

The Funeral Directors & Morticians Association
of North Carolina, Inc.
217 T.E. White Sr. Drive—P.O. Box 334
Albemarle, North Carolina 28002-334

October 1, 2019

Greetings!

The Annual Convention of The Funeral Directors & Morticians Association of North Carolina, Inc. is approaching. We will host our convention at the Crowne Plaza Charlotte Executive Park, June 15-18, 2020.

Your continued support of our association is deeply appreciated. We look forward to you joining us in making the annual convention a continued success. If, for scheduling purposes you are unable to attend, other opportunities are available for you to show your support.

Enclosed, you will find registration and exhibit contract forms, advertisement and sponsorship opportunities, and a list of events. Donations are also accepted. **All forms and monies must be completed and returned to:**

Checks Should be made Payable to:

FD & MA of NC, Inc.
Frances White, Treasurer
P.O. Box 1133
Lincolnton, NC 28093

Checks should be made payable to FD&MA of NC, Inc. All registration forms and monies must be received no later than May 4, 2020.

If you have any questions or concerns, please contact me via [email](mailto:lockhartfs@gmail.com) at lockhartfs@gmail.com or by telephone (910) 483-7111. With your continued support, we can make this one of our greatest conventions thus far. Thank you in advance for your continued support and we look forward to seeing you in Durham, North Carolina.

Yours truly,

Valdus T. Lockhart
Valdus T. Lockhart
Convention Coordinator

EXHIBIT FLOOR

Booth Costs:

10' X 10' Booth \$575.00

10' X 30' Vehicle Space w/protective mats \$675.00

Electrical Supply (120 volt) - Provided from the Convention Center upon request

*The fee includes a draped table(s), chair(s), identification sign, registration for two representatives and tickets to all convention activities. If an identification sign is not needed, please initial here. _____

Name of Company & Representative Signature:

Crowne Plaza

Charlotte Executive Park

5700 Westpark Drive

Charlotte NC 28217

(704)676-5826

CONVENTION DATES:

JUNE 15-18, 2020

RULES & REGULATIONS

1. Administration: The FD & MA of NC, Inc. has assigned convention duties to the Convention Coordinator and Convention Committee. All correspondence should be sent to: Valdus T. Lockhart, 431 Cumberland Street Fayetteville NC 28301(910) 483-7111, lockhartfs@gmail.com
2. Guidelines for Vehicles. Permit is granted subject to the following conditions:
 - Provide a 3A40BC fire extinguisher at display.
 - Vehicle parked for display purposes only
 - Fuel tank must contain less than 1/4 tank capacity or 5 gallons, whichever is less.
 - Fuel cap must be taped shut or locked.
 - Hot leads of battery must be disconnected or taped OR the master power switch shall be secured in the “off” position at all times OR the battery cables shall be disconnected and taped at all times.
 - All aisle ways, exits, and fire protection devices/equipment must be left free of ALL obstructions.
 - This permit shall remain on the site at all times.
3. Character of Exhibits: The Convention Committee reserves the right to decline or prohibit any exhibit or part of an exhibit, or prohibit or restrict any activity within the exhibition area which, in its opinion, is not suitable.
4. Contract Payment and Cancellation: This reservation for exhibit space is subject to the acceptance of the FD & MA of NC, Inc. and upon such acceptance shall constitute a contract to use space assigned. Checks for exhibit space should be made payable to **FD & MA of NC, Inc.** and submitted with the contract in order to be considered in the initial assignment of space. Cancellations received in writing on or before **June 1, 2020** will receive a full refund. Refunds for cancellations received after June 1, 2019 will be non-refundable.
5. Damage: Any damage to the building through carelessness of exhibitor or employees must be paid for by the exhibitor. Exhibitors may not fasten any display fixtures to the exhibit drapery or building floor, nor put nails, screws or tacks in the way or on columns of the building. Exhibitors will be required to keep their booths neatly arranged and clean. The management of the Exhibit Facility will sweep and clean the public aisles, passages and open spaces only. Exhibitors agree to conform to all rules and regulations of the Exhibit Facility.
6. Electrical, Internet, and Telephone Access: Electricity, telephone service and internet access can be provided through the Exhibit Facility. Forms to request each of these services will be included with the written confirmation for exhibit space.
7. Equipment Included with Booth: The rental fee will include the following equipment at no charge for each exhibit booth: booth pipe and drapery, one table (table cloth and table skirt) and one chair.
8. Exhibit Size: Exhibits shall be confined to the booth space and must not extend into the aisles or extend above eight feet.
9. Exhibit Booth Assignments: The Convention Committee has directed that booth assignments will be made by the Convention Chairman.
10. Exhibit Booth Drapery Color: Blue and yellow
11. Exhibit Booth Set-up: Monday, June 15, 2020 from 11:00 AM– 4:00 PM
12. Exhibit Booth Hours: Monday, June 15, 2020 from 8:00 PM—10:00 PM and Tuesday, June 16, 2020 from 9:00 AM—12:00 PM
13. Exhibit Booth Dismantling: Displays must not be dismantled until the conclusion of exhibition hours. Exhibit move out is Tuesday, June 16, 2020 from 12:00 PM– 4:00 PM.
14. Non-Exhibiting Sales Persons: FD & MA of NC, Inc. prohibits non-exhibiting sales persons on the exhibit floor who are selling or seeking to sell a product or service and they will be asked to leave. No individual(s) will be permitted to share a booth or otherwise attempt to sell goods or services without first having entered into a contract with FD & MA of NC, Inc.
15. Parking: Parking is available at Exhibit Facility.
16. Registration: 2 Complimentary registrations are included for each exhibit booth. Additional registrations are available at the member registration fee. Once the exhibits are set up and security guards in place, admission to the Exhibit Hall is by convention badge only, including Exhibitors.
17. Security: Security officers will be posted at the door during exhibit hours.
18. Smoking Policy: The Exhibit Facility is a smoke free facility.
19. Splitting Booth Rental or Sponsorship Fees: Booth rental fees or sponsorships may not be split with another company unless the companies are affiliated corporations.
20. Unwritten Rules: Anything not covered by these rules is subject to the judgment of the FD & MA of NC, Inc. Each exhibitor, for himself and his employees, agrees to abide by the above rules and any amendments or additions that may hereafter be established or put into effect by the Convention Manager, Exhibit Facility or City Government (local fire and police laws or codes).

