



April 20, 2005

Dear Potential Exhibitor:

The North Carolina Association of County Commissioners will host its 2005 Annual Conference in Mecklenburg County on Aug. 25-28 at the Westin Hotel in downtown Charlotte. This year's event will be a very special one for the Association, as we will be honoring two longtime employees. C. Ronald Aycock has been the Executive Director since 1977, and Director of Member Services Robert Hester has been with the NCACC since 1979. Mr. Aycock will be retiring June 30, 2005. Mr. Hester retired from full-time work with the Association in 2004, but remains on a contract basis with us. We will be featuring many exciting events to honor these two pillars of the Association, and as a result, we expect the conference to be very well attended.

We hope you will consider exhibiting at this year's event. There are many pressing issues facing North Carolina counties. Many counties are looking at building new or renovating existing county facilities, including jails and schools. Technology needs continue to grow, and many counties are using more outside organizations to provide support and services than ever before. The exhibit show is an excellent opportunity for you to showcase your products and services to more than 400 county leaders from around North Carolina. Last year, nearly 90 counties sent representatives to our conference.

This year we will have 74 booths available to exhibitors. For commercial vendors, the cost for a 10-by-8-foot booth will be \$750 plus a refundable \$100 dismantling deposit. As usual, this cost provides free admission for four exhibitor representatives to the opening reception in the Exhibit Hall and the Friday luncheon in the Exhibit Hall. Additional representatives will cost \$50 per person. The booth fee also includes one booth sign, one 6-foot skirted table with two chairs, one wastebasket and one 110-volt outlet (if requested in advance).

For non-profits or government agencies, the cost for a 10-by-8-foot non-profit booth will be \$300 plus a refundable \$100 dismantling deposit. This cost provides free admission for two exhibitor representatives to the opening reception in the Exhibit Hall and the Friday luncheon in the Exhibit Hall. Additional representatives will cost \$50 per person. The booth fee also includes one booth sign, one 6-foot skirted table with two chairs, one wastebasket and one 110-volt outlet (if requested in advance).

Please read the "Exhibit Space Agreement - Terms and Conditions" carefully. The Association reserves the right to reject the offer from any company or individual wishing to become an exhibitor for any reason, including but not limited to competition with Association-endorsed programs.

We are changing how we assign booths. In years past, we have done so on a first-come, first-served basis. This year, in an effort to make the process more equitable for everybody involved, we will be conducting a lottery every Friday at 2 p.m. to determine the order for the requests received that week. Please visit the following page on our Web site (<http://www.ncacc.org/annualconf/2005exhibits.html>) for an updated list of which spots are available. After the lottery is held, each exhibitor will then be contacted in the order in which they were drawn and asked to pick the spot they want. It is critical that all applications include an e-mail address for the person who will be contacted to select your booth location.

There is no individual conference registration fee for exhibitors. However, exhibitors will need to purchase additional meal tickets for events other than the opening reception and the Friday deli luncheon. This information will be mailed in May.

Exhibitors are also encouraged to attend our Friday night off-site event. This year, we will have a picnic at the Charlotte Knights baseball game. Information on that event will be mailed at a later date.

The tentative hours of the Exhibit Show are:

**Thursday, Aug. 25**


8 a.m. – 1 p.m.	Exhibit Hall setup – exhibitor move-in
Noon – 1:30 p.m.	Exhibitor registration
2 – 5 p.m.	Exhibit Show open
6 – 7:30 p.m.	Opening reception in Exhibit Hall

**Friday, August 26**

10 a.m. – 2:45 p.m.	Exhibit Show open
Noon – 1:30 p.m.	Lunch in Exhibit Hall
1:30 – 2:30 p.m.	Extended networking opportunity in Exhibit Hall
2 p.m.	Door prize announcements
2:45 – 5 p.m.	Break down exhibits

If you have questions, please contact me at (919) 715-2893 or [todd.mcgee@ncacc.org](mailto:todd.mcgee@ncacc.org).

Sincerely,



Todd A. McGee  
Director of Communications

Enclosures