

2018 NCAIS Annual Conference



Exhibitor Information

Greensboro Day School
Greensboro, NC
October 26, 2018

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Thank you for being a part of the 2018 “NCAIS Marketplace” Exhibit Hall. You are a part of the largest independent school educator’s conference in the state of North Carolina.

This year’s Annual Conference is being held at Greensboro Day School and we are thrilled you can join us. Exhibitors are an integral part of the NCAIS conference experience – you introduce us to great products and services that make our schools better as well as help us underwrite the costs of events like these. We are most appreciative of your time and financial commitment to NCAIS. I hope to have the chance to personally welcome you on conference day. If, however, we don’t speak personally, please know how grateful we are to have you as a part of our independent school community. We are putting final plans in place that will ensure that you will have an enjoyable and productive experience in the 2018 NCAIS Marketplace!

Linda Nelson

Executive Director, The North Carolina
Association of Independent Schools

Location Details

Address:

Greensboro Day School
5401 Lawndale Dr.
Greensboro, NC 27455

Exhibitor Marketplace will be held in the Alumni Gym, which is part of the Freddy Johnson Sports Center.

Exhibitor Parking & Unloading will be off the Lake Brandt Entrance, which is on the back side of the school (across from Brandt Trace Farm Rd.).



**Left at the light
onto Lake Brandt
for access to
back entrance**

Hotel Information

We have a courtesy block at the DoubleTree by Hilton for those arriving the night before. Located just off I-40, it is easily accessible. There are a wide variety of restaurants and shopping venues within a short distance of the hotel. Greensboro Day School is approximately 20 min. away.

Address:

DoubleTree by Hilton Greensboro
3030 West Gate City Blvd
Greensboro, NC 27403

Group Name: NCAIS

For the NCAIS group rate, register here:
<https://www.ncais.org/2018-ac-hotel>





Schedule of Events



Thursday, October 25

1:00pm-5:00pm Exhibitor Set up-Alumni Gym

Friday, October 26

**All exhibit tables should already be set up **

7:45am-2:30pm NCAIS Marketplace Exhibit Hall | Alumni Gym

7:45am-8:30am Registration & Breakfast | Alumni Gym

8:30am-9:00am Opening Session | Dillard Gym

9:15am-10:00am Panel Discussions

10:15am-11:00am Affinity Group Connections

11:00am-11:15am Break | Alumni Gym

11:15am-11:35am Toolbox Session

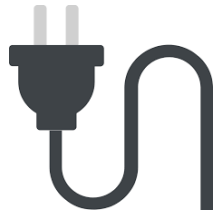
11:45am-1:45pm Lunch | Alumni Gym

1:55pm-2:15pm Toolbox Session

2:25pm-2:45pm Toolbox Session

** Begin packing up exhibit tables at 2:00pm **

Electricity



Electricity must be reserved or indicated in advance. It is in short supply and will not be available for most exhibitors.

Please indicate on your survey if you will need access to electricity. This need will determine how the booths are assigned based on accessibility.

There will also be a charging station set up for phones, laptops, etc. in the Dillard Gym.

Shipping Information

All incoming packages should be addressed to Brano Miliceric at Greensboro Day School and **marked with your company's name and our NCAIS conference.**

Packages can be shipped the week of our event, October 19-25 but not before those dates. There is very limited storage space.

Shipping Address:

Greensboro Day School
Attn: Brano Miliceric
5401 Lawndale Dr.
Greensboro, NC 27455



**Get the Conference APP
Download it today!**

To access the app on your mobile device, go to the App Store, download and install the Guidebook App.

Then search for NCAIS under "Guides" and select "2018 Annual Conference."

To access it on a laptop, go to Guidebook.com and search "find a guide" for NCAIS 2018 Annual Conference.



Questions? Contact Us

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NCAIS Passport: Your Ticket to Increase Interactions with Our Educators

Each educator will receive an “NCAIS Passport” upon arrival. This passport will have boxes for exhibitors to validate as the educators walk around and visit the exhibitor tables. When the educators fill all of the boxes on their passport, they can drop it in the prize drawing basket.

If you would like to participate in the Passport program and donate a door prize to be given away on October 26th please let Meghan Hilleboe know by October 1, 2018. The participating exhibitors will be listed on the “NCAIS Passport” in addition to the conference app and website. Prize drawings will begin during lunchtime and will conclude at the end of the day.

Winners of the prizes, along with the prize donator, will be ‘tweeted’ throughout the day as winners’ names are drawn. No need to send your prize ahead of time-just bring it with you to the conference and drop it off with Meghan when you arrive on Friday morning. But, please do let us know if you want to participate!

This is always a favorite part of our Annual Conference, and we hope you will choose to participate!



Toolbox Handouts

(optional)



If you are presenting a Toolbox session, we have asked that you have a half-page takeaway for each participant in your session. We also would encourage ALL exhibitors to have the same half-page takeaway for participants who visit your table in the NCAIS Marketplace. This page should have information about your organization and perhaps a tip or idea that explains how your service assists educators and students.

The Word and pdf versions of the template can be found on the Exhibitor Information webpage. You will notice a blue circle in the top left corner of the template. Please punch out the holes before arriving. Each participant will have a ring and will add their takeaway “Tools” to the ring during the day. When they leave, they will have a ring with all of the tools that they can implement upon returning to their schools.