REGISTRATION FORM

For Exhibitor

Please type or print clearly.

Name of Exhibiting Company/Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (_____) _____ Fax: (_____) _____

Email Address: _____

AUTHORIZATION

Authorized By: _____ Title: _____

Date: _____

Space confirmation, exhibitor's service information manual, electrical supply information and/or registration materials should be mailed to:

Name: _____ Title: _____

Mailing Address (if different from above): _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (_____) _____ Fax: (_____) _____

Email Address: _____

Name of Company Representatives

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

****Please bring door prizes for exhibit hall****

Special Request: _____

ALL MONIES ARE DUE NO LATER THAN: May 4, 2020.

Full payment MUST accompany this contract no later than May 4, 2020. Please make check or money order payable to:
FD & MA of NC, Inc. If the booth space(s) is cancelled after June 1, 2020, the booth fee is NONREFUNDABLE.

FD & MA of NC, Inc. reserves the right to assign booth space(s) to avoid conflict of displays or products.

FD&MA OF NC, INC USE ONLY

Contract Postmarked: _____	Date Received: _____
Total Number of Booth Space(s) Requested: _____	Total Amount Received: _____
Booth Number(s) Assigned: \$ _____	Date Confirmation mailed to Company: _____
Approved By: _____	

EXHIBIT CONTRACT

I (We) hereby agree to the rules and regulations of The Funeral Directors & Morticians Association of North Carolina, Inc. (FD & MA of NC, Inc.) set forth herein of this contract, all of which are made a part thereof, and request the following exhibit for my (our) own use.

I (We) will furnish a Certificate of Insurance or signed Waiver Agreement to the FD & MA of NC, Inc. showing liability insurance coverage prior to the trade show. If insurance is not currently carried by my (our) company, a Limited Event Coverage will be secured and evidence of same will be given to FD & MA of NC, Inc.

Please return completed form and signed contract to: FD&MA of NC, Inc., Exhibit Contract, P.O. Box 1133 Lincolnton, NC 28093. For questions/concerns, please contact: Valdus T. Lockhart, Convention Coordinator (910)483-71111, Lockhartfs@gmail.com

WAIVER AGREEMENT-EXHIBITOR BOOTH

LIABILITY INSURANCE

The Exhibitor assumes responsibility and hereby agrees to protect, indemnify, defend and save the Funeral Directors & Morticians Association of North Carolina, Inc. against all claims, losses, and damages to persons or property, governmental changes or fines and attorney fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or any part thereof.

Name of Exhibiting Company

Company Representative

Signed this _____ day of _____, 20_____

ADVERTISEMENT & SPONSORSHIP

If you want to advertise in our souvenir journal,
please contact Cheryl Anderson at
R1-877-639-1400 or by email
fdmanc@aol.com

**SPONSORSHIP
OPPORTUNITIES**

Please check the area(s) you are interested in sponsoring and the amount(s) you are committing to sponsor and return this with your registration and/or monies as soon as possible.

Select	Event	Amount
<input type="checkbox"/>	Tuesday Ladies Auxiliary Luncheon	\$ _____
<input type="checkbox"/>	Thursday Morning Breakfast	\$ _____
<input type="checkbox"/>	Awards Banquet	\$ _____
<input type="checkbox"/>	Youth T-Shirts	\$ _____
<input type="checkbox"/>	Youth Event	\$ _____

Total Amount Enclosed (Advertisement & Sponsorship):\$ _____

2020 PROPOSED AGENDA

DATE	TIME	EVENT
Monday, June 15, 2020	11:00 AM- 4:00 PM	Exhibitors Set-Up
	6:00 PM-7:00 PM	Registration
	7:00 PM-8:00 PM	Pre-Convention Bd. Mtg.
	8:00 PM- 10:00 PM (1 CEU) (Exhibit Hall Opens)	Big Monday Dinner
Tuesday, June 16, 2020	8:30 AM- 10:00 AM	Registration
	9:00 AM-12:00 PM (1 CEU)	Exhibit Hall Opens
	12:00 PM-4:00 PM	Exhibit Hall Breakdown
	12:30 Noon- 2:30 PM	Ladies Auxiliary Luncheon
	3:00 PM- 4:00 PM	Memorial Service
	3:45 PM- 5:30 PM (1 CEU)	General Session
	Call to Order	
	Greetings/Introduction	
	Committee Reports	
	7:00 PM- 10:00 PM	Tuesday Night Outing
Wednesday, June 17, 2020	8:30 AM- 10:00 AM	Registration
	9:00 AM- 11:00 AM (2 CEU)	Education Seminar
	11:30 AM- 1:00 PM (1 CEU)	General Session
	Call to Order	
	Devotion	
	Minutes	
	Committee/Officer Reports	
	1:15 PM-2:15 PM (1 CEU)	Box Lunch/Presidents Round Table
	2:30 PM-3:30 PM	Epsilon Nu Delta Mtg.
	7:45 PM	Banquet Participants Assemble
8:00 PM- 10:00 PM	Banquet	
Thursday, June 18, 2020	9:00 AM- 11:00 AM	Post-Convention Bd. Mtg.