

## NCECA 2023 RESOURCE HALL

Cincinnati, Ohio - March 15-18, 2023

Duke Energy Convention Center  
525 Elm St, Cincinnati, OH 45202

The following information is lengthy but **IMPORTANT...** Please read **BEFORE** going online to submit your Space Request and making payment; by submitting a request and making payment indicates you have thoroughly read this information and agree to all terms. For questions, contact: Kate Vorhaus and Allyson Hoffelmeyer, 2023 NCECA Resource Hall Coordinators [resourcehall@nceca.net](mailto:resourcehall@nceca.net)

**Any company or nonprofit entity, which manufactures or provides products or services to the ceramic industry, is eligible to be a Resource Hall participant.**

**Corporate Membership \$500 required for Member pricing on Commercial Booths. Institutional Membership \$250 required for Member pricing on Resource Tables.**

2023 RESOURCE HALL FEES	Member (20% off Non-member fees)	Non-Member
Booth 10x10' (each)	\$1,385.00	\$1,730.00
SPACE Premiums -	Add to booth fee	
Corner	\$100.00	\$100.00
End-cap (2 corners)	\$250.00	\$250.00
Half Booth 10' x 5'	\$835.00	\$1,045.00
Resource Table	\$460.00	\$800.00
Additional Representatives - Two max per organization	\$125.00 per rep	\$125.00 per rep

### SHOW HOURS AND SET UP:

**Exhibitor check-in and badge printing in the Elm Street Lobby - Tuesday, March 14, 2023, opens at 10am**

### SET-UP Name badge required

Tuesday, March 14, 2023, from NOON to 6pm

### HALL HOURS (CLOSED on Saturday)

Wednesday/Thursday, March 15/16 9am to 5pm

Friday, March 17 8:30am to 4:30pm

**BREAKDOWN: Friday, March 17 4:30pm to 11:00pm**

**All booths/tables must remain intact and staffed until Friday, March 17 at 4:30pm.**

**2023 NCECA CONFERENCE HOTELS: Advance Hotel information was sent to the Primary Contacts of current Corporate and Institutional Memberships on October 14, 2022. [LINK](#) to hotels to date (1/28/2023)**

**FEES INCLUDE** a 6' draped table, 2 chairs, wastebasket, company/organization signage, and **4-day** conference passes for your representatives to work your booth/table.

- First commercial booth fee includes three 4-day conference passes, each additional booth fee includes two 4-day conference passes, and may purchase two additional 4-day conference passes at \$125 each, **PER** company.
  - Resource table fee includes two 4-day conference passes and the option to purchase two additional 4-day conference passes at \$125 each.
  - **Each representative is responsible to register themselves by February 22, 2023.**
  - **As the primary Contact of your booth/table you must provide your representative list no later than February 1, 2023.** Email to [resourcehall@nceca.net](mailto:resourcehall@nceca.net). Early submission is strongly encouraged. Once we have your list, each representative will be tagged internally according to whether they are a FREE Rep or an ADD Rep. We will notify all representatives on the list once this process is complete, and then they will be able to register themselves.
  - **PAYMENTS – Please reference the ONLINE Payment Process documents included in the FULL Resource Hall Packet - An ONLINE deposit of 50%** based on the number of booths or 50% of the table fee must be made prior to space being assigned. You will have the opportunity to list preferred spaces during payment.
- Space assignments will be made on a “first come - first served” basis. December 1, 2022,** is the last day to request space to be included in the print Conference Program & Exhibition Guide. After December 1, 2022, the Resource Hall information will be available on our smart phone app and website. The balance is due in full **by January 25, 2023.** If full payment is not received by the “Paid in full” date, a 1.5% service charge may be assessed for each 30 days after the final payment date. NCECA reserves the right to resell or reassign any booths that are not fully paid by the January 25 deadline.

### CANCELLATION AND REFUND POLICY:

Notice of cancellation must be emailed to [resourcehall@nceca.net](mailto:resourcehall@nceca.net). Refunds will be issued as follows:  
**Prior to December 15, 2022:** a full refund will be issued in the same manner it was paid, less a \$150.00 processing fee.  
**December 16, 2022-January 31, 2023:** 25% of the total booth/table space will be forfeited to NCECA, in addition to the \$150 processing fee.  
**After February 1, 2023:** NO refund will be issued.

Should national, state, local health and safety restrictions cause the cancellation of the in-person event, NCECA shall retain a \$150 processing fee and otherwise refund all other fees or carry them over to the 2024 conference.

### **SALES/USE TAX:**

The Sales Tax/Use rate for Cincinnati, Hamilton County, Ohio is 7.8%. The Ohio Dept of Taxation has advised a transient vendor license is not required for events six days or less. You will need to collect 7.8% on all sales and remit as Use Tax to the Ohio Department of Taxation by April 23, 2023. Please visit this [LINK](#) for the remittance form. If you have an Ohio Sales tax license already, you will need to follow your normal procedures.

