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**Promote your Business or Product & Support Occupational Therapy through**

* ***On-Site Exhibits***
* ***Advertisements in the Main Hall and Conference Program***
* ***Keynote Speaker & Special Events Sponsorship***





**Exhibitor Registration:**

For each exhibitor space secured, you may register up to two representatives as exhibitors. Exhibitor registration entitles your two registered representatives to enjoy lunch and all break services offered to attendees. Registered exhibitors may not attend other conference events, including educational sessions, unless they have registered for the conference.

**NCOTA Conference Registration:**

Each exhibitor can also register one representative to attend the educational sessions at a 25% discounted rate. If representatives want to attend the conference program, email us and we will provide instructions. Continuing education credit is only awarded to registered conference attendees.

**Post a Job Listing and/or Advertise In the Conference Program:**

The NCOTA Conference Program is used by attendees throughout the conference - but it is not discarded afterwards! The Conference Program includes descriptions of educational sessions, the certificate of attendance, and the attendee’s record of education sessions attended. Attendees retain the program for their records of continuing competency activities. Please check preferred option and send a copy ready ***PNG graphic*** (if full page ad, can be PNG or PDF) to [office@ncota.org](mailto:office@ncota.org) by October 1, 2025.

**Sponsor a Special Event:**

The NCOTA Conference will host numerous special events, including a Keynote Speaker, Organizational Updates, Assistive Technology Event, and Poster Session. Special Event Sponsors will be allowed a 1-minute announcement at the start of the Special Event. Please send script for announcement to [office@ncota.org](mailto:office@ncota.org) by October 1, 2025.



|  | **Before August 15** | **After August 15** |
| --- | --- | --- |
| **Exhibit Hall Space** | $400 | $500 |
| **Advertise in Program** | **Deadline Oct 1** | |
| Half-Page | $350 | |
| Full-Page | $600 | |
| Job Recruitment Ad – Half-Page | $300 | |
| **Sponsorship Levels** | | |
| *Platinum Sponsor* – Includes company logo on full-page ad in conference guide, company logo in conference email, plus 1-minute spotlight during multiple special events including Welcome, Saturday Lunch and Sunday Lunch. | $3000 | |
| *Gold Sponsor* – Includes half-page ad in conference guide, company logo in conference email, and 1-minute video announcement during a Special Event: Organizational Updates or Awards Ceremony. | $2000 | |
| *Silver Sponsor* – Includes half-page ad in conference guide, company logo in conference email, and recognition during Business Meeting. | $1500 | |
| *Coffee Sponsor -* includes advertisement space at coffee table at the conference and shout out in the conference guide | $300 | |
| *Awards Sponsor -* includes advertisement space and shout out at the awards ceremony | $300 | |
| *Lunch Sponsor* – Includes company logo in conference guide and logo displayed during lunch (Saturday or Sunday – choose 1). | $1000 | |
| *Assistive Technology Competition Sponsor –* Includes half-page ad in conference guide and 1-minute spotlight during AT Competition. | $500 | |

**To select one or more of the options above, please visit the NCOTA website (**[www.ncota.org](http://www.ncota.org)**) and click on the “Conference” link to fill out the online registration form. Alternatively, you can indicate your choices on contract page (5) and send with payment.**

**Exhibitor Contract**

The undersigned, by its duly authorized officer, agent or employee (therein after called “Exhibitor”) hereby enters into a contract with the North Carolina Occupational Therapy Association, Inc. (hereinafter called NCOTA) for exhibit space at the NCOTA 2025 Annual Conference with Exhibit Hall open on October 25, 2025. This contract is subject to (1) acceptance by NCOTA and (2) such additional terms and conditions which constitute a part of, or are included in, this contract. Reservation of exhibit space by NCOTA on behalf of the Exhibitor is conclusively presumed to be adequate consideration to bind the Exhibitor. No contract is final until payment is received in full.

**Terms and Conditions:**

**Payment terms**: Payment is due upon submission of contract by check (made payable to NCOTA, Inc.) or credit card. Contract is not valid until accepted by NCOTA.

