



**NORTH CAROLINA  
PUPIL TRANSPORTATION ASSOCIATION**

**EXHIBITOR REGISTRATION PACKET  
68th ANNUAL TRANSPOSIUM**

**Crowne Plaza Resort and Expo Center  
Asheville, NC  
June 17-20, 2024**

# EXHIBITOR INFORMATION

Thank you for your interest in participating in the Annual North Carolina Pupil Transportation Association Transposium and at the Crowne Plaza Resort and Expo Center in Asheville, North Carolina.

To participate in training and to reserve space for our trade show:

- Complete, print and sign the Exhibitor Registration Form.
- Complete the Exhibitor Name Badge Information Form.
- Complete the Course Training / Product Demo Form:
- Complete the Exhibitor Sponsorship Form (only if interested)
- Mail these items along with a check or money order (US Funds/US Bank) for the full amount of your exhibitor application by April 26, 2024 to:

Brian Littke  
1621 Pinecrest Road  
Rocky Mount, NC 27803

## NCPTA State Officers & Transposium Coordinator

President	Marlon Watson	919-934-8340	<a href="mailto:marlon.watson@johnston.k12.nc.us">marlon.watson@johnston.k12.nc.us</a>
Vice-President	Brian McClung	704-476-8215	<a href="mailto:bpmcclung@clevelandcountyschools.org">bpmcclung@clevelandcountyschools.org</a>
Secretary	Lloyd Willis	910-274-1090	<a href="mailto:lwillis@bcswan.net">lwillis@bcswan.net</a>
Treasurer	Brian Littke	252-467-3575	<a href="mailto:bwittke@ncpschools.net">bwittke@ncpschools.net</a>
Past President	Patsy Hudson	252-916-1195	<a href="mailto:HUDSONP@pitt.k12.nc.us">HUDSONP@pitt.k12.nc.us</a>
Transposium Coordinator	Cynthia Phillips	910-308-9652	<a href="mailto:cpp290@gmail.com">cpp290@gmail.com</a>

## Hotel Information

We have a host hotel in Asheville designated for the Transposium. Please visit our web site at [www.ncpta.com](http://www.ncpta.com) for the Transposium information, room rates and how to book your room(s). In order to receive the transposium rate, you will need to reference the NC Pupil Transportation Association Transposium or PTA at the time of reservations.

## Vendor Registration Packets

Vendor packets will be available at the NCPTA registration desk during member registration times. Information regarding parking/unloading area will be sent out prior to transposium.

## Advertisements

Advertisements or items can also be placed in each delegate registration packet for a fee. Vendor is responsible for providing all copies (Quantity of 600) and materials. The maximum size for inserts is 8.5 x 11. All advertising, handouts or courses need to be related to the pupil transportation industry and cannot publicly criticize a competitor or their product. Advertisements in transposium book can be color or black and white. NCPTA has no control over the quality of the submitted advertisements. **All advertisements and packet inserts are due April 26, 2024.** For best results, all advertisements should be submitted electronically. Ads are to be sent electronically to Cynthia Phillips, NCPTA Transposium Coordinator, at [cpp290@gmail.com](mailto:cpp290@gmail.com).

Cynthia Phillips  
5247 Heather Street  
Hope Mills, NC 28348  
(910)308-9652

## **TRADE SHOW INFORMATION**

NCPTA Trade Show Managers are:

Brian Littke (252)462-3575 (cell) and Vec Dunn (704)-390-1598.

### **Trade Show Booth**

Each 10'x10' booth includes: piping with 8' high back drape and 3' high draped side rails; company name signs on back drape, (1) draped table and (2) folding chairs. There is a charge of \$ 100.00 for electricity (110V) in your booth. Please be sure to select this option when you complete your registration form. Request for additional furniture, specialty electrical service, wired internet access, special signage or any other requests need to be made to the trade show managers no later than May 5, 2023. Any of these requests will carry an extra charge which is not included in the standard booth fee.

With the purchase of 2 or more booths, NCPTA will offer a full-page ad in the Transposium Book at no charge. If all standard booths are reserved, a waitlist for additional booths will be created. Additional booths will have the same fee associated with them.

If you have a trailer or display that will be setup outside the convention center, please contact us for pricing on the booth area. For an outside booth, no piping or drapes are included. Signage will direct delegates to the booths. No refunds will be granted because of weather.

Each booth fee includes five (5) trade show badges. Up to three additional name badges may be purchased for \$50.00 each. Box lunches will be provided during the Decision Makers trade show. This is time set aside for members who make purchasing decisions for their LEA to have one on one time with the vendor. The trade show will open for all members two hours later.

