



Dear Exhibitor/Vendor,

We are thrilled to have you as an exhibitor/vendor for our Professional Development Conference (PDC), October 19-22, 2023, in Durham, NC at Durham Convention Center. North Carolina has a long tradition of hosting conferences designed to connect art teachers with exhibitors and this year is no exception. We have scheduled events highlighting exhibitors including meal events, receptions, and opportunities for presentations. We look forward to having you join us.

Event Information:

Location: Durham Convention Center 301 W Morgan St, Durham, NC 27701 Grand Ballroom	
Delivery Address	If you would like to send your products before the event, please see the above address for reference.
Delivery Info	Please know that the convention center asks that deliveries are within a three day period to the event. Please see the attachment for more information-attached to email and online.
Exhibit Hours:	Friday, October 19: 10:30 am – 4:00 pm, 1 hr lunch break at 1pm Saturday, October 20: 10 am – 4:00 pm, 1 hr lunch break at 1/1:30pm
Exhibitor Set-Up	Thursday, October 19: 4pm – 7:00 pm, helpers will be there to assist you. If you would like to get in earlier, please let me know. Other time is Friday, Oct 20, 2023 - 8am- 10am
Exhibitor Tear Down	Saturday, October 21: 4:00pm – 7:00pm, helpers will be there to assist you.
Vendor Helpers- During conference	We have board members that will come by throughout the conference to check to see if you need anything such as water, an extra trash can, a quick break, etc. Please do not hesitate to let us know if you need anything.
Your exhibit space includes	8ft-High Back and 3ft-High Side Drapes and a 6 foot table per booth. All booths will have a number and sign. The area is carpeted.
Conference Program Listing For our Conference App	Provide a description of your product/s or service/s and connect people with your brand before, during, and after the event.
Conference food opportunities	No outside food is permitted in the convention center. Saturday- <ul style="list-style-type: none"> ● President’s Reception 6pm-9pm Food trucks



	Sunday- <ul style="list-style-type: none"> • Catered breakfast buffet- 9am
Hotel Information	Please see the link provided: ☰ NCAEA Fall Conference 2023 Hotel Information
Extras you will need to secure for your booth are: furniture, electricity/extension cords (There are outlets in the exhibition area), cleaning services within your booth, additional labor/services for your exhibit space, plastic for the flooring if using wet media or accessible storage.	

Thank you again for supporting our members and investing in our state's art education. Please let me know if you have any questions. Here is my number if you need it during the conference, 919-630-7913. I look forward to seeing you in a month.

Much Appreciation.

Melissa Poppe (I go by Poppy)
 NCAEA President