



SPONSOR & EXHIBITOR TOOLKIT

MOVE-IN/SET-UP:

Sponsors/Exhibitors may move in on Tuesday, May 5, 2026, from 9:00 AM to 1:00 PM. The exhibit hall, located in Ballroom C of the Raleigh Convention Center (RCC), will open to attendees at 1:00 PM. All move-ins will take place from the main lobby or from the Raleigh Convention Center loading dock. For more information regarding dock access, please visit <https://www.raleighconvention.com/exhibitors/dock-access>.

Please proceed to either area, and the NC League of Municipalities (NCLM) staff, as well as the host city volunteers, will be available to assist with the move-in process.

Exhibits must be set up by 1:00 PM on Tuesday, May 5, 2026, or NCLM reserves the right to deny entrance to the event. NCLM reserves the right to resell and/or reassign space if the exhibitor fails to comply with these move-in guidelines.

HOURS OF EXHIBIT:

Exhibits will be open Tuesday, May 5, 2026, from 1:00 PM - 6:00 PM & Wednesday, May 6, 2026, from 7:30 AM - 4:30 PM.

MOVE-OUT:

Exhibit Hall move-out may begin at 4:30 PM on Wednesday, May 6, 2026. All sponsors/exhibitors must be moved out by 5:30 PM. No sponsor/exhibitor shall remove any portion of their exhibit before 4:30 PM on Wednesday, May 6, 2026. Exhibitor acknowledges that this schedule will be strictly adhered to as a courtesy to other sponsors/exhibitors and to NCLM delegates. NCLM staff and host city volunteers will be on hand to assist with the move-out process.

STANDARD BOOTH EQUIPMENT:

Exhibitor booths in exhibit hall C include an 8'x8' booth space, pipe & drape, 6' draped & skirted table, two chairs, and electricity. Sponsor booths (premium exhibit space) will be in the main concourse and will consist of an 8'x8' booth space, a 6' draped & skirted table, two chairs, and electricity. The Raleigh Convention Center is carpeted. In addition to the standard equipment listed above, other amenities are available from the Raleigh Convention Center for an additional fee. If additional booth services are needed, please contact sponsors@nclm.org.

MATERIAL SHIPPING:

Please see the last page for materials shipping labels.

Pre-shipping to the Southern Exhibition Service Warehouse must be before Friday, April 24, 2026, @ 4:00 PM. If materials need to be shipped after this deadline, please contact us at sponsors@nclm.org for options.

DOOR PRIZES:

In order to ensure compliance with statutory requirements, NCLM has implemented policies associated with conference door prizes. The door prize process will be managed by NCLM, with all prizes being purchased by NCLM from a portion of booth registration fees, door prize sponsorship, or through in-kind donations to NCLM. Door prize winners will be drawn from a master registration list, which includes all paying municipal officials and guests. If you would like to donate an in-kind door prize for the member drawing, which may also be used to decorate your booth, please bring it to the registration desk by 1:00 PM on Wednesday, May 6, 2026. The drawing will be held during the afternoon networking break.

REGISTRATION:

Advance registration is required. The selected sponsorship level will determine the number of complimentary representative registrations you receive. Additional registrations will be \$250 per representative. We encourage you to register each additional representative at the time of registration. If you need to make any changes to a registration, please contact us at sponsors@nclm.org in advance. Name badges may be picked up at the registration desk upon check-in.

REGISTRATION INCLUDES THE FOLLOWING:

- Tuesday Exhibit Hall Opening (light refreshments provided)
- Tuesday Exhibit Hall Welcome Reception (heavy hors d'oeuvres provided)
- Wednesday Exhibit Hall Continental Breakfast
- Wednesday Exhibit Hall Morning Break
- Wednesday NCLM Luncheon & Awards
- Wednesday Exhibit Hall Ice Cream Social

ROOM RESERVATIONS:

An official room block has been negotiated for NCLM, and we invite you to take advantage of the reduced rate. Once registered, you will receive a confirmation e-mail containing an online reservation link in order to secure lodging directly with the hotel.

CANCELLATION:

NCLM must receive a written cancellation of exhibit space by Friday, April 3, 2026, to be eligible for a refund.

REFUNDS WILL BE MADE AFTER THE CONFERENCE, LESS A \$350 HANDLING FEE, ONLY IF THE LEAGUE RESELLS THE CANCELLED SPACE. Cancellation of additional representatives after Friday, April 3, 2026, will not be refunded. Substitutions are welcome.

PROGRAM LISTING:

Sponsor/Exhibitor levels will continue to be marketed until all booths are filled. However, in order to guarantee that your name and logo are listed in the printed conference program, registration and a copy of your logo must be received by Friday, April 3, 2026.

**WAREHOUSE
SHIPPING
LABEL**

Southern Exhibition Services

RUSH

Advance to Warehouse

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **CityVision 2026**

C/O: **Southern Exhibition Services**

At: 1411 Old Durham Road
Bldg. 3
Roxboro, NC 27573

Item number _____ of

Total number of items _____

**SHIPMENTS TO THE ADVANCE WAREHOUSE
MUST ARRIVE PRIOR TO:
Friday, April 24, 2026 @ 4:00pm**

**SHOW SITE
SHIPPING
LABEL**

Southern Exhibition Services

RUSH

Direct To Show-Site

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **CityVision 2026**

C/O: **Southern Exhibition Services**

At: Raleigh Convention Center
500 S. Salisbury Street
Raleigh, NC 27601

Item number _____ of

Total number of items _____

**DO NOT SHIP TO ARRIVE PRIOR TO
Tuesday, May 5, 2026 @ 9am**