

## **Sponsorship/Exhibitor Frequently Asked Questions**

### **What is the registration fee cancellation policy?**

The Association must receive written cancellation of your sponsorship, via e-mail, by **July 10, 2024** to be eligible for a refund. Sponsorships may not be cancelled after **July 10, 2024** - payments made for these sponsorships are nonrefundable.

### **What is the hotel reservation cancellation policy?**

Please review the hotel's cancellation policy on their website, should your reservation need to be cancelled.

### **What is the cut-off date for hotel reservations?**

All hotel reservations must be made by **July 10, 2024**.

### **Are there hotel parking fees?**

Self-parking is FREE.

### **Where do we send a copy of our company logo?**

Please send a .pdf (preferred) or high resolution .jpeg file of your company logo to [events@ncbm.org](mailto:events@ncbm.org) no later than **July 10, 2024**.

### **How do I ship exhibit display items to the Rizzo Center?**

Vendors are welcome to ship any items ahead of time to the hotel and the front desk will hold on to them until the guest arrives to pick them up.

### **Shipping label information:**

Rizzo Center

Attn: NCBEMO, \_\_\_\_\_ (guest's name)

150 DuBose Home Lane

Chapel Hill, NC 27517