**If you have questions or need more information, please contact the Ohio Department of Revenue directly at 888 405-4039.**

### **SALES REGULATIONS:**

Ceramic wares that relate directly to the products, resources and/or services offered by participating businesses and non-profits may be displayed in up to 25% of the space but may **NOT** be sold. Advertising materials and signs of firms other than those that have engaged space are prohibited.

**Commercial booths** may sell materials/products used in production of ceramic objects only, and may **NOT** sell finished ceramics such as pottery, art, tiles, or other objects. T-shirts may also be sold.

**Resource tables** may sell **ONLY** literature/publications related to the mission of your organization (such as books, exhibition catalogs, videos, CD's, and DVD's). T-shirts may also be sold.

### **UTILITY SERVICES:**

**No base electricity will be provided at either booths or tables. 2023 RATES for Electricity and Internet – will be provided by Fern Expo in the Exhibitor Services email to be sent in January 2023.** Services will be ordered online through the utilities provider company at the Convention Center provided in the Fern Exposition Services Packet, samples of available services; Electrical, Internet, Telephone, Audio Visual, etc.

**Those who plan to purchase and use wifi service in the Resource Hall are advised to work proactively with the Convention Center's vendor for this service to resolve any performance issues as they arise.** Diagnosing and correcting website access and performance issues can sometimes be challenging. NCECA recommends that all vendors who purchase internet service run a speed test at the start of each day and consider a back-up plan prior to traveling to the conference, so that their customer's requests can be processed should internet service be temporarily disrupted.

### **DRAYAGE/DECORATOR:**

Fern Exposition & Event Services has been contracted as our decorator/drayage firm again this year. Fern Expo Services packets will be sent via email in January 2023 which includes detailed information about drayage fees and order forms. Drayage fees include unloading, storing empty containers, returning empty containers, and re-loading at the show site.

### **MATERIAL HANDLING -**

Please review the attached **CINCINNATI - UNION RULES and REGULATIONS**. Currently, we have an agreement with the local Stagehand Union to provide for display set-up and dismantling. Full time employees of exhibiting companies may set their own displays without assistance from the Stagehand Union.

Fern must control access of the loading docks in order to provide for a safe and orderly move-in/out. Charges for material handling services will be reflected on the Material Handling and Freight Service order form which will be provided in the Exhibitor Kit to be emailed in January 2023.

### **STORAGE OF EMPTY CONTAINERS:**

No empty cartons or containers may remain on the Hall floor during show hours. Please make arrangements to remove empty containers beforehand or request removal and storage services through Fern Expo who will have a Service Desk in the Resource Hall. If you are advanced shipping to Fern Expo, these services are automatically provided as part of their fees.

### **BOOTH AND TABLE REGULATIONS:**

**Displays should be located so as not to obstruct the view of neighboring booths/tables or walkways.**

No part of any **booth display** may be taller than 8' 3" in height. Display items against the booth side walls may not exceed 40 inches in height.

No flashing lights or other distractions are permitted. Signs, banners and posters may not be attached to any part of the Convention Center or to any of the furnishings or fixtures. No adhesives, tacks, nails, etc. can be used to affix items to walls, doors, tables, windows, etc. in any location at the Convention Center. Hall participants are required by the Convention Center to observe all union contracts in effect among show management, official contractors, facilities, and any labor organizations represented.

It is the participant's responsibility to ensure safe booth/table set-up. Materials used must be flame-retardant and are subject to inspection by the Cincinnati Fire Marshal (The Fire Marshal may request that certification accompanies items). Drapes, signs, banners, decorating materials, plastic cloth and similar materials must be flame-retardant or fabricated from inherently fireproof materials. The Fire Marshal's Office may at their sole discretion perform a flame test of exhibit materials. The use of any material that is not flame-retardant is prohibited.

Resource Hall participants shall comply with all federal and municipal fire codes, which apply to places of public assembly. Any activity that may be hazardous, cause special cleaning, or intrude into aisle space or other booths is prohibited. This includes storage closets or enclosed areas built into the exhibit.

**Prohibited Materials:**

- Helium and helium balloons are prohibited in the facility.
- Adhesive-backed decals are not permitted to be distributed or used inside the facility, or in the immediate vicinity.
- Straw, hay or live evergreen trees.
- Compressed flammable gasses, flammable or combustible liquids, or hazardous chemicals and materials (acetylene, hydrogen, propane, butane, pesticides, herbicides, poisons, gasoline, kerosene, cleaning solvents, or other petroleum-based materials).

**SECURITY AND LIABILITY:**

Security will be provided and the Hall will be locked during non-show hours with security present 24 hours a day.

Reasonable care will be taken to protect exhibits and materials but beyond this, NCECA Officers and Membership and the Duke Energy Convention Center collectively or separately cannot accept responsibility for any damage, loss or destruction of a booth/table, or for the property of a participant, his agents or employees either from fire, water, theft, accidents, circumstances beyond the control of NCECA Officers and Membership and the Duke Energy Convention Center separately or collectively or other causes or injury to persons resulting from any cause. All claims for such loss, damage or injury being expressly waived by the participant and are required to carry their own liability insurance. Each participant will be required to have evidence of general liability protection and Workers' Compensation Insurance available. All laws and ordinances pertaining to health, fire prevention, and public safety are the responsibility of the participant.