### **Trade Show Schedule:**

Tuesday, June 18th

**(Setup contingent upon booth assemble completion)**

Wednesday June 19th

6:30 AM – 10:30 AM – Setup

10:30 AM – All Vendors Meeting (Brief / Housekeeping)

11:00 AM – Pre-Trade Show and Lunch with Decision Makers (Directors, Supervisors and Coordinators)

1:00 PM – 4:00 PM General Trade Show

### **Door Prizes**

Vendors may have raffles or drawings during the trade show. NCPTA will have a microphone available and can assist with drawings and announcements of winner(s). Please do not feel expected to give stuff to visitors who do not have a delegate name badge. If you would like to donate any items for door prizes at the closing session on Thursday evening, please bring them to the registration desk with a business card attached so we can provide recognition during the session.

### **Shipping**

Exhibitors may ship items to the conference center for the NCPTA Transposium and Trade Show. There is no responsibility for items shipped to/from the convention site. The Crowne Plaza charges for receiving, shipping, handling and storage of packages based on weight. Please contact us with the number of packages and weights of your shipment so we can determine the handling fee. Exhibitors are responsible for all shipping fees and arranging pickup from the conference center,

# 2024 EXHIBITOR REGISTRATION



## COMPANY/ORGANIZATION (REQUIRED):

Item	Fee	Amount Due	Item	Fee	Amount Due
Exhibit Booth: QTY:	\$1000	\$	Transposium Book Ad ¼ Pg. in Color	\$200	
Electricity in Booth	\$100	\$	Transposium Book Ad ½ Pg. in Color	\$225	
Additional Name Badges	\$ 50	\$	Transposium Book Ad Full Pg. in Color	\$275	
Exhibitor Product Demo	\$200	\$	Bus Display Outside Trade Show (Up to 2 Buses)	\$3,000	
Registration Packet Advertising	\$500	\$	<b>Sponsorship(s) See last page for information</b>		
<b>Mailing Address:</b> <b>NCPTA</b> <b>Attn: Brian Littke</b> <b>1621 Pinecrest Rd.</b> <b>Rocky Mount, NC</b> <b>27803</b>		<b>TOTAL DUE: _____</b>  <b>If you need to pay by Credit Card please email</b> <b>Brian Littke</b> <b>Nash County Public Schools Technology Department</b> <b>Email: <a href="mailto:bwittke@ncpschools.net">bwittke@ncpschools.net</a></b> <b>An additional 6% is added to all credit card transactions.</b>			

We would \_\_\_ Prefer or \_\_\_ Not Prefer to be next to: \_\_\_\_\_ at the Trade Show  
**(Please Check prefer or not prefer.)**

Products or Services to be exhibited: \_\_\_\_\_

### Tradeshaw Contact Information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

By submitting this application and payment in full, the undersigned agrees to the following terms:

- Authorization for the NCPTA to reserve exhibit space at the Asheville Crowne Plaza & Expo Center for the use by the above organization during the NCPTA Annual Transposium.
- NCPTA is not responsible for lost or missing paperwork.
- Advertisements must be postmarked or emailed by April 26, 2024.
- All forms and payment must be postmarked or emailed by April 26, 2024.
- After May 1, 2024 booth rates increase by \$200. No refunds will be granted.
- **Exhibitor applications will not be processed until full payment is received by NCPTA.**
  - Once registration is processed, the contact person will receive a confirmation email.

### (NCPTA Use Only)

Date Received: \_\_\_\_\_ Check# \_\_\_\_\_ SQ# \_\_\_\_\_ Amount: \_\_\_\_\_



## Exhibitor Name Badge Form

COMPANY/ORGANIZATION: \_\_\_\_\_

Five badges are included for each booth. Additional badges are \$50 each. The name badge includes a box lunch during trade show.

**\*\*\*Registered vendors are not permitted to purchase name badges for companies without a booth\*\*\***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Please print name and title clearly as you want it to appear on name badge.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Please print name and title clearly as you want it to appear on name badge.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Please print name and title clearly as you want it to appear on name badge.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Please print name and title clearly as you want it to appear on name badge.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Please print name and title clearly as you want it to appear on name badge.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Please print name and title clearly as you want it to appear on name badge.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Please print name and title clearly as you want it to appear on name badge.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Please print name and title clearly as you want it to appear on name badge.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Please print name and title clearly as you want it to appear on name badge.*



**Exhibitor Course Training**  
**(Session dedicated for training only)**

Requested Date:     Mon (6/17)    Tues (6/18)    Wed (6/19)    Thurs (6/20)

Requested Time: \_\_\_\_\_

Company Name: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Instructor's Email: \_\_\_\_\_

Instructor's cell phone: \_\_\_\_\_

A synopsis of our course will be:

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## **Exhibitor Product Demonstration**

Session dedicated to promoting your products.

