



February 21, 2019

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 **58<sup>th</sup> Annual NCAMES Engineering and Operations Conference and the 22<sup>nd</sup> 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 14<sup>th</sup> through Thursday, May 16<sup>th</sup> at the Embassy Suites & Richard M. Wiggins Convention Center located at 4760 Lake Valley Drive in Fayetteville, NC. The Rodeo will take place at the Military Business Park located at 2821 Procurement Drive in Fayetteville, NC on Thursday, May 16<sup>th</sup>.**

**Display Booths:**

The registration cost for your display is \$500 and includes the following:

- One (1) attendee registration (covers the conference, rodeo, and all meals associated with the events).
- One exhibit space as requested (indoor, outdoor, or rodeo).

A second display booth area may be reserved for an additional \$200 (instead of \$500). Additional attendee passes (including conference, rodeo, and all meals associated with the events) may be purchased for \$75 each. Electricity access, other media charges (i.e. hardwired internet or wireless internet), and any additional tables or chairs are NOT included in the registration but may be provided upon request for the additional fee listed on the Vendor Registration Form. Please note that while you will be dealing directly with Embassy Suites regarding electric and internet access, you will need to know your display location prior to reserving the service, so we will need to be aware of any of these needs when determining placement.

Inside Display Booth – Indoor display booth areas this year are 8'w x 8'd with a skirted table and 2 chairs in the indoor exhibit area.

Outside Display Booth – Outdoor exhibit spaces of 15' x 30' are available in the parking areas adjacent to the Convention Center.

Rodeo Display Booth – 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 have revised our agenda to help provide Vendors with additional opportunity to socialize and we therefore respectfully request that Vendors schedule their social interactions with attendees so as to not interfere with the Conference Agenda. We also respectfully request to refrain from the open recruitment of municipal employees by Vendors.

Please keep in mind that all registered vendors and attendees are invited to participate in all Conference activities with the exception of two: The Utilities Directors Dinner on May 15<sup>th</sup> and the Rodeo Judges Breakfast on Thursday, May 16<sup>th</sup>.

Please be sure and join us at the Joint Session on Wednesday, May 15<sup>th</sup>. Our keynote speaker is John Choate, a former Navy Seal. He is the managing director of SA-720™. Strategies, a consulting firm providing seminars on cross-functional teamwork and strategic planning based on principles derived from the U.S. Special Operations community and successfully employed in the corporate world.

Vendors are also cordially invited to join us at this year's Annual Business Meeting/Rodeo Awards Social/Dinner on the evening of Thursday, May 16<sup>th</sup> from 6:00-9:00 PM at the Convention Center. We will have a wonderful dinner prepared for all with an excellent program scheduled. In addition, we will be congratulating the ElectriCities members who achieved 2018 Safety Awards.

### **Golf**

We are pleased to announce that the 2019 Annual NCAMES Golf Tournament will be held at the Gates Four Country Club located at 6775 Irongate Drive, Fayetteville NC Tuesday, May 14, 2019. 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 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 2019 Annual NCAMES Sporting Clay Tournament will be held at Drakes Landing located at 3146 Chalybeate Springs Rd., Fuquay Varina, NC, on Tuesday, May 14, 2019. 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 \$500 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 15<sup>th</sup>, 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.
- Additional time allowed in the evenings to get together with attendees, go dinner, etc.

### **Annual Lineman's Rodeo**

Thursday, May 16<sup>th</sup>, is dedicated to our 22<sup>nd</sup> Annual NCAMES Lineman's Rodeo. The Rodeo site will be located a short driving distance from the Convention Center at **Military Business Park, 2821 Procurement Drive, Fayetteville 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 along with our Annual Business Meeting on Thursday, May 16<sup>th</sup> at 6:00 PM in the Embassy Suites Convention Center.

### **Vendor Packet Material**

Attached you will find the following materials in your **Registration Packet**:

1. **Vendor Registration Form** – Please be aware that this form has changed. The areas highlighted in yellow on the form are where to input your information. Please return this completed form to Gail Boggs, Fayetteville PWC, P. O. Box 1089, Fayetteville, NC 28302-1089 by April 15, 2019 along with the appropriate fee. Make checks payable to: **NCAMES**. **Sorry, we are unable to process Credit Cards at this time. 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 910.223.4516 (phone), 910.323.2990 (fax), or [gail.boggs@faypwc.com](mailto:gail.boggs@faypwc.com).
2. **\*\*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.
3. **\*\*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.
4. **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.

5. **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.
6. **List of 2018 Vendors** – a list of Vendors that participated and supported the 2018 Annual NCAMES Engineering and Operations Conference and Rodeo.
7. **Schedule of Events** – the Agenda for the 58<sup>th</sup> Annual NCAMES Engineering and Operations Conference.
8. **Embassy Suites Release and Order Forms** – Please read, complete, and sign the liability waiver for Embassy Suites. 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 Harin Parikh (910-826-3600, [hparikh@5pointsn.com](mailto:hparikh@5pointsn.com)) at: Embassy Suites Fayetteville/Fort Bragg, 4760 Lake Valley Drive, Fayetteville NC 28303.
9. **Fayetteville, NC Brochure** – a brochure highlighting ways to explore various areas of interest available in lovely Fayetteville, NC!

For more information or to download forms, please go to [www.ncames.com](http://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 14<sup>th</sup> and Wednesday, May 15<sup>th</sup> 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 (Includes one Vendor Registration plus four (4) additional attendees)
- Platinum \$3,000 (Includes one Vendor Registration plus three (3) additional attendees)
- Gold \$2,000 (Includes one Vendor Registration plus two (2) additional attendees)
- Silver \$1,000 (Includes 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 packet. 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 Designation (Includes four attendee registrations (no display), the Designation and Recognition at all Technical sessions as Platinum Sponsor).
- Vendor Luncheon \$3,000 \*\*Platinum Elite Sponsorship Designation (Includes four attendee registrations (no display), the Designation and Recognition at all Technical sessions as Platinum Sponsor).
- Rodeo Outerwear (Given to all Rodeo Competitors and new Judges) \$2,000 \*\*Gold Elite Sponsorship Designation (Includes three attendee registrations (no display), the Designation and Recognition at all Technical sessions as Gold Sponsor).
- Business Meeting Dinner/Rodeo Awards Social \$4,000 \*\*Diamond Elite Sponsorship Designation (Includes five attendee registrations (no display), the Designation and Recognition at all Technical sessions as Diamond Sponsor).
- Rodeo Banner Displayed at 2020 APPA Rodeo in Kansas City, Missouri \$1,000 \*\*Silver Elite Sponsorship Designation (Includes one attendee registration (no display), the Designation and Recognition at all Technical sessions as Silver Sponsor).
- Rodeo Judges Breakfast \$500

**Please indicate your sponsorship selection on the Vendor Registration Form.**

### **Vendor Reserved Lodging**

Blocks of rooms have been reserved until midnight April 13, 2019 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.

Embassy Suites by Hilton	Springhill Suites – Marriott
4760 Lake Valley Drive	4750 Lake Valley Drive
Fayetteville, NC 28303	Fayetteville, NC 28303
910/826-3600	910/860-3000
\$165.00/night – King; \$175.00/night – Queen Doubles	\$154.00/night – King; \$159.00/night – Queen Doubles

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

Respectfully,

***Devon Shelton***

NCAMES Board of Directors

Vendor Chairman