



P.O. Box 27306  
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June 4, 2018

To: Invited Vendors

From: Ginny Fountain, CMP, CMM, Director of Meeting Planning  
North Carolina's Electric Cooperatives

Re: Cooperative Technologies Conference & Expo

On behalf of the Cooperative Technologies Conference & Expo (CTCE) Planning Committee, I would like to invite you to exhibit at our 16th annual CTCE hosted by North Carolina's Electric Cooperatives. We have renamed the conference because it is a combination of our Technology Conference and our Engineers & Operations Conference. This year's conference is returning to the Embassy Suites Hotel and Conference Center in Kingston Plantation at Myrtle Beach, South Carolina, on August 15-17, 2018. Please join us as we welcome over 150 electric cooperative employees from several states in our region. Our basic agenda will be as follows:

### **Tuesday, August 14 (Optional)**

1:00 PM-5:00 PM Optional Early Exhibitor Set-Up, Embassy Suites Conference Center, Kensington Ballroom

3:00 PM-5:00 PM Optional Pre-registration, Hampton Foyer  
*\*\*\*Dinner on your own\*\*\**

### **Wednesday, August 15**

7:00 AM-11:30 AM Exhibitor Set-Up, Embassy Suites Conference Center, Kensington Ballroom  
(Breakfast on your own, beverages provided)

7:30 AM-11:30 PM Registration, Hampton Foyer

8:45 AM-10:15 AM Kick-off and General Session

10:30 AM-11:30 AM Breakout Sessions  
*\*\*\*Lunch on your own if not golfing\*\*\**

12:30 PM Golf Tournament, Shotgun Start, Arcadian Shores, \$85/person (includes box lunch and range balls).

12:30 PM For those vendors not playing golf, feel free to schedule appointments in the exhibitor hall with conference attendees who might also not be playing golf.

6:00 PM-7:30 PM Welcome Reception with Exhibitors (light hors-d'oeuvres), Embassy Suites Conference Center, Kensington Ballroom  
*\*\*\*Dinner on your own\*\*\**

### **Thursday, August 16**

7:30 AM-5:00 PM Registration, Hampton Foyer  
(Breakfast on your own, beverages provided)

8:15 AM-9:30 AM Golf Awards and General Session

9:30 AM-1:00 PM Visit with Exhibitors and Lunch Buffet, Kensington Ballroom  
1:00 PM-1:45 PM Breakout Sessions  
1:00 PM-3:30 PM Exhibitor Ad Hoc Meetings--No Exhibitor Breakdowns  
2:15 PM-3:00 PM Breakout Sessions  
3:30 PM-4:30 PM General Session  
3:30 PM-5:00 PM **\*\*Exhibitors break down booths\*\***  
5:00 PM-7:00 PM Special entertainment by "IT Band" poolside at Splash  
\*\*\*Dinner on your own\*\*\*

**Friday, August 17 **\*\*Exhibition Hall Closed\*\*****

8:00 AM-8:45 AM Breakout Sessions  
(Breakfast on your own, beverages provided)  
9:00 AM-9:45 AM Breakout Sessions  
10:00 AM-10:30 AM Door Prizes  
10:30 AM-11:30 AM Closing General Session

**Exhibitor Fees & Set-Up Info**

The \$675 per person exhibit fee includes the following: all networking and conference meal functions for one representative, exhibit space of carpeted 8'x10' booth with pipe & drape, one 8'x30" skirted table (optional), wastebasket, existing lighting, one 110 Volt AC Service (5 AMP/500 Watt) outlet, and one chair. You can purchase extra booth space for \$400 each.

**Note:** The \$675 registration fee is a flat-fee for all vendors. There are no discounts for additional personnel.

We have contracted with Convention Makers, Inc., for this show, and their information will be on the website along with their forms for freight service, shipping labels, additional equipment, and labor.

You will work directly with Kingston Plantation Embassy Suites on your requests for wired internet service and additional electrical needs. Those forms will be on the website when you register.

Please plan to set up your booth on either on Tuesday, August 14, between the hours of 1 PM and 5 PM (Exhibition Hall opens on Wednesday) or on Wednesday, August 15, between the hours of 7 AM and 11:30 AM. Please plan to break down your booth between 3:30 and 5:00 PM on Thursday, August 16 (and not before).

**Exhibitor Bio**

Please submit a short organization biography (40 words or less) that we will print in the registration material given to each attendee. Please have this information ready to include with your online registration.