All commercial and non-profit display areas must conform to NCECA and Conference Center guidelines. NCECA and Conference Center representatives reserve the right to remove elements of displays that do not conform to the purpose or other regulations associated with this area.

**Lost and Found:** Often lost and found articles are turned into the NCECA registration area. If you lose something, please check with the NCECA Information counter. If unclaimed, these items will be taken back to the NCECA office and reasonable efforts will be made to identify the owners.

**Smoking Policy:**

Duke Energy Convention Center is a non-smoking facility. Smoking is only permitted outside of the facility in the designated areas.



## Labor Guidelines – Cincinnati, OH

### **SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. Rental furniture is not made to support standing weight. Fern cannot be responsible for injuries or falls caused by the improper use of furniture. If assistance is required to assemble your exhibit, see a Customer Service Representative at the Fern Service Desk or the Display Labor Service order form to be included in the Exhibitor Service Manual to be provided in January 2023.

### **UNION JURISDICTION DISPLAY SET-UP AND DISMANTLE**

To assist you in preparing for your show, we would like to share with you some information regarding the jurisdiction of the union. Currently, we have an agreement with the local Stagehand Union to provide for display set-up and dismantling. Full time employees of exhibiting companies may set their own displays without assistance from the Stagehand Union.

### **MATERIAL HANDLING**

Currently we have a labor agreement with the local Teamsters Union. Exhibitors may deliver their own materials into the exhibit facilities; however, the use or rental of Fern dollies, flat trucks or other mechanical equipment is not permitted. Fern must control access of the loading docks in order to provide for a safe and orderly move-in/out.

Charges for material handling services will be reflected on the Material Handling and Freight Service order form to be included in the Fern Exhibitor Service Manual to be provided in January 2023.

### **GRATUITIES**

Fern requests that exhibitors do not offer gratuities to our employees, as they are paid an excellent wage denoting a professional status. Any request for tips should be brought to the attention of a representative at the Fern Service Desk.

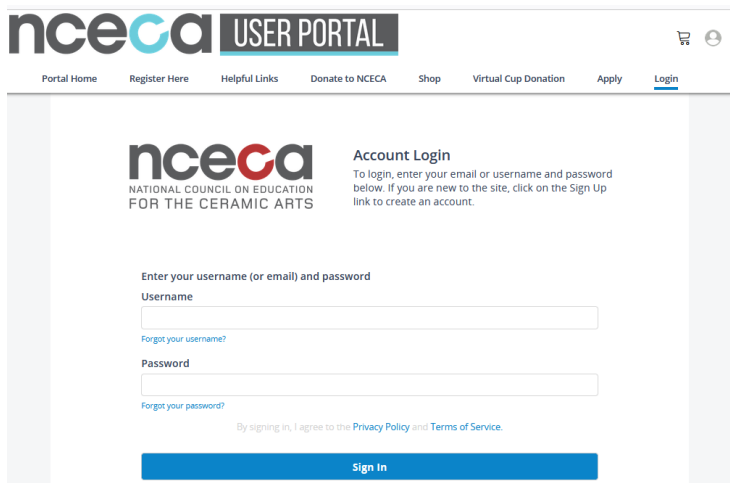
### **INSURING YOUR PRODUCT**

It is understood that Fern is not an insurer, and that insurance, if any, should be obtained by the exhibitor. Please refer to the limits of liabilities included in this Exhibitor Services Manual

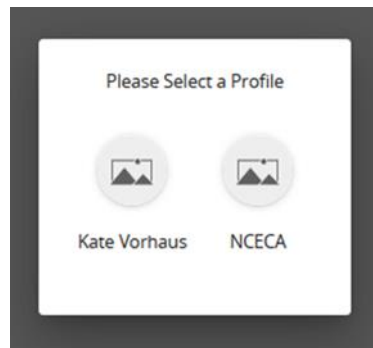
# COMMERCIAL BOOTHS – Online Booth Request and Payment Instructions (11/7/2022)

**Before proceeding, please review this document in its entirety for instructions with images**

**Login** at <https://nceca.users.membersuite.com/auth/portal-login> with the Company's Primary Contact Username (email address) and Password. **To request booths and make payment you need to select to transact as the COMPANY.** Please be sure your Corporate Membership is current to obtain the member fee before making booth requests or payment.



