



Dear Exhibitor,

March 6, 2008

The North Carolina Association of Nursing Students is a professional organization representing nursing students throughout North Carolina and the USA. From the beautiful Atlantic Ocean to the majestic Blue Ridge Mountains, students travel to attend our informational and fun conventions. We would like to take this opportunity to inform you that our Annual Fall Convention will be held at the Marriott Durham Civic Center, Durham, North Carolina, on October 2-5, 2008. The exhibit hall will be open Saturday, October 4<sup>th</sup>, 2pm-4pm. Exhibitors will be permitted to begin setup at 11:30 am.

Your participation in our conferences will give you the opportunity to meet nursing students from all areas of North Carolina. The students in attendance will be at various stages in their nursing education, looking for information regarding what is in store for them in the future. Many attend the exhibit hall eager to find information and make contacts for future employment and summer externships; others are looking for an institution of higher learning to continue their education into a graduate or advanced practice program. There are also many that come in anticipation of review materials, nursing supplies, uniforms, fund raising information, and much more. If you feel that your company or organization has something to offer these students, please consider exhibiting at the NCANS Annual Fall Convention.

Enclosed you will find an application and the intent to exhibit forms. Please read each one carefully and select the package that best suits your institution's needs. There have been some changes made to the packet concerning exhibitor fees, so if you have exhibited in the past please make note of these changes. You may also sponsor a meal or an NCANS social function to increase your institution's representation at the convention. The deadline to submit applications for your exhibit space is Wednesday, September 10, 2008 for the fall convention. We will accept applications after that date; however your facilities name will not appear in the convention book due to printing deadlines. Please send the completed intent to exhibit form to the address below. Reservations for your hotel stay can be made at the Marriott Durham Civic Center by calling (919) 768-6027 or 1-800-909-8375. You must call to make reservations on or before September 10, 2008 to receive the NCANS reduced group rate of \$119/night.

For more information on how to exhibit at NCANS events, please contact our assistant, Kristen Feneley, Member Relations/Program Specialist for the North Carolina Nurses Association (NCNA). She will coordinate exhibitors and sponsors for future NCANS events and can be contacted at [kristenfeneley@ncnurses.org](mailto:kristenfeneley@ncnurses.org), or by calling 919-821-4250, or 800-626-2153.

Please send completed registration forms and payments to 103 Enterprise Street, Raleigh, NC 27607 before September 10, 2008. We look forward to working with you in October and at future NCANS conferences.

Sincerely,

Amy Jensen  
*Vice President*  
*North Carolina Association of Nursing Students*  
[amyj@email.unc.edu](mailto:amyj@email.unc.edu)



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### **Sponsorship Opportunities:**

#### **Meals:**

Sponsorship of a meal is another wonderful option for an exhibitor. Sponsoring an entire meal provides the benefit of publicity throughout the mealtime. In addition, there will be an opportunity to speak for ten minutes at the opening of the meal to introduce the convention attendees to your organization and services offered. Informational materials may be handed out before or during the meal. Your sponsorship also entitles an exhibitor placement in the exhibit hall, the sponsor name and contact information available on the NCANS website under convention sponsor link, and a contact listing in the Annual Fall Convention brochure. This sponsorship is a unique opportunity that allows interaction with the students for a longer period and on a more personal level. These sponsorships are limited; full and co-sponsorships are available. If you would like to sponsor or co-sponsor one of these meals, please contact Kristen Feneley, NCANS Assistant, immediately. The meal options are:

- **Keynote Luncheon**  
\$3000 Annual Fall Convention  
Sponsors for the luncheon will be given all the benefits of an exhibitor sponsor above.
- **Hors d'oeuvres/Refreshments**  
\$1000 Annual Fall Convention  
Sponsors for the refreshments will be given all the benefits of an exhibitor sponsor above.
- **Breakfast**  
\$1000 Annual Fall Convention  
Sponsors for the breakfast will be given all the benefits of an exhibitor sponsor above.
- **Social Event**  
\$1000 Annual Fall Convention  
Sponsors for the social event will be given all the benefits of an exhibitor sponsor above.

#### **Exhibit Sponsorship:**

**\$650** Annual Fall Convention

This exhibit fee covers the Annual Fall Convention. This sponsorship entitles an exhibitor placement in the exhibit hall, the sponsor name and contact information available on the NCANS website under convention sponsor link, and a contact listing in the Annual Fall Convention brochure. An invitation to the luncheon is also extended to those who choose this level of sponsorship.

#### **Schools of Nursing:**

We are excited to offer Schools of Nursing a special rate of **\$400** for one event. This fee entitles the School of Nursing to a booth space at the convention and an invitation to the exhibitor's luncheon. This special rate is meant to encourage Schools of Nursing to participate in our exhibit hall in the interest of promoting further education of nursing students.