Please complete the entire form.

June 17th, 2023 – June 20th 2024      \$ 200.00 per session

Company Name: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Instructor's Email: \_\_\_\_\_

Instructor's cell phone: \_\_\_\_\_

Requested Day and Time: \_\_\_\_\_

We wish to conduct a session for NCPTA delegates. A synopsis of our demonstration will be:

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Any exhibitor with unfulfilled NCDPI training hours through a statewide vehicle contract will have to get training pre-approved by NCDPI before the NCPTA Transposium.

When available time slots are exhausted, no more will be added. NCPTA will provide a screen, projector and audio in each room. Space provided by NCPTA will seat a minimum of 25 people. No vehicle fluids or flammable products may be displayed in open containers inside the facility. NCPTA reserves the right to assign exhibitors into time slots on a first come first serve basis (determined by date payment is received).

Date Received: \_\_\_\_\_      Product Demonstration Fee paid:     Yes     No



A note from our President,

The 2024 NCPTA Transposium will be held June 17th – June 20th. We will once again be at the Crowne Plaza Resort and Expo Center in Asheville. The trade show will be on Wednesday, June 19th. Each and every contribution we receive from vendors is used to provide the best educational experience possible for our members. This would not be possible without your support! Every new year provides us an opportunity to build on the one before with our goal being to help make the most of your partnership with NCPTA. The 2024 Transposium will provide an opportunity for vendors to sponsor activities and events at the Transposium that will maximize your exposure outside of the trade show halls with an opportunity for you to showcase your support to our members. Trade show booth rental will be in addition to sponsorship opportunities.

We encourage you to visit our web page. The web address is [www.ncpta.com](http://www.ncpta.com). On the home page, there is a section where you can join our group email. If you have any questions, please contact Cynthia Phillips.

Through our sponsorship opportunities, we strive to help you make the most of your corporate budget and support the training for our members. If this excites your team, we'd love to continue this conversation with you. Sponsorship opportunities are listed on the next few pages. If interested in sponsorship, please contact Brian Littke at (252) 462-2480 (office) or (252) 467-3575 cell.

We're excited to hear from you!

Sincerely,

Marlon Watson  
NCPTA President



# ***2024 NCPTA Transposium Sponsorships Opportunities***

*Contact Cynthia Phillips*

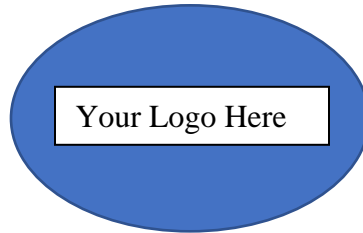
*(Sponsorship checks are to be made payable to NCPTA)  
(All food and beverage orders must be made with NCPTA)*

## ***Tuesday Luncheon - \$15,000***

Microphone time will be provided and signage displayed

## ***Wednesday Luncheon - \$15,000***

Boxed lunches set up in the Biltmore Foyer  
a sticker with your Logo placed on each box.



## ***Coffee Stations***

*(Signage will be provided)*

Coffee Station AM Tuesday	\$ 650.00
Coffee Station AM Wednesday	\$ 650.00
Coffee Station AM Thursday	\$ 650.00

***2024 NCPTA Transposium  
Sponsorships Opportunities  
Contact Cynthia Phillips***

***(Sponsorship checks are to be made payable to NCPTA)  
(All food and beverage orders must be made with NCPTA)***

***Cookie Break –***

***This event will feature an assortment of fresh baked cookies.  
Sponsor will receive signage.***

<b><i>Cookie Break PM Tuesday</i></b>	<b><i>\$2,000.00</i></b>
<b><i>Cookie Break AM Thursday</i></b>	<b><i>\$2,000.00</i></b>

***Hot and Now - Krispy Kreme Doughnuts \$2,000***

***Everyone loves a doughnut. Sponsor will receive signage.***

***Thursday Luncheon - \$15,000***

***Microphone time will be provided and signage displayed***

***Thursday Closing Session - \$20,000***

***Signage and microphone time provided***