



Dear Exhibitor:

The NC Chapter of the American Academy of Orthotists & Prosthetists would like to extend an invitation for you to exhibit at our meeting to be held on October 11th and 12th, 2019 at the beautiful Ballast Hotel in Wilmington, NC.

Hotel Information (also listed on our website www.ncaaop.com):

- Discounted accommodations are \$179 per night (2-night minimum required)
- Cut off date of discounted rates is 9/10/19.
- Reservations made directly with
https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsecure3.hilton.com%2Fen_US%2Fup%2Freservation%2Fbook.htm%3FinputModule%3DHOTEL%26ctyhocn%3DILMWRUP%26spec_plan%3DAAO%26arrival%3D20191010%26departure%3D20191012%26cid%3DDOM%2CWW%2CHILTONLINK%2CEN%2CDirectLink%26fromId%3DHILTONLINKDIRECT&data=02%7C01%7CMona.Fips%40hilton.com%7C4fe4031bb07c4066cb0508d674e5695b%7C660292d2cfd54a3db7a7e8f7ee458a0a%7C0%7C0%7C636824926009167870&sdata=OC9G%2FnZkAI8DELk%2FHj4UyIsb6Kp7EBjFr80oYtjOxkM%3D&reserved=0
- If you would like to stay additional days, you will need to contact the Hotel Reservations department directly.

Exhibit Hours:

- Thursday, October 10- Set up begins at 6:00pm
- Friday, October 11- Opens at 8:00am and closes at 5:00pm
- Saturday, October 12- Tear Down begins at 12:00pm

Registration:

- Direct our requirement and inquiries to ncaaop@gmail.com
 - o 6' Table (includes 1 attendee) \$850.00 (limit of 2)
 - o Electricity to vendor table \$100.00
 - o Customized banner to be displayed \$150.00
- Limited Tables Available. Only 50 Available. Sign up ASAP!
- Table locations will be assigned by lottery for fairness.
- If floor space is required in lieu of additional table; contact NCAAOP officers
- **ALL attendees must be registered and have a badge**

***** LATE FEE OF \$200.00 IF RECEIVED AFTER SEPTEMBER 1, 2019 (pending table availability)*****

Available Sponsorships (first come, first serve)

- Breakfast Sponsorship- **Friday** **\$450.00**
 - o Signage at breakfast for all attendees to see
 - o Includes recognition in the program, social media, and website
 - o President's announcement directing traffic to your table

- Lunch Sponsorship- **Friday** **\$850.00**
 - o Signage at lunch for all attendees to see
 - o Includes recognition in the program, social media, and website
 - o President's announcement directing traffic to your table

- Presenter's Mid-Morning Break- **Friday** **\$450.00**
 - o Signage at lunch for all attendees to see
 - o Includes recognition in the program, social media, and website
 - o President's announcement directing traffic to your table

- Breakfast Sponsorship- **Saturday** **\$400.00**
 - o Signage at lunch for all attendees to see
 - o Includes recognition in the program, social media, and website
 - o President's announcement directing traffic to your table

Shipping Instructions

**Ballast Hotel
301 N. Water St
Wilmington, NC 28401**

Hold for Arrival:

NC Chapter or AAOP

Event Date: 10/10/19-10/12/19

<Company Name> and Guest: <Attendee First and Last name>

- Shipments only allowed 3 days prior to the meeting
- All equipment and/or materials must be off loaded and/or loaded by the hired shipping company
- All shipments must be delivered between 8:00am-4:30pm
- All materials must be removed from the hotel by the conclusion of the event.



NCAAOP ANNUAL MEETING
 WILMINGTON, NC
 OCTOBER 11-12, 2019
 **set up 10/10/19 at 6:00pm

EXHIBITOR REGISTRATION

Company: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

VENDOR ITEMS		PRICE	TOTAL
6' Table with 1 attendee	1 st Attendee Name: _____	\$850.00	
One Additional 6' Table with 1 Attendee	2 nd Attendee Name: _____	\$850.00	
Additional Attendees	3 rd Attendee Name: _____ 4 th Attendee Name: _____	\$150.00/per person	
Electricity to Table		\$100.00	
		SUB TOTAL	

SPONSORSHIP	DATE OF OPPORTUNITY	PRICE	TOTAL
Breakfast Sponsor	Friday	\$450.00	
Lunch Sponsor	Friday	\$850.00	
Presenter's Mid-Morning Break	Friday	\$450.00	
Breakfast Sponsor	Saturday	\$400.00	
		SUB TOTAL	

VENDOR ITEM SUB TOTAL	
SPONSORSHIP SUB TOTAL	
***Late Fee \$200 (if applies)	
TOTAL REGISTRATION FEES:	

Please send checks payable to NCAAOP
 PO Box 2534
 Kernersville, NC 27285