



Sponsorship & Exhibitor Toolkit Agenda At A Glance

Tuesday, April 29, 2025

Exhibit Hall Hours: 1:00 pm – 6:00 pm

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| 9:00 am – 1:00 pm | Exhibit Hall Move-in |
| 9:00 am – 6:00 pm | Exhibit Hall Registration |
| 1:00 pm | Exhibit Hall Opens (booth set-up complete – light refreshments provided) |
| 4:00 pm – 6:00 pm | Exhibit Hall Welcome Reception |

Wednesday, April 30, 2025

Exhibit Hall Hours: 7:30 am – 4:30 pm

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| 7:30 am – 4:30 pm | Exhibit Hall Registration |
| 7:30 am – 8:45 am | Exhibit Hall Continental Breakfast |
| 10:30 am – 11:15 am | Exhibit Hall Networking Break |
| 12:30 pm – 1:45 pm | NCLM Luncheon & Awards |
| 3:00 pm – 3:45 pm | Exhibit Hall Ice Cream Social & Door Prize Drawing |
| 4:30 pm – 5:30 pm | Exhibit Hall Move-out |
| 6:15 pm – 8:30 pm | Host City Event * |

Thursday, May 1, 2025

Exhibit Hall Closed

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| 7:30 am – 11:30 am | Optional Networking on Your Own* |
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**After the exhibit hall closes Wednesday afternoon, you are welcome to stay and network with members. Feel free to attend the Wednesday Host City Event, as well as Thursday morning sessions and breaks. Please note the Thursday NCLM Business Meeting Lunch is for members only.*

Move-In/Set-up:

Sponsors/Exhibitors may move-in on Tuesday, April 29, 2025 from 9:00 am to 1:00 pm. The exhibit hall, located in the Greenville Convention Center (GCC), will open to attendees at 1:00 pm. All move-in will be from either the front or the west concourse entrance side of the GCC, located at 303 SW Greenville Blvd., Greenville, NC 27834.

Please proceed to either area and NC League of Municipalities (NCLM) staff, as well as host city volunteers, will be available to assist with the move-in process. Free, on-site parking is available as well as a loading dock.

Exhibits must be set up by 1:00 pm on Tuesday, April 29, 2025, or NCLM reserves the right to deny entrance to the event. NCLM reserves the right to re-sell and/or re-assign space if exhibitor fails to comply with these move-in and set-up guidelines.

Hours of Exhibit:

Exhibits will be open Tuesday, April 29 from 1:00 pm - 6:00 pm and Wednesday, April 30 from 7:30 am - 4:30 pm.

Move-Out:

Exhibit Hall move-out may begin at 4:30 pm on Wednesday, April 30, 2025. 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, April 30. 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 and Material Shipping:

Exhibitor booths include 10'x10' booths, pipe & drape, 8' draped & skirted table, two chairs, and electricity. The GCC is carpeted. In addition to the standard equipment listed above, other amenities are available from the GCC for an additional fee. If additional booth services are needed, please contact sponsors@nclm.org.

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 to the registration desk by 1:00 pm on Wednesday, April 30. 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 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 on-line reservation link in order to secure lodging directly with the hotel.

Cancellation:

NCLM must receive written cancellation of exhibit space by **Thursday, March 27, 2025** 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 March 27, will result in a \$50.00 processing fee.

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 **Thursday, March 27, 2025**.