***Exhibit Hall Open: October 25, 2025***

**Location: Charlotte, North Carolina**

**Digital Materials to be submitted by: October 1, 2025**

**NCOTA Conference Registration:** Each exhibitor is also able to register one representative to attend the educational sessions at a 25% discounted rate. If representatives want to attend the conference program, email us and we will provide instructions. Continuing education credit is only awarded to registered conference attendees.

**Safety**: Exhibitor agrees to comply with fire, safety and health regulations of the convention center and the local municipality.

**Liability**: Neither NCOTA, nor the conference facility, nor any NCOTA member or representative shall be responsible for any injury, loss or damage that may occur to the Exhibitor or the representatives of the Exhibitor or his or her property from any cause whatsoever prior to, during, or subsequent to the period covered by the exhibit space contract. The Exhibitor agrees to indemnify NCOTA, the conference facility and NCOTA representatives against any claims for such loss, damage or injury.

**Electrical/communication connections**: Electrical, phone or wired internet connections may be arranged through communication with NCOTA conference planning team. Services must be secured by completing the utilities and/or internet services forms in the exhibitor prospectus.

**Literature/materials distribution**: Literature and other materials may be distributed from the contracted exhibit space*.* Digital materials must be submitted to [office@ncota.org](mailto:office@ncota.org) no later than October 1, 2025.

**Raffles**: Raffles or drawings may be permitted in the exhibit area by individual Exhibitors if prior permission is granted by NCOTA. A written request to conduct a raffle must be submitted to NCOTA stating the type of gifts or prizes to be raffled.

**Sales:** Any Exhibitor who intends to offer anything for sale shall inform NCOTA, upon signing the contract, of the products and services that will be offered for sale (if linked to business “shop” via website hyperlink). NCOTA reserves the right to reject an exhibit contract upon receipt of the products and services that will be offered for sale by an Exhibitor are not of a professional nature. NCOTA has the sole discretion in determining what constitutes undesirable sales. Exhibitors are solely responsible for obtaining all licenses and permits required by the city, county and state and for payment of all taxes.

**Cancellation:** In the event the Exhibitor cancels all or part of the exhibit space contracted herein, the Exhibitor must do so in writing by certified mail (NCOTA, PO Box 20432 Raleigh, NC 27619-0432) and will be obligated to pay to NCOTA liquidated damages based on the following schedule: Prior to August 31, 2025 - 0% liability, September 1- September 15, 2025-50% liability, On or after September 16, 2025 - 100% liability. All services and benefits shall be forfeited with the cancellation of space.

| **Name of Company/Organization:** |  |
| --- | --- |
| **Signature of Authorized Representative, ACCEPTANCE AS BINDING CONTRACT:** |  |

| **Company Name** |  |
| --- | --- |
| **Contact Person** |  |
| **Full Mailing Address** |  |
| **Email** |  |
| **Name & Cell of Representative(s) Attending** |  |
| **Fax #** |  |

| **Our Company/Organization will:** | | **Company Rep Initials** | **Cost (see pg. 2)** |
| --- | --- | --- | --- |
|  | **Exhibit Onsite** |  | **$** |
|  | **Advertise in Program**  Indicate Size**:** |  | **$** |
|  | **Sponsorship Level**  Indicate Level:  *(Indicate choice of Special Event where applicable.)* |  | **$** |
| **Total Cost** | | | **$** |

| Small non-profit organizations have the option of reserving a virtual exhibit space at a 25% discount. Non-profits complete this section to receive discounted rate. To qualify for discount, organization must be a 501(c)(3) non-profit corporation with 25 or fewer employees. | |
| --- | --- |
| Does the organization have 501(c) (3) (charitable, scientific or educational) IRS status? Yes or No? |  |
| Number of employees: |  |

| **MasterCard/Visa #** | **Exp. Date** | **Security Code** | **Name as appears on card** | **Email address for receipt** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Billing Address:** |  | | | |
| **I authorize NCOTA to charge the above card in the amount:** | | **$** | | |