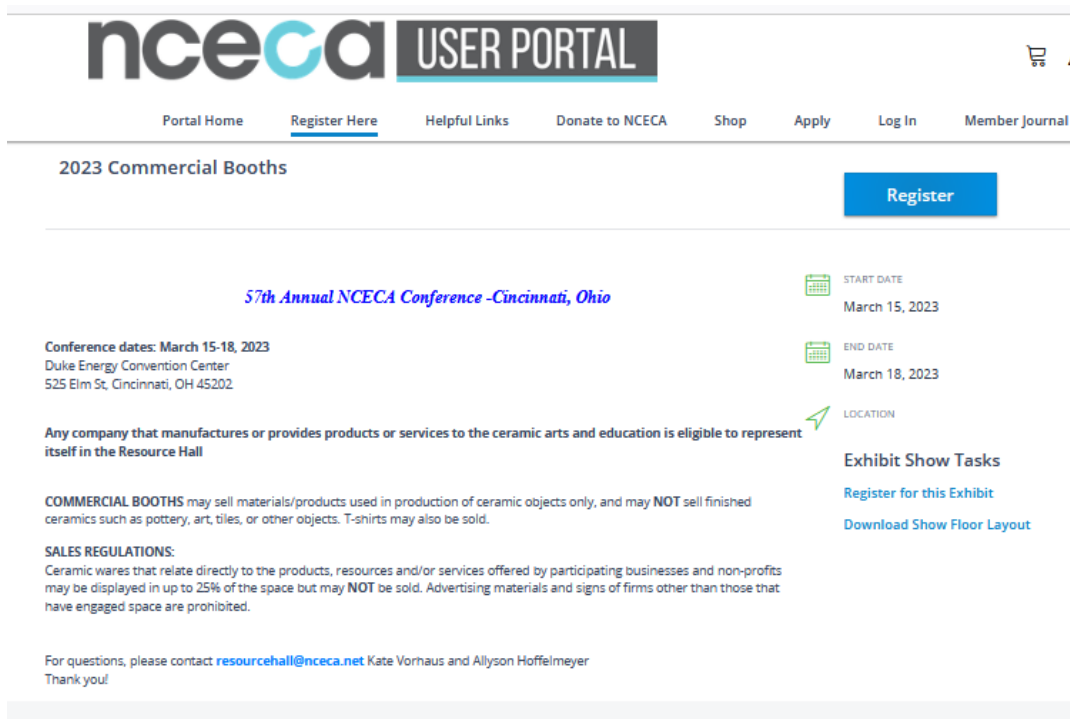
The screenshot shows the NCECA User Portal login page. At the top, there is a navigation bar with links: Portal Home, Register Here, Helpful Links, Donate to NCECA, Shop, Virtual Cup Donation, Apply, and Login. The main content area features the NCECA logo (National Council on Education for the Ceramic Arts) and an "Account Login" section. It prompts the user to enter their username (or email) and password. There are input fields for "Username" and "Password", each with a "Forgot your [username/password]?" link. A "Sign In" button is at the bottom. A note states: "By signing in, I agree to the Privacy Policy and Terms of Service."



**After logging in - click the link below to go directly to the Commercial Booth registration.** This will enable you to have the portal and this document open at the same time. Please review before starting the online process.

[COMMERCIAL BOOTHS REGISTRATION LINK](#)

Click the **blue Register button**



The screenshot shows the NCECA User Portal registration page for the 2023 Commercial Booths. The navigation bar includes: Portal Home, Register Here (highlighted), Helpful Links, Donate to NCECA, Shop, Apply, Log In, and Member Journal. The main heading is "2023 Commercial Booths" with a prominent blue "Register" button. Below this, the "5th Annual NCECA Conference - Cincinnati, Ohio" is detailed with the following information:

- Conference dates:** March 15-18, 2023
- Location:** Duke Energy Convention Center, 525 Elm St, Cincinnati, OH 45202

Additional information includes:

- Eligibility:** Any company that manufactures or provides products or services to the ceramic arts and education is eligible to represent itself in the Resource Hall.
- Commercial Booths:** may sell materials/products used in production of ceramic objects only, and may NOT sell finished ceramics such as pottery, art, tiles, or other objects. T-shirts may also be sold.
- Sales Regulations:** Ceramic wares that relate directly to the products, resources and/or services offered by participating businesses and non-profits may be displayed in up to 25% of the space but may NOT be sold. Advertising materials and signs of firms other than those that have engaged space are prohibited.

On the right side, there is a "Exhibit Show Tasks" section with links: "Register for this Exhibit" and "Download Show Floor Layout".

At the bottom, contact information is provided: "For questions, please contact [resourcehall@nceca.net](mailto:resourcehall@nceca.net) Kate Vorhaus and Allyson Hoffelmeyer. Thank you!"

## Select Booth/Fee type – this will indicate how many booths and the fees.

**2023 Commercial Booths**  
Please follow these steps:  
1. Select Your Booth Type/Fee  
2. A prompt for Booth Preferences will come up, in the first box click 1 booth, disregard the other two.  
3. Use the SPECIAL REQUEST area below for the following:

1. List 10 booth #s in order of preference.
2. Indicate any company you would like to be next/near to OR separated from.
3. List Booth Representative names, email addresses, indicate if they are a FREE rep (3 included with your 1st booth fee, 2 included with each additional booth fee) or an ADD rep (\$125 each, maximum 2 per company)

Thank you!

