



Exhibitor Registration Application

NCCTA Winter Meeting & Trade Show

February 22-23, 2024

Boone United Methodist Church, Boone, NC

Register Early
& Save!

COMPANY _____

EXHIBITOR NAME 1 _____ EXHIBITOR 2 _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____

OFFICE PHONE _____ CELL _____

EMAIL _____ WEBSITE _____

Early Registration & Sponsorship Signage Deadline is Wednesday, February 7

***IMPORTANT:** Registration includes 1 exhibitor per booth with 2 lunches total, one for both days of the Trade Show.
See additional booth personnel section to add representatives below.

BOOTH REQUESTS: 1ST CHOICE ☐ _____ 2ND CHOICE ☐ _____ 3RD CHOICE ☐ _____

- ☐ Electricity, wall or banner space needed? Please specify: _____
- ☐ Door prize to give away during exhibitor break: _____
- ☐ Giveaway items/company literature for attendee bags (please send to office address by Feb 1)

NCCTA Member: _____ booth & 2 lunches* \$200.00 by Feb 7/\$250 after Feb 7\$ _____

Membership, if not already received, must be paid with registration. Online Form: NCchristmastrees.com

Non-Member: _____ booth & 2 lunches* \$315.00 by Feb 7/\$365 after Feb 7\$ _____

***Additional booth personnel @ \$15.00 each (2 lunches included):**

Name _____ \$ _____

Name _____ \$ _____

February 22 Evening Social/Dinner/Entertainment _____ (number) attending @ \$35.00\$ _____

Friend of NCCTA Sponsor \$100 (See sponsorships available on back)\$ _____

TOTAL AMOUNT ENCLOSED\$ _____

No Refunds After February 7, 2024

Credit Card information: ** Please note that a 4% processing fee will be added to all credit card transactions.

Name on card: _____ Card Zip Code: _____

Card number: _____ Exp. Date: _____ CVV/CVC code: _____

Total due: _____ Signature _____

Mail check to: NCCTA, PO Box 288, Boone, NC 28607. If paying by credit card, call with number or fax completed form to 828/265-1558.

DIAMOND

\$1,000

Exhibit Space & 2 Representatives.....\$ Included
 Lunch Tickets\$ 2 Included
 Additional Booth Personnel # _____ @ \$15.00 per person
 List Names _____.\$ _____
 Thursday Night Social/Dinner/Entertainment.....\$ 2 Included
 Extra Social/Dinner# _____ @ \$35.00 EA\$ _____
 Diamond Sponsor\$ 1,000
 TOTAL AMOUNT ENCLOSED\$ _____

GOLD

\$750

Exhibit Space & 2 Representatives.....\$ Included
 Lunch Tickets\$ 2 Included
 Additional Booth Personnel # _____ @ \$15.00 per person
 List Names _____.\$ _____
 Thursday Night Social/Dinner/Entertainment.....\$ 2 Included
 Extra Social/Dinner# _____ @ \$35.00 EA\$ _____
 GOLD Sponsor\$ 750
 TOTAL AMOUNT ENCLOSED\$ _____

SILVER

\$500

Member Exhibit Space (2 representatives) \$200.00 by Feb 7/\$250 after Feb 7\$ _____
 Non-Member Exhibit Space (2 representatives) \$315.00 by Feb 7/\$365 after Feb 7\$ _____
 Lunch Tickets w/ booth purchase\$ 2 Included
 Additional Booth Personnel # _____ @ \$15.00 per person
 List Names _____.\$ _____
 Thursday Night Social/Dinner/Entertainment.....\$ 2 Included
 Extra Social/Dinner# _____ @ \$35.00 EA\$ _____
 SILVER Sponsor\$ 500
 TOTAL AMOUNT ENCLOSED\$ _____

BRONZE

\$250

Member Exhibit Space (2 representatives) \$200.00 by Feb 7/\$250 after Feb 7\$ _____
 Non-Member Exhibit Space (2 representatives) \$315.00 by Feb 7/\$365 after Feb 7\$ _____
 Lunch Tickets w/booth purchase\$ 2 Included
 Additional Booth Personnel # _____ @ \$15.00 per person
 List Names _____.\$ _____
 Thursday Night Social/Dinner/Entertainment.....\$ 1 Included
 Extra Social/Dinner# _____ @ \$35.00 EA\$ _____
 BRONZE Sponsor\$ 250
 TOTAL AMOUNT ENCLOSED\$ _____



**Exhibitor Listing Form
Winter Meeting & Trade Show
Boone, February 22 & 23, 2024**

30 WORDS: RETURN BY FEBRUARY 7, 2024

ATTENTION EXHIBITORS: *If you are using previous information, please indicate any changes on this form.* Each attendee will receive a meeting program with an exhibitor listing. Please complete this form and return with your registration in order to be included in the meeting program.

Company name, address and phone number (as it is to appear in the program)

Company Representatives attending (to be listed in the meeting program)

Website _____

Email _____

Facebook Y / N **Instagram** Y / N **Other Social Media:** _____

In 30 words* or less briefly describe what you want the registrants to know to draw them to your booth at the show. You may list products and/or services. Print or write legibly. THANK YOU. *More than 30 words will be edited.

