



EXHIBITOR INFORMATION SHEET

CBS Benefits Day & HR Workshop Greensboro – High Point Airport Marriott March 20 – 21, 2019

Please send a brief exhibitor description to brianna@ncbankers.org by Friday, March 1!

1. Registration/Set-up/Exhibit Hours

Your exhibitor registration covers **one** delegate registration fee, exhibit space, one draped table, two chairs and a wastebasket. **Please note that each person attending or working in your booth for any length of time must register as a delegate.** If you require on-site set-up assistance, our staff will be available during the exhibitor set-up times to help.

Wednesday, March 20

- The exhibit hall will be available for set up on Wednesday, March 20, beginning at 9:00 am. All booths must be set by 9:30 am.
- Please check in at our NCBA registration desk when you arrive to get your badge. You will be directed to your exhibit space/table assignment – booth numbers are not assigned pre-show.
- The Wednesday networking break will be held in the exhibit area.
- Exhibitors are encouraged to attend the group lunch on Wednesday afternoon. This is a great opportunity to sit down with your customers in a relaxed environment.
- There will be no security in the exhibitor area overnight. Please do not leave anything of value in your exhibit area.

Thursday, March 21

- Exhibit hours on Thursday begin at 8:00 am when a continental breakfast will be held in the exhibit hall.
- Networking breaks will be held in the exhibit hall.
- Exhibitors are encouraged to attend the group lunch on Thursday afternoon. This is a great opportunity to sit down with your customers in a relaxed environment.
- Adjournment will be at approximately 2:30 pm. **Exhibits must be disassembled and the area must be completely vacated by 3:00 pm on Thursday.**

2. Each exhibitor will be provided one (1) draped 6' x 24" table, two (2) chairs, and a wastebasket. If you need an 8' table and/or a larger space (such as an 8' x 10' space or a 10' x 10' space), please let us know. If you do not let us know that you need a larger space and/or a larger table, we will reserve a 6-foot skirted and clothed tabletop exhibit for you. **Because of space limitations, exhibitors are encouraged to use compact or tabletop exhibits when possible.**



- 3. SHIPPING OF EXHIBITS** – Any items you wish to ship to the Marriott should arrive no earlier than Monday, March 18. Packages arriving earlier may be subject to handling charges. All packages and exhibits shipped to the hotel for your exhibit must be plainly marked as follows:

Melissa Graves

Greensboro-High Point Marriott Airport

One Marriott Drive

Greensboro, NC 27409

336.852.6450

ATTN: Hold for (your name) at (your company) for NCBA Credit Conference May 31.

- 4.** If you require electrical hook-up, audio-visual equipment, internet or telephone please use the Marriott service order form.
- 5.** FOR RETURNING YOUR EXHIBITS, PLEASE REMEMBER TO PREPARE SHIPPING LABELS IN ADVANCE.
- 6.** No signs or boards may be attached to any wall with tacks, tape or adhesives of any type.