

**North Carolina Directors of Nursing Administration  
Long Term Care, Incorporated  
2024 Annual Conference & Trade Show**

**PRIZE FORM**

**Please complete the following information for the prize drawing to be held during the Exhibit and Trade show on Friday, September 15th during the Vendor Finale. Drawings are to be held at your booth, complete this form and give it to the NCDONA vendor liaison at the vendor registration table near the trade show entrance. Each prize winner will be announced. Participants must be present to win. If the winner is not available, the vendor will be notified, and another name must be selected.**

Winners will be told to report to your booth to claim their prize.

Thank you for your participation in our vendor prize give-a-ways! Our attendees always look forward to this part of the trade show.

**Vendor (Company) Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

**Vendor Contact Name:** \_\_\_\_\_

**Prize #1**

<b>Name of Winner</b>	
<b>Facility</b>	
<b>Prize Description</b>	

**Prize #2 (If available)**

<b>Name of Winner</b>	
<b>Facility</b>	
<b>Prize Description</b>	

# ***“Oh, the Place’s You Can Go in Long Term Care***

*Hilton Resort, Myrtle Beach, SC*

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## **GENERAL INFORMATION**

*The North Carolina Directors of Nursing Administration in Long Term Care welcome all our exhibitors and sponsors for this, our 2024 Trade Show. Our association is pleased that your company has chosen to be a part of our annual trade show, and we truly appreciate your support. All questions regarding our 2024 Trade show procedures, space assignments, and exhibitor registration should be directed to NCDONA LTC staff at the vendor registration table. Questions regarding decorating and additional services such as set-up and dismantling, labor, cleaning, or extra tables should be directed to the Vendor Liaison or the assistant. Convention Makers is the provider we are using (843-650-6300). Please do not ship directly to the hotel. Contact convention makers for details of where to ship. There will be hotel staff available to assist as well.*

*NCDONA LTC Vendor Liaison for this trade show is Julie Stafford. Please see Julie if you have any questions.*

## **EXHIBITOR INFORMATION**

*All exhibitors are required to wear provided name badge to allow entry to exhibit hall, including setup and dismantling. If you need additional badges, you must see the Vendor Liaison, as there is a limit to the number of representatives based on sponsorship level. **Non-exhibiting representatives are not allowed in the vendor trade show area. Please adhere to these guidelines, as it is not fair to those companies that have paid the appropriate fees to exhibit! Children under the age of 18 are not to be in the Vendor area during the Trade show.***

## **DISMANTLING BOOTHS**

*Displays may be dismantled at the conclusion of day two of the trade show, September 15th. The trade show is scheduled to end at 11am. Dismantling must be completed immediately following the event. **However, please do not begin dismantling prior to the trade show ending. Thank you in advance!***

## **SECURITY SERVICE**

*Security is provided around the clock by NCDONA and the Hilton staff to permit a secure and orderly use of the facilities. We will have a security guard while we are in the exhibit hall with you during set up and dismantling, as well as during the exhibits. The hotel will ensure that the exhibit hall is locked securely when the exhibit hall is not being used by our organization. You will not be able to access our vendor area when our vendor liaisons are not there.*

## **TRADESHOW ACTIVITIES**

***Trade Show Times and Events (subject to change):***

<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Event</b></i>
<i>Wednesday, Sept 11, 2024</i>	<i>4p-6p</i>	<i>Booth Set Up/ Registration</i>
<i><b>Wednesday, Sept 11, 2024</b></i>	<i><b>6p-</b></i>	<i><b>Networking by the Pool</b></i>
<i>Thursday, Sept 12, 2024</i>	<i>9a-1p</i>	<i>Booth Set Up/ Registration</i>
<i>Thursday, Sept 12, 2024</i>	<i>11:45a</i>	<i><b>Lunch in the Vendor hall</b></i>
<i>Thursday, Sept 12, 2024</i>	<i>1:30pm</i>	<i>Complete Booth Set Up</i>
<i>Thursday, Sept 12, 2024</i>	<i>2:30p-5p</i>	<i>Vendor Trade Show</i>
<i>Thursday, Sept 12, 2024</i>	<i>5:30p</i>	<i>Vendor hall locked</i>
<i>Friday, Sept 13, 2024</i>	<i>8:30a-10:30 a</i>	<i>Vendor Finale (with breakfast)</i>
<i>Friday, Sept 13, 2024</i>	<i>After 11am</i>	<i>Booth Dismantling</i>

- *Prize forms are found inside this packet. We are asking all vendors if possible, provide at least one prize for the “Vendor Finale” on Friday, Sept 13, 2024.*
- *Dress for the theme: “**Oh, the Place’s We Can Go in Long Term Care**”*
- *You are invited to join NCDONA members by the pool to meet, greet and network on Wednesday @ 6pm. This was a vendor & attendee favorite. This gives vendors at least three different days of contact with attendees.*
- *If you have representatives that are attending the conference sessions complimentary at part of the sponsorship package they still need to register for the conference as if a regular attendee. When it comes to the payment section simply add the name of their company and the sponsorship level.*

### ***ATTENDEE LIST***

*A final attendee list will be available on Friday morning. Please see vendor liaison for your copy.*