



*North Carolina Biomedical Association
Vendor Information and Agreement*

*P.O. Box 388
Lenoir, NC 28645*

Federal Tax ID # 58-1474079

The North Carolina Biomedical Association will hold its 45th Annual Symposium at the Pinehurst Resort and Conference Center in Pinehurst NC. Enclosed you will find a tentative Schedule of Events and Vendors Information and Agreement.

Monday, August 14th, 2023	
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12:00 - 4:00PM	NCBA, Mike McCoy Golf Tournament
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Tuesday, August 15th, 2023	
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7:30AM - 9:00AM	Symposium Registration / Breakfast
9:00AM - 10:15AM	Class Time Slots
10:15AM - 10:30AM	Break
10:30AM - 12:00PM	Class Time Slots
12:00PM - 1:30PM	Lunch
1:30PM - 2:45PM	Class Time Slots
2:45PM - 3:00PM	Break
3:00PM - 4:00PM	Class Time Slots
4:30PM - 7:00PM	Vendor Exhibit Hall (Reception)
8:00PM - 10:00PM	Event Social/Networking

Wednesday, August 16th, 2023	
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8:00AM - 9:00AM	Symposium Registration
8:30AM - 10:30AM	Vendor Exhibit Hall / Breakfast
10:30AM - 11:00AM	Break
11:00AM - 12:45PM	Lunch w/ Keynote Speaker
1:00PM - 2:30PM	Class Time Slot
2:30PM - 2:45PM	Break
2:45PM - 4:00PM	Class Time Slot

To encourage attendee participation, vendors are encouraged to have door prizes available that will be drawn during the symposium. Attendees are provided vendor sheets for signage by each vendor and completed sheets will be submitted for eligibility for prize drawings. **Winners must be present to win, drawings will continue until prize is awarded. If you intend on participating and would like to award a prize, please contact the vendor coordinator at vendor2@ncbiomedassoc.com.** Please provide a description of the prize and company if possible.

All booths are \$1000.⁰⁰ before May 1st. After May 1st booths will be \$1250.00 each. Vendors are limited to no more than 4 booths. Two attendees are allowed per rented booth. Additional representatives are welcome at a cost of \$100.⁰⁰ each. Each booth will be 10' x 6', have one draped table, and two chairs. Electricity beyond 120v must be booked through the Southern Exhibition Services (SES). The [Exhibitor Service Form must be submitted directly to SES](#) **Exhibitor Service Form must be submitted directly to SES** and vendor2@ncbiomedassoc.com. (Vendor must provide extension cords).



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NCBA Exhibit Space Selection for 2023 Symposium

General vendor registration will open approximately six months prior to current year symposium and all available booths will be listed on the NCBA website. Vendors will be notified by e-mail and encouraged to go to the NCBA website for booth selection and registration. ***Selection of booth location will be forfeited if payment is not received within 30 days after the vendor has completed booth selection and registration process.*** (www.ncbiomedassoc.com) Booth availability will be updated on website as payments are received.

Vendor Setup: Vendors may set up Tuesday August 15th, 2023 from 11am – 3pm. Vendor area will open to attendees at 4:30 pm on August 15th, 2023.

Booth Removal: Vendors may tear down Wednesday August 16th, 2023 12:00PM - 3:00PM.

Exhibit Times: 8/15/2023 4:30pm - 7:30pm and 8/16/2023 8:30am – 11:30am.

If you need special items, other than standard 120 volt electrical service, please see attached documents. You can order and pay for services such as phone lines, LAN connections or power requirements other than standard 120 volt 60 Hz through SES. If you have questions please contact the vendor coordinator at vendor2@ncbiomedassoc.com

All displays must be taken down by 10:00 pm Wednesday, August 16th, 2023.

If you have any questions, please contact Mike McAuliffe – Vendor Coordinator vendor2@ncbiomedassoc.com

North Carolina Biomedical Association

Vendor Information and Agreement

- EVENT:** 45th Annual North Carolina Biomedical Association Symposium & Exposition
- DATE:** Monday, August 14th, 2023 – Thursday, August 17th, 2023
- PLACE:** **Pinehurst Resort and Conference Center**
80 Carolina Vista Dr,
Pinehurst, NC 28374
<http://www.pinehurst.com/>
- EXHIBITOR FEES:** The fee is \$1000.⁰⁰ per booth prior to May 1st and \$1250.00 after May 1st, which includes one 10' x 6' booth, draped table, two chairs, standard 120v electricity **extension cords not provided**, sign for booth, two non-voting NCBA membership.
- CONTRACT:** Vendor contract **MUST** be electronically submitted to NCBA via current registration software at the time of registration.
- PAYMENT:** For your convenience we now offer on-line payment processing through PayPal (a secure, encrypted system) utilizing your existing PayPal account or with your Visa, American Express, or MasterCard.
- INSTALLATION OF EXHIBITS:** Piping and drapes will be set up for booths prior to vendor set up timeframe. Vendors will have access to exhibit area four hours before first exhibit time.
- CHARACTER OF EXHIBITS:** The NCBA reserves the right to prohibit any exhibit or part of an exhibit booth activity, which the Board of Directors deems unsuitable. For clarification on display suitability please contact vendor coordinator at vendor2@ncbiomedassoc.com.
- EXHIBIT HOURS:** Exhibits will be located in the Exhibit Hall of the Pinehurst Resort and Conference Center. Exhibit hours are Tuesday from 4:30pm – 7:30pm and Wednesday 8:30am – 11:30pm.
- REMOVAL OF EXHIBITS:** Removal of exhibits will be allowed on Wednesday 8/16/2023 from 12:00pm – 3:00pm
- RESPONSIBILITY:** The exhibitor assumes entire responsibility and, hereby, agrees to protect, indemnify, defend, save, and hold harmless THE NORTH CAROLINA BIOMEDICAL ASSOCIATION and their agents, against all claims, losses and damages to persons or property, governmental charges, or fines and attorney fees arising out of or cause by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part, thereof, excluding any such liability caused by the sole negligence of THE NORTH CAROLINA BIOMEDICAL ASSOCIATION and their agents.
- In addition, Exhibitor acknowledged that the NORTH CAROLINA BIOMEDICAL ASSOCIATION does not maintain insurance covering Exhibitor's property and that it is

the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor.

**CANCELLATION
OF SPACE:**

Any cancellation within two weeks prior to the symposium will result in NO REFUND of exhibitor's fee unless a Vendor on the waiting list can take your place. Any cancellation/scheduling issues should be directed to the NCBA Vendor Coordinator for possible solutions.

NOTE:

Confirmation of vendor booth assignments requires receipt of payment and acceptance of electronic contact agreement provided during registration process. Final booth assignments will then be posted and updated on the NCBA website until the symposium.

ROOM RESERVATIONS:

For hotel reservations, rates and deadlines visit.
<http://www.ncbiomedassoc.com/Symposium.aspx>