**See enclosed form for sponsorship opportunities.
NCCTA appreciates your support and commitment to the REAL Christmas tree industry.**



Exhibitor Checklist:

- ☐ **LOCATION:** Boone United Methodist Church, 471 New Market Boulevard, Boone, NC 28607. See Winter Meeting Flier for hotel suggestions. Boone is about a 2-hour drive from either CLT or GSO international airports. You may have packages delivered to the NCCTA Office at 577-3 George Wilson Road, Boone 28607. Just let us know at office @ncchristmastrees.com or 828.262.5826.
- ☐ **MEETING SCHEDULE/SET-UP:** The Trade Show begins at 9:00 AM on Thursday and 8:30 AM on Friday. **Booth set up time is available Wednesday, February 21st, 4-6 pm and Thursday, February 22nd, from 8-9:30 AM.** Please let us know if you need to schedule set-up out of this timeframe. Vendors may break down their booths starting after lunch at 1:30 PM on Friday. Lunch is served around noon on both days of the meeting, there are morning breaks each day to meet exhibitors and get snacks and an afternoon break on Thursday as well. Please contact the NCCTA at 828-262-5826 or office@ncchristmastrees.com with questions.
- ☐ **BOOTH SPECS & FEES:** A booth registration includes a 6-foot rectangular table, two chairs, and 2 lunch tickets total (one for each day of the meeting for one person). If you need additional lunch tickets, please indicate this using the exhibitor registration form. Please bring a table cover if needed; however, we usually have a few extras and also some extension cords available the day of the meeting.
- ☐ **BOOTH LOCATION:** Be sure to indicate your top 3 booth preferences and specific needs such as electricity on your exhibitor registration form. Booth spaces will be assigned on a first come, first served basis and we will do our best to accommodate your needs. **Turn over for booth choices.**
- ☐ **30 WORDS FORM:** Please complete the 30 Words form so that we have accurate information about your company unless you want us to use information from a previous meeting.
- ☐ **DOOR PRIZES:** If you plan to bring a door prize, plan to take names at your booth and we will be glad to announce winners at the last exhibitor break on Friday if you'd like.

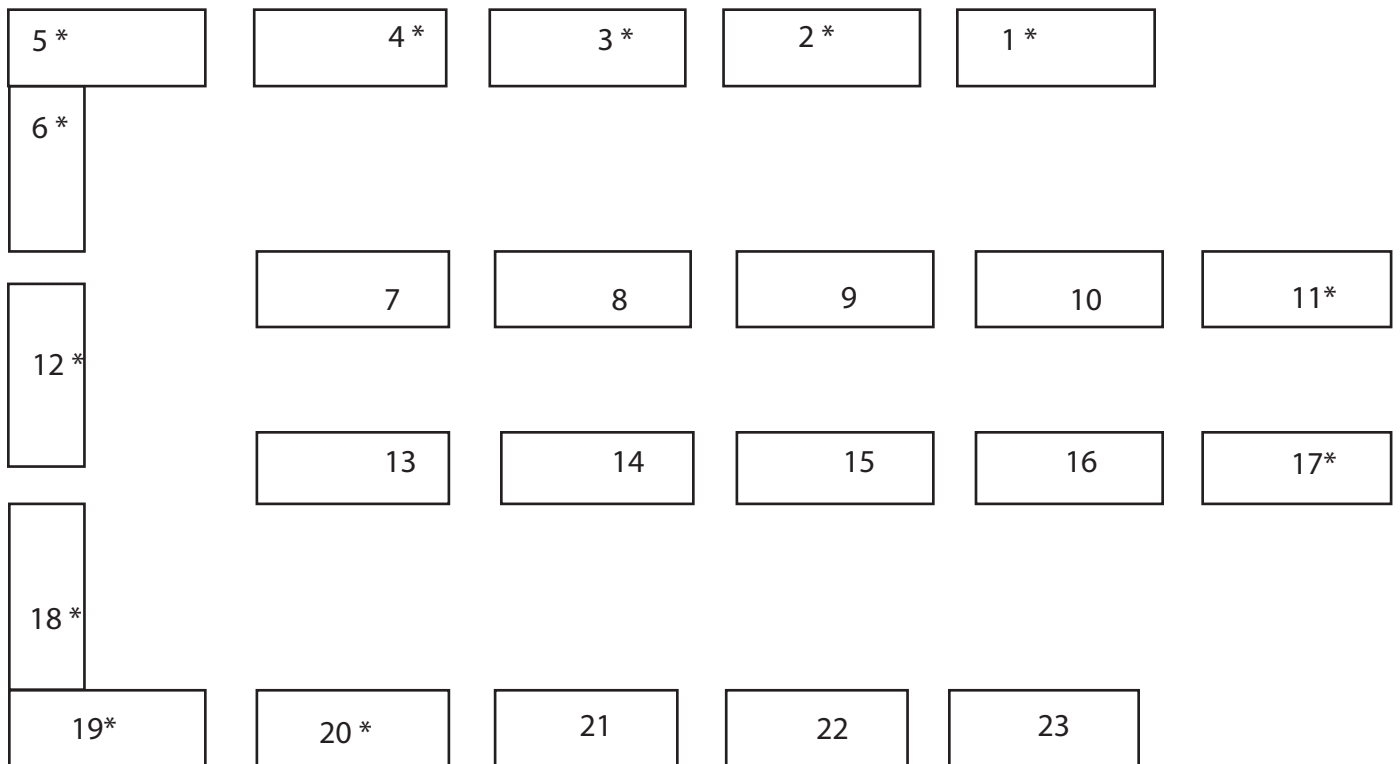
Sponsorship opportunities are available!
Please see sponsorship form.

Thank you for your support.
You are a vital part of the real Christmas tree industry!

Closet

Sound

To MEETING/
Registration



STAGE

*** Booths with electricity**

Tables are 6 foot rectangles
Vendors should bring tablecover

Set-up 2/21 4pm-6pm or 2/22 8am-9am
Take-down 2/23 1:30pm

NCCTA TABLE

Boone United Methodist Church
Family Life Center/Gym

EATING AREA

To Outside
P
A
R
K
I
N
G