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Select Your Booth Type [Download Show Floor](#)

- 1 Booth FULL Payment - \$1,385.00
- 1 Booth Deposit Payment - \$692.50
- Half Booth Deposit - \$467.50
- Half booth FULL payment - \$835.00
- 2 Booths Deposit - \$1,385.00
- 3 Booths Deposit - \$2,077.50
- 4 Booths Deposit - \$2,770.00
- 5 Booths Deposit - \$3,462.50

## Booth Preferences – in the dropdown for Choice #1 select 1 Booth. DISREGARD Choices #2 and #3

Select Your Booth Type [Download Show Floor](#)

1 Booth FULL Payment - \$1,385.00

**Booth Preferences** [Select a Booth](#)

Choice #1:

Choice #2:

Choice #3:

1 Booth Deposit Payment - \$692.50

Half Booth Deposit - \$467.50

## Use the SPECIAL REQUEST area to enter the following:

1. List 10 booth #s in order of preference.
2. Indicate any company you would like to be **next to/near to** OR **separated from**.
3. List **Booth Representatives** names, email addresses, indicate if they are a FREE rep (3 included with your 1st booth fee, 2 included with each additional booth fee) or an ADD rep (\$125 each, maximum 2 per company)

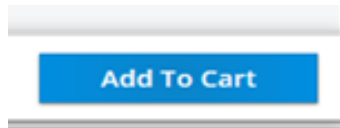
Special Request

Use this space below to enter any special requests you have for your exhibit.

This information will be used to **assign spaces** and enable us to email the Individual Registration process

instructions to your Booth representatives. **The process for registering as a booth representative has been updated to reflect the need for each individual to register themselves to acknowledge the policies that apply to all people participating in the conference.**

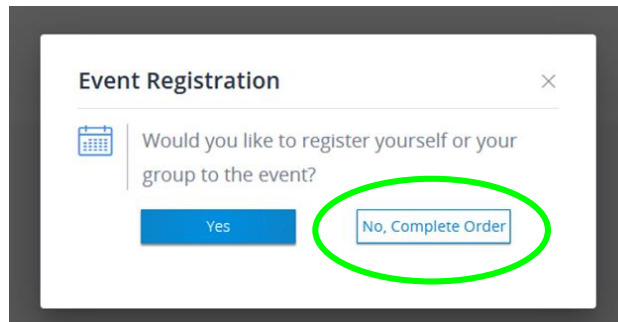
Click the blue **Continue** button and then click **Details** to review before payment.



Click the blue **Add to Cart** button

This will bring up an Event Registration page asking if you want to register individuals at this time.

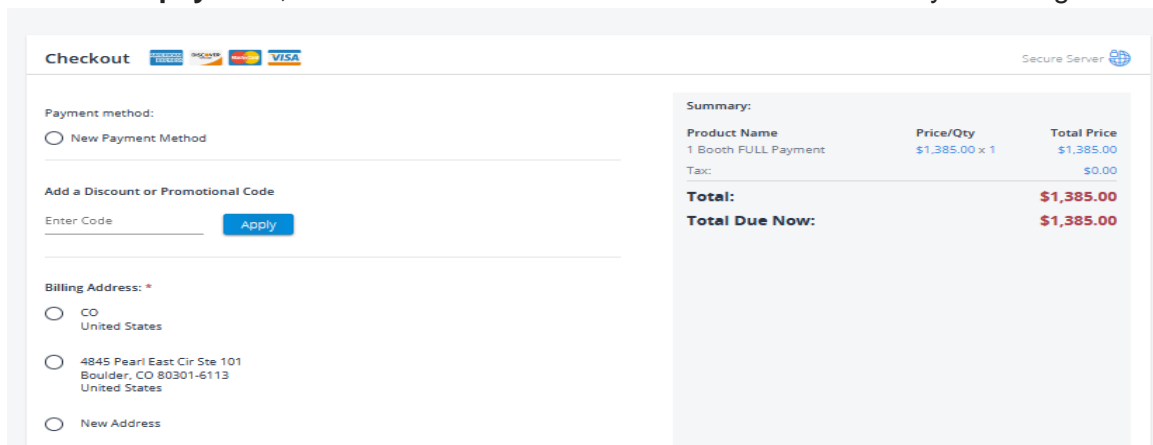
Click **No, Complete Order**



This will take you to the Checkout screen to make payment.

**You may either make a payment or use an account credit if applicable.**

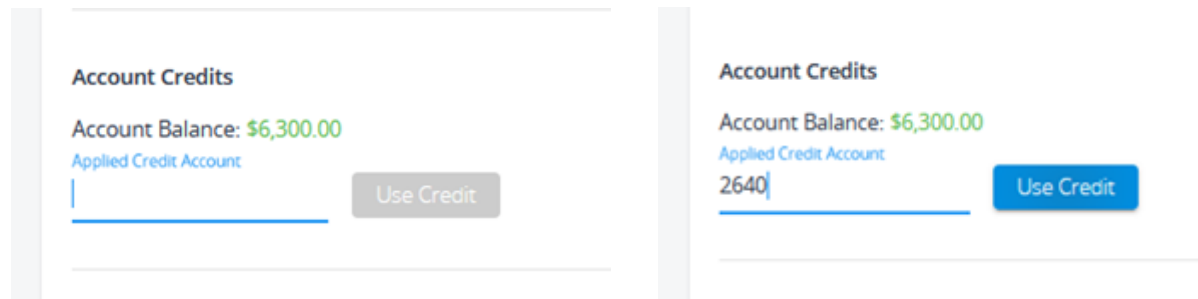
**To make a payment,** select or enter credit card information and select your billing address.



