "Safety Lessons From the North Pole". In addition, we will be congratulating the Electricities members who achieved 2017 Safety Awards.

Golf

We are pleased to announce that the 2018 Annual NCAMES Golf Tournament will be held at the Glen Oaks Golf Club in Maiden, NC on Tuesday, May 15, 2018. With the continued success and increased turnout we have experienced year after year, we are once again suggesting that Vendors sponsor one or more teams. This provides for additional networking opportunities with clients and the opportunity to cultivate client relationships. The cost of sponsoring a 4-person team remains at \$240.00 each. You may return the Golf Registration Packet along with your Vendor Registration Packet if you would like to sponsor a team.

Sporting Clay

We are also pleased to announce that the 2018 Annual NCAMES Sporting Clay Tournament will be held at Red Hen Hunting Club in Lenoir, NC, on Tuesday, May 15, 2018. As with the Golf Tournament, we encourage Vendors to sponsor teams. This event has evolved into a much anticipated event with many attendees choosing it over the Golf Tournament. Sponsorships are \$380.00 per team. You may return the Sporting Clay Registration Packet along with your Vendor Registration Packet if you wish to sponsor a team.

Vendor Attendee Exposure

Your NCAMES Board of Directors has made a concentrated effort to ensure all vendors will have dedicated time with attendees. On Wednesday, May 16th, Technical sessions will be conducted around the Vendor luncheon to maximize your visibility and accessibility.

In addition, we offer these other incentives to attendees to ensure they visit the vendor area:

- An hour lunch period dedicated to the Vendor area.
- Special Vendor card given to each attendee that is to be signed by Vendors for the attendee to be eligible for door prizes.
- Dedicated program tracks for both field and technical attendees held immediately after Vendor luncheon to encourage participation in the Vendor area.
- Golf and Sporting Clay awards announced during the Vendor luncheon.

Annual Lineman's Rodeo

Thursday, May 17th, is dedicated to our 21st Annual NCAMES Lineman's Rodeo. The Rodeo site will be located a short driving distance from the Convention Center at Catawba Meadows, 701 Sanford Dr, Morganton, NC. We encourage you to come out and join us in cheering on these competitors as they have worked extremely hard in preparing for this event. Also, please make plans to attend the Rodeo Social and Awards Ceremony that will be held on Thursday, May 17th at 6:00 PM in the Hickory Metro Convention Center.

Vendor Packet Material

Enclosed you will find the following materials:

1. **Registration Packet:** includes a **Vendor Registration Form** and a **Vendor Area Setup Form**. Please return these completed forms to Gail Boggs, Fayetteville PWC, P. O. Box 1089, Fayetteville, NC 28302-1089 by April 15, 2018 along with the appropriate fee.
2. **Please note that a late fee of \$250.00 will be assessed for "ALL" registration forms received after this date. If you need to contact Gail, she can be reached at 919.223.4516.**
3. ****Indoor Display Area Layout** - Please use the layout of Convention & Visitors Center provided to select your 1st, 2nd and 3rd choice of Indoor Display Booth location.
4. ****Outdoor Exhibit Space Layout-** Please use the provided layout of the outdoor display area to select your 1st, 2nd and 3rd choice for equipment and/or vehicle displays. Please note Red or Blue Area, or you will be placed where available.
5. ****Rodeo Site Vendor Spaces** – Will be on a first-come, first-served basis
6. **Golf Registration Packet** - includes a Team Sponsor and Registration Sheet and Advertising opportunities. Please return completed form(s) to Gail Boggs at the address listed above.
7. **Sporting Clay Registration Packet** –includes a Team Sponsor and Registration Sheet and Advertising Opportunities Please return completed forms(s) to Gail Boggs at the address listed above.
8. **List of Vendors** - a list of Vendors that participated and supported the 2017 Annual NCAMES Engineering and Operations Conference and Rodeo
9. **Schedule of Events** - the Agenda for the 57th Annual NCAMES Engineering and Operations Conference
10. **Invoice and Order Form for Electric, Telephone and/or Internet Hook-up**
Once your exhibit space is confirmed by Gail and if you will be needing electric, phone or internet, please complete the Invoice and Order Form and return to Amber Howard at the Hickory Metro Convention Center. Her phone number and fax number are listed on the order form.