**Commercial Enterprise:**

This is for facilities that do not fall into the other categories. Examples such as: uniform stores, book companies, alternative medicine, student insurance companies, nursing equipment, etc. This is an extraordinary chance for you to showcase your facility and network with nursing students for a special rate of **\$400** for one event.

**Continued Opportunities:**

In the unfortunate event that an organization cannot participate in the convention as an exhibitor, there are other opportunities to sponsor giveaway prizes so that an exhibitor who is unable to attend can still be recognized throughout the course of the convention. For further instructions, please contact the NCANS Vice-President immediately.



**Intent to Exhibit:**

As an exhibitor for the North Carolina Association of Nursing Students (NCANS), your organization will become available for display to the students attending our Annual Fall Convention. The exhibit hall will be open to students on the Saturday of convention. The following information has been set forth by the board of NCANS and should be applied to all exhibitors at convention. An appropriate official from the exhibiting organization as well as the NCANS Assistant will sign the following. Please review, sign and return the following. A copy should be kept for your records. The NCANS Assistant will return correspondence upon receipt of the “Intent to Exhibit” form to allow for confirmation of its arrival.

1. All applications for space must be filed on the form provided by NCANS. NCANS reserves the right to accept or reject any applicant at the discretion of the NCANS Board of Directors and shall refund all monies paid by the applicant in that case only.
2. The primary assignment of space to exhibitors will be in the best interest of the nursing profession and NCANS. NCANS reserves the right to relocate or reassign exhibit space at any time.
3. NCANS appreciates full payment of the exhibitor sponsorship and applied fees at the time of submitting the “Intent to Exhibit” form. In order for an exhibitor to have its contact listing in the convention or conference book, checks must be received with paperwork by exhibitor deadline before convention or conference date. Although registration will be accepted after the deadline, an exhibitor’s listing and name will not appear in the convention or conference book. Checks should be made payable to “The North Carolina Association of Nursing Students” and all correspondence should be with the NCANS Assistant.
4. Cancellations will not be accepted during the 2 weeks prior to convention or conference date. The exhibitor is responsible for total booth rental regardless of the reason for cancellation, including cancellation by the exhibitor because of the failure of an exhibit to arrive for any reason in whole or in part; as the result of riot, strike, civil disorder, act of war, act of God, or any reason of any kind whatsoever not within the control of NCANS.
5. Electricity and Internet is provided as a service of NCANS. Measures should be taken to inform the NCANS Assistant of the need for electricity or Internet service prior to the exhibit date.
6. Special regulations
  - A. Exhibits should be installed so they will not project beyond the space allotted or obstruct the view of, or interfere with, other exhibits.
  - B. Any other exhibitor shall not infringe upon the rights and privileges of another exhibitor. Interviews, demonstrations, and distribution of literature must be made inside the exhibitor’s booth. Canvassing outside the booth is forbidden. Exhibitors may not distribute materials to other exhibits by walking booth to booth. All such activity should be confined to the exhibitor’s booth.
  - C. NCANS reserves the right to review and keep copies of any and all materials being distributed from your exhibit booth. This discretion is reserved by NCANS and this review may take place either before the convention and/or onsite.



**Registration Form:**

Please complete this registration form and mail it, along with payment directly to **Kristen Feneley at 103 Enterprise Street, Raleigh, NC 27607.**

Please indicate below intended sponsorship(s) and if Internet and/or electricity will be needed at the exhibit booth.

Sponsorship at the Annual Fall Convention	Rate	Please Check All That Apply	Exhibit Hall Needs	
			Internet	Electricity
Exhibitor	\$650		<input type="checkbox"/>	<input type="checkbox"/>
Schools of Nursing	\$400		<input type="checkbox"/>	<input type="checkbox"/>
Commercial Enterprise	\$400		<input type="checkbox"/>	<input type="checkbox"/>
Meal: Keynote Luncheon	\$3000			
Meal: Hors d'oeuvres/ Refreshments	\$1000			
Meal: Breakfast	\$1000			
Social Event	\$1000			

\_\_\_\_\_  
 Name of Exhibitor

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip Code

\_\_\_\_\_  
 Contact Person Name & Title

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Email address

\_\_\_\_\_  
 Representative(s) that will be exhibiting

Signing below indicates understanding of the above instructions that will be abided by NCANS and the exhibitor that has submitted an application for processing. All parties below understand the contract that has been drawn by NCANS and submitted by the above stated business or organization.

\_\_\_\_\_  
 Printed name of responsible party

\_\_\_\_\_  
 Printed name of NCANS Vice-President

\_\_\_\_\_  
 Signature of responsible party

\_\_\_\_\_  
 Signature of NCANS Vice-President

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

For office use only by NCANS:

Date received \_\_\_\_\_

Amount paid at original receipt: \_\_\_\_\_

Approved / Denied