**Other activities**

Exhibitors are encouraged to play golf on Wednesday afternoon, and the greens fee for exhibitors is \$85 per person. The conference registration online process includes registration information for golf. **Note:** you will need your golf handicap when you register.

**Sponsorship Opportunities**

Back by popular demand, our tier-based Sponsorship Program! Please carefully review the information below and claim your sponsorship level when you register.

	Platinum	Gold	Silver	Bronze	Other <sup>1</sup>
	\$3,500	\$2,000	\$1,500	\$800	\$500
Logo in conference brochure	✓	✓	✓	✓	✓
Recognition and "Thank You" in the PPT show beginning of each session	✓	✓	✓	✓	✓
Logo on hall monitors during one segment of the conference	✓	✓	✓	✓	
Recognition and "Thank You" at two of the Conference General Sessions	✓	✓	✓	✓	
Put company giveaways and material on the table during lunch on Thursday	✓ <sup>2</sup>	✓ <sup>3</sup>	✓ <sup>4</sup>		
Add one printed item to Attendee & Exhibitor Registration Packet	✓	✓			
Two (2) people from your company may attend a pre-conference dinner	✓ <sup>5</sup>				
Pick the location of your booth (before the end of June)	✓				
Be personally recognized at Opening General Session	✓				
Add a company-branded gift to Attendee Registration Packet	✓				

**\*\*Unless otherwise noted, Conference Sponsors are responsible for all fees associated with exhibiting at the conference.\*\***

### **Registration**

Our online registration site [https://register.ncemcs.com/ctce\\_vendor](https://register.ncemcs.com/ctce_vendor) will open on June 4, 2018, and payment options will be on the website. We will make booth assignments on a first come, first served basis **based on the date your payment is received**. Once we receive your payment, and after our staff has assigned your booth, we will send you your booth number by email. **The registration deadline is Saturday, July 14, 2018.**

### **Room Reservations**

There will be information on the conference website for making reservations in our hotel room block at Embassy Suites. **The room block cut-off date is Saturday, July 14, 2018.** Please call 1-800-876-0010 (Option 2 for Embassy Suites, Option 1 for Condos & Villas) and ask for the Technology Conference (Group Codes: **TEH** for Embassy Suites and **TEN** for condos) room block. Or visit <http://tinyurl.com/18TECHEO> to make your reservations at the Embassy Suites and <http://tinyurl.com/18TECHCONDO> to make your reservations at Kingston Plantation in a condo. Our suite rate is \$215 plus tax for single or double occupancy (add \$20 per adult, per suite, above double occupancy); \$169 for Brighton Oceanview Guestroom Condo; \$358 Brighton two-bedroom Oceanview Condo. The group rate will be extended three days before and after the main conference dates based on availability. Individual cancellations must be received no later than three days before scheduled arrival. Cancellations received within three days will be billed one night's room and tax. Check-in is after 4 PM, and check-out is before 11 AM.

<sup>1</sup> Co-Sponsor Golf Prizes, or Co-Sponsor the Thursday Evening Band Entertainment.

<sup>2</sup> Limit of two (2) lunch tables to display company material

<sup>3</sup> Limit of one (1) lunch table to display company material

<sup>4</sup> Limit of one (1) lunch table to display company material

<sup>5</sup> Special Planning Committee dinner held on the Tuesday evening before the conference.

### **Resort Fee**

The \$10 per day resort fee (plus tax) includes wireless internet service, self-parking, shuttle service, one hour of tennis/racquetball court time per day, Splash Park and Health Club access, children's activities, local and toll-free calls. The wireless service area includes the conference center.

### **Conflict of Interest Policies**

In an ongoing effort to support our cooperative members, please remember that FEMA guidelines address conflict of interest policies and gifts. Conflict of interest and gift policies will vary from cooperative to cooperative, and we appreciate your consideration of these policies.

### **Cancellation Policy for Exhibit Space**

- Cancel 30 days or more in advance of the conference, full refund
- Cancel 8-29 days in advance of the conference, 50% refund
- Cancel 0-7 days in advance of the conference, no refund
- Cancellations must be in writing (e-mail or fax is acceptable)

If you have any hotel questions, please contact Ginny Fountain at 919-875-3050 or [ginny.fountain@ncemcs.com](mailto:ginny.fountain@ncemcs.com).

If you have any conference questions, please contact Jason Stoddard at 919-875-3022 or [jason.stoddard@ncemcs.com](mailto:jason.stoddard@ncemcs.com).

If you have any registration questions, please contact Laura White at 919-645-3429 or [laura.white@ncemcs.com](mailto:laura.white@ncemcs.com).

We look forward to working with you again on this event!