For more information or to download forms, please go to www.ncames.com.

** As noted above and on the form, each Vendor must indicate a 1st, 2nd and 3rd choice of Indoor Display Booth or Outdoor Exhibit Space location and Rodeo Site Vendor Space location. Please note that space will be assigned on a first-come, first-served basis **as payments are received**. We will make every effort to accommodate these requests, however, we reserve the right to assign spaces based on the overall needs of the Conference.

Vendor Setup/Removal Schedule

Vendors may set up any time between Tuesday, May 15th and Wednesday, May 16th at 10:45 am when the vendor area opens. **We recommend that vendors set up in the exhibit areas on Tuesday, May 15th between the hours of 3:00 PM and 5:00 PM.** This will give you enough time to arrange your space and be ready when the Vendor area opens. The Vendor area will stay open until 4:00 PM on Wednesday and all displays must be removed by 4:30 PM Wednesday afternoon.

The NCAMES Board of Directors greatly appreciates the support of each and every Vendor. In order to maximize your company's exposure at the Conference, we respectfully request that each Vendor donate a minimum of one (1) door prize to be awarded during the Conference. You may donate as many door prizes as you wish. Door prizes will be distributed at the Vendor luncheon and/or at the Annual Business Meeting/Dinner and the company that provided them will be recognized.

Vendor Sponsorship Opportunities

Elite Sponsors Levels

- Diamond \$4,000 (One Vendor Registration plus four (4) additional attendees)
- Platinum \$3,000 (One Vendor Registration plus three (3) additional attendees)
- Gold \$2,000 (One Vendor Registration plus two (2) additional attendees)
- Silver \$1,000 (One Vendor Registration plus one (1) additional attendee)

Elite Sponsors will be recognized on the Conference program and "all" printed publications including next year's vendor registration form. A representative from each Elite Sponsor vendor will be given time during one of the Technical or Field Sessions to give a brief, 5-minute talk about their business and/or product.

In addition to the Elite Sponsors Levels listed above, vendors may also choose to sponsor a meal or other items where they would be recognized:

- Rodeo Lunch \$3,000 **Platinum Elite Sponsorship
- Vendor Luncheon \$3,000 **Platinum Elite Sponsorship
- Business Meeting Dinner \$2,500 ** Gold Elite Sponsorship
- Rodeo Outerwear (Given to all Rodeo Competitors and new Judges) \$2,000 **Gold Elite Sponsorship
- Rodeo Awards Social \$1,000 **Silver Elite Sponsorship
- Rodeo Banner Displayed at 2019 APPA Rodeo in Colorado Springs, CO \$1,000 **Silver Elite Sponsorship
- Rodeo Judges Breakfast \$500.00

Please indicate your sponsorship selection on the Vendor Registration Form.

Vendor Reserved Lodging

Blocks of rooms have been reserved until midnight April 15, 2018 at the hotels listed below. Special rates have been established for all NCAMES Conference attendees. Make sure the hotel staff knows you are with the **NCAMES Group** to receive the special rate. All room reservations must be made directly with the hotel. Please note that the hotel cost is **NOT** included in your registration fee.

Courtyard by Marriott	Fairfield Inn	Hampton Inn	Hilton Garden Inn
1946 13 th Ave Dr SE	1950 13 th Ave Dr SE	1956 13 th Ave Dr SE	1320 17 th Ave Dr SE
828-267-2100	828-431-3000	828-624-2000	828-327-1000
\$139.00/night	\$129.00/night	\$139.00/night	\$159.00/night

We thank you for your support and look forward to seeing you in Hickory!

Respectfully,

David E. Lucore

David E. Lucore
NCAMES Board of Directors
Vendor Chairman