

**2020 Annual Conference**

***“Navigating New Horizons”***

NCOTA’s First **Virtual** Conference!

The North Carolina Occupational Therapy Association’s first ever VIRTUAL Annual Conference is *the* *place* to gain a strong position in the North Carolina occupational therapy market! Participating exhibitors will have the opportunity to showcase their business with occupational therapy practitioners and students seeking information about career opportunities, product and service information, as well as the potential to create meaningful connections with vendors and organizations promoting the profession of occupational therapy.

For over 60 years, NCOTA has provided continuing professional education, advocated for practice and the profession, and fostered the occupational therapy community in North Carolina.

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

* ***Virtual Exhibit Hall***
* ***Advertisements in the Conference Program & Virtual Educational Sessions***
* ***Keynote Speaker & Special Events Sponsorship***

PO Box 20432 Raleigh NC 27619

[www.ncota.org](http://www.ncota.org) Email: [office@ncota.org](mailto:office@ncota.org)

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**Virtual Exhibitor Registration:**

Join our first ever Virtual Exhibit Hall! Exhibitors will have the opportunity to share a 5 minute video of their business, submit digital materials to be linked to the NCOTA Conference Webpage, and one link to the Exhibitor’s website. Attendees will be encouraged to visit the Virtual Exhibit Hall for credit towards continuing education hours. The Virtual Exhibit Hall will be live and available to attendees for the duration of one month (October 2020).

**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.

\*When registering online, choose the “speaker” ticket as it will automatically include the 25% discount. Continuing education credit is only awarded to registered conference attendees.

**Advertise on the Virtual Conference Platform:**

The NCOTA Virtual Conference Platform is used by attendees throughout the conference to access courses and other exciting virtual conference events. Business Logos will be displayed on the Virtual Conference Platform at the bottom of the Home webpage. Please check preferred option and send a digital graphic to [office@ncota.org](mailto:office@ncota.org) by September 1, 2020.

**Advertise During Educational Sessions:**

Attendees will be tuning into virtual educational sessions throughout the virtual conference. Each session will allow space for one advertisement at the start of the session. Note that these advertisements are static images, not videos. Please send a digital graphic to [office@ncota.org](mailto:office@ncota.org) by September 1, 2020.

**Sponsor a Special Event:**

The NCOTA Virtual Conference will host numerous special events, including a Keynote Speaker, Organizational Updates, Assistive Technology Event, Poster Session, Breakout Groups, and President’s Address. Special Event Sponsors will be allowed a 1 minute video announcement at the start of the Special Event. Please send videos to [office@ncota.org](mailto:office@ncota.org) by September 1, 2020

**T-Shirt Advertisement:**

The NCOTA is updating their swag! New t-shirts will be printed and sold this year to help raise money for the NCOTA. Sponsor logos will appear on the back of the shirt in one color ink (TBD). A large order of t-shirts will be made, and they will be sold until we run out! This is a great opportunity to continue to advertise your business long after our Virtual Conference is over! Please send digital images that are ideal for screen printing to [office@ncota.org](mailto:office@ncota.org) by September 1, 2020.

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|  | **Before August 1** | | **After August 1** |
| --- | --- | --- | --- |
| **Virtual Exhibit Hall Space** | $345.00 | | $375.00 |
|  | **1 session** | **3 sessions** | |
| **Advertise During an Educational Session** | $100 | $275 | |
| **Advertise on Virtual Conference Platform** | $400 | | |
| **T-Shirt Advertisement** | $500 | | |
| **Sponsorship Levels** | | | |
| *Platinum Sponsor* – Includes company logo on Virtual Conference Platform, company logo in conference email, T-shirt Advertisement, plus 1-minute video advertisement during the Keynote Address and President’s Address. | $2,500 | | |
| *Gold Sponsor* – Includes company logo on Virtual Conference Platform, logo in conference email, T-shirt Advertisement, and 1-minute video advertisement during a Special Event: Organizational Updates, Poster Session, or Breakout Groups (choose 1). | $1,500 | | |
| *Silver Sponsor* – Includes company logo in conference email, T-shirt Advertisement, and recognition during President’s Address (no video advertisement). | $1,000 | | |
| *Assistive Technology Competition Sponsor –* Includes company logo on Virtual Conference Platform and 1-minute spotlight during AT Competition. | $750 | | |

**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. Alternately, you can indicate your choices on contract page (5) and send with payment.**



**Virtual 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 2020 Virtual Annual Conference, to be held from October 1-31, 2020. 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 virtual 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.

**Date: October 1-31, 2020**

**Location: Online – NCOTA Website**

**Digital Materials to be Submitted by: September 1, 2020**

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**Literature/materials distribution**: Literature and other materials may be distributed from the contracted virtual exhibit space*.* Digital materials must be submitted to [office@ncota.org](mailto:office@ncota.org) no later than September 1, 2020.

**Website Hyperlink**: Exhibitors may submit one website hyperlink to their webpage. Content must be appropriate and use of submitted weblink will be at the discretion of the NCOTA. Vendors may submit link to business “shop.” Website Hyperlinks must be submitted to [office@ncota.org](mailto:office@ncota.org) no later than September 1, 2020.

**Raffles**: Raffles or drawings may be permitted in the virtual 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 1, 2020- 0% liability, August 2-September 10, 2020-50% liability, On or after September 10, 2020-100% 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. 3)** |
|  | **Advertise on Virtual Platform** |  | **$** |
|  | **Advertise During an Educational Session** |  | **$** |
|  | **T-Shirt Advertisement** |  | **$** |
|  | **Virtual Exhibit Hall** |  | **$** |
|  | **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: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Payment Information (fill in below)** | | | | | | |
| **MasterCard/Visa #** | **Exp. Date** | **Security Code** | **Name as appears on card** | | **Billing Zip** | **Email address for receipt** |
|  |  |  |  | |  |  |
| **I authorize NCOTA to charge the above card in the amount:** | | **$** | | **Signature:** | | |