**If you have a credit balance from 2020/2021/2022,** now is the time to use it.

- To apply your credit, look for the **Account Credits** section; your available balance displays there in green.





- b. Enter the amount you wish to apply on the line provided.
- c. The Use Credit button will change from gray to blue, then you **must** click that button to apply it to your balance. When you apply your available credits and if your balance for this transaction is \$0.00 your credit/debit card will not be billed. **If your balance exceeds your available credit,** your credit card will be billed.
- d. **After indicating the credit use**, if you have a saved payment method on file, select it to move forward. If you do not have a credit card on file, you'll need to enter one to proceed.
- e. **Your card will not be billed as long as the amount of available credit in your account is equal to or greater than the total booth fees you have selected.**
- f. When you are ready, click **Checkout**.
- g. Any unused credit will remain in your account for future use.

Once your information has been added, the blue **Checkout** button will activate. Click **Checkout**, you will receive a payment receipt email as well as a confirmation email.

Please let us know if you have any questions!

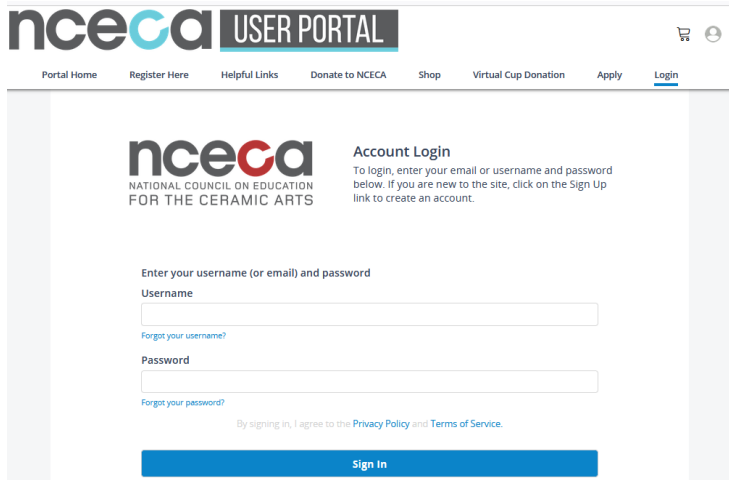
Best regards,  
Kate Vorhaus and Allyson Hoffelmeyer  
NCECA 2023 Resource Hall Coordinators  
[resourcehall@nceca.net](mailto:resourcehall@nceca.net)



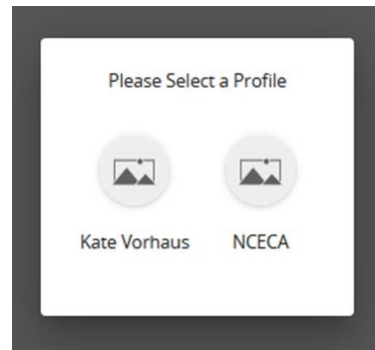
## RESOURCE TABLES – Online Table Request and Payment Instructions (11/8/2022)

**Before proceeding, please review this document in its entirety for instructions with images.**

**Login** at <https://nceca.users.membersuite.com/auth/portal-login> with the Organization's Primary Contact Username (email address) and Password. **To request tables and make payment you need to select to transact as the ORGANIZATION.** Please be sure your Institutional Membership is current to obtain the member fee before making table requests or payment.



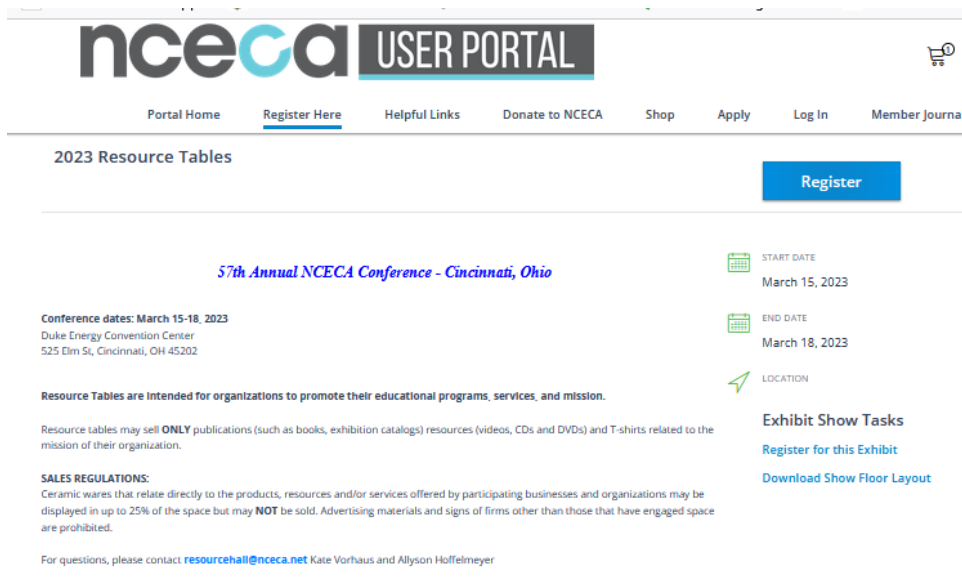
The screenshot shows the NCECA User Portal login page. At the top, there is a navigation bar with links: Portal Home, Register Here, Helpful Links, Donate to NCECA, Shop, Virtual Cup Donation, Apply, and Login. The main content area features the NCECA logo (National Council on Education for the Ceramic Arts) and an "Account Login" section. It prompts the user to "Enter your username (or email) and password" and provides input fields for "Username" and "Password". There are links for "Forgot your username?" and "Forgot your password?". A "Sign In" button is at the bottom. A note states: "By signing in, I agree to the Privacy Policy and Terms of Service."



**After logging in - click the link below to go directly to the Resource Table registration.** This will enable you to have the portal and this document open at the same time. Please review before starting the online process.

**[2023 RESOURCE TABLE REGISTRATION LINK](#)**

Click the **blue Register button**



The screenshot shows the NCECA User Portal page for "2023 Resource Tables". At the top, there is a navigation bar with links: Portal Home, Register Here, Helpful Links, Donate to NCECA, Shop, Apply, Log In, and Member Journal. Below the navigation bar, there is a "2023 Resource Tables" section with a prominent blue "Register" button. The main content area features the title "57th Annual NCECA Conference - Cincinnati, Ohio" and provides conference dates (March 15-18, 2023) and location (Duke Energy Convention Center, 525 Elm St, Cincinnati, OH 45202). It also includes a "Resource Tables are intended for organizations to promote their educational programs, services, and mission." section, a "SALES REGULATIONS:" section, and a "For questions, please contact resourcehall@nceca.net" section. On the right side, there is a "START DATE" (March 15, 2023), an "END DATE" (March 18, 2023), and a "LOCATION" section. Below these, there is an "Exhibit Show Tasks" section with links for "Register for this Exhibit" and "Download Show Floor Layout".

## Select Booth/Fee type – Full payment or Deposit

### 2023 Resource Tables

**Please follow these steps:**

1. Select Your Booth Type/Fee
2. A prompt for Booth Preferences will come up, in the first box click 1 Table, disregard the other two.
3. Use the SPECIAL REQUEST area below for the following:
  1. List 10 table #s in order of preference.
  2. Indicate any organization you would like to be next/near to OR separated from.
  3. List Table Representative names, email addresses, indicate if the rep is a Student, and indicate if they are a FREE (2 included with Table fee) or an ADD rep (\$125 per, maximum 2)

Thank you!

Select Your Booth Type [Download Show Floor](#)

- Resource Table FULL Payment - \$460.00
- Resource Table DEPOSIT - \$230.00

**Booth preferences** – in the dropdown for Choice #1 select **1 Table**.  
**DISREGARD Choices #2 and #3**

#### Booth Preferences

- Choice #1:
- Choice #2:
- Choice #3:

**Use the SPECIAL REQUEST area to enter the following:**

1. **List 10 table #s** in order of preference.
2. Indicate any organization you would like to be **next to/near to OR separated from**.
3. **List Booth Representatives** names, email addresses, indicate if they are a STUDENT, and indicate if they are a FREE rep (2 included with your table fee) or an ADD rep (\$125 each, maximum 2 per organization)

#### Special Request

Use this space below to enter any special requests you have for your exhibit.

This information will be used to **assign tables** and enable us to email the Individual Registration process instructions to your Booth representatives. **The process for registering as a booth representative has been updated to reflect the need for each individual to register themselves to acknowledge the policies that apply to all people participating in the conference.**

Click the blue **Continue** button and then click **Details** to review before payment.

Booth Selections

Resource Table FULL Payment  
- Choice 1: 1 Table Resource Tables

\$460.00

⊗ Remove

Add To Cart

Click the blue **Add to Cart** button

This will bring up an Event Registration page asking if you want to register individuals at this time.

Click **No, Complete Order**

### Event Registration



Would you like to register yourself or your group to the event?






Yes

No, Complete Order

This will take you to the Checkout screen to make payment.

**You may either make a payment or use an account credit if applicable.**

1. **To make a payment**, select or enter credit card information and select your billing address.

Checkout     Secure Server 

Payment method:

New Payment Method

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Add a Discount or Promotional Code

Enter Code

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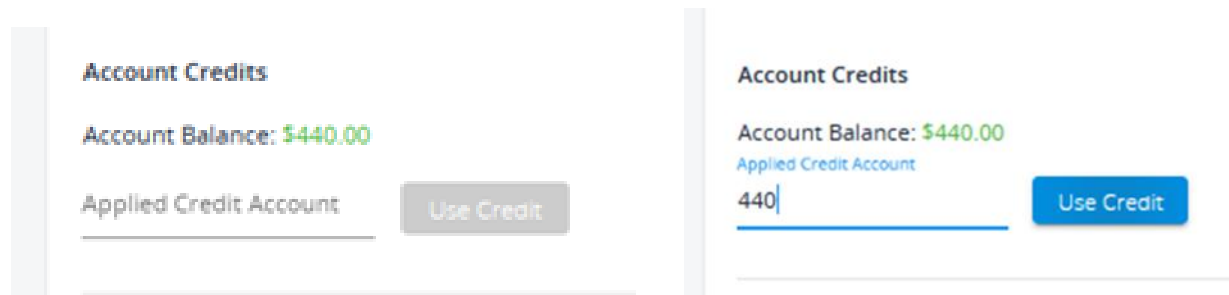
Billing Address: \*

CO  
United States

Summary:

Product Name	Price/Qty	Total Price
Resource Table FULL Payment	\$460.00 x 1	\$460.00
Tax:		\$0.00
<b>Total:</b>		<b>\$460.00</b>
<b>Total Due Now:</b>		<b>\$460.00</b>

2. **If you have a credit balance from 2020/2021/2022**, now is the time to use it.
  - a. To apply your credit, look for the **Account Credits** section; your available balance displays there in green.



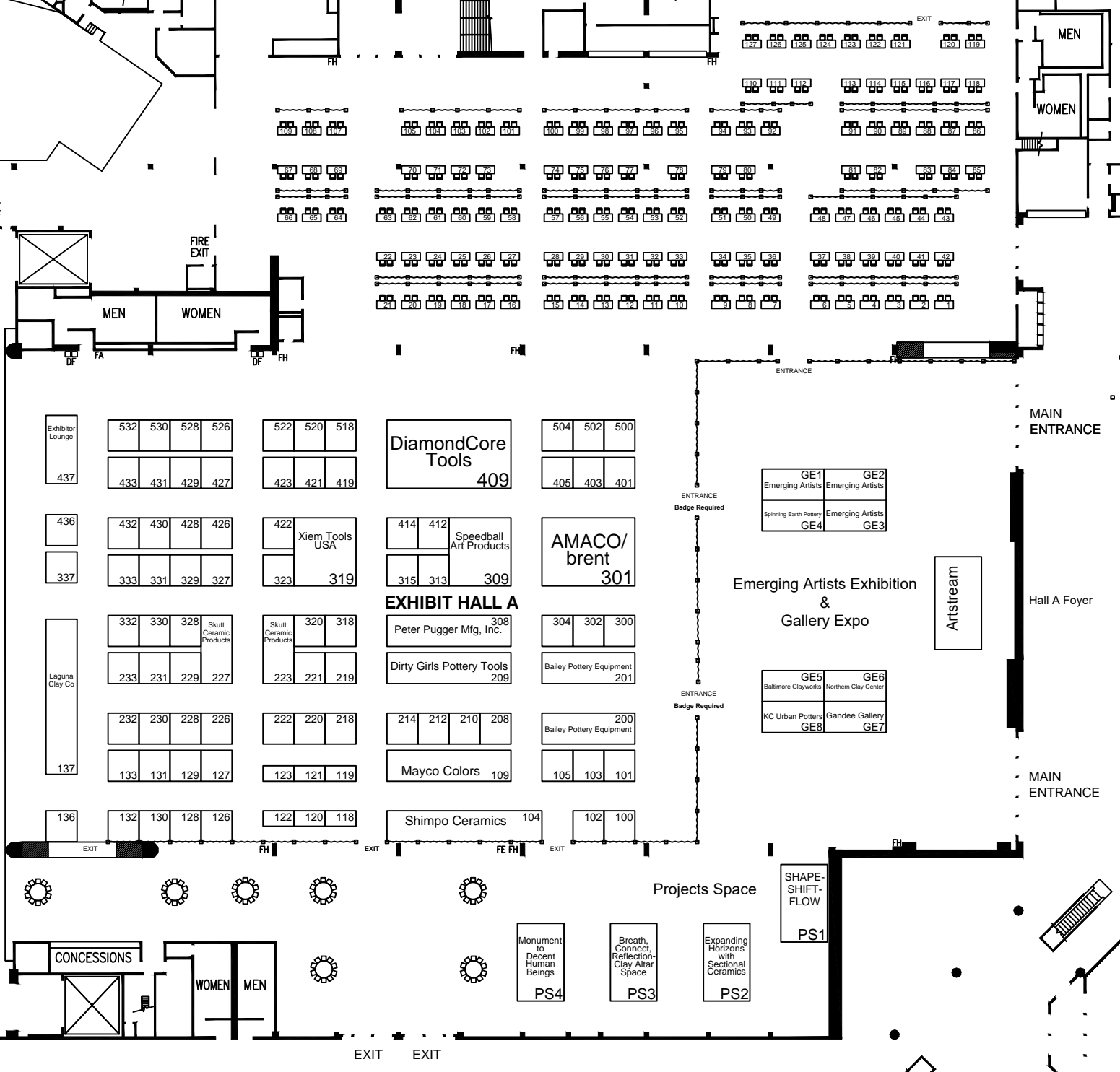
- b. Enter the amount you wish to apply on the line provided.
- c. The Use Credit button will change from gray to blue, then you **must** click that button to apply it to your balance. When you apply your available credits and if your balance for this transaction is \$0.00 your credit/debit card will not be billed. **If your balance exceeds your available credit**, your credit card will be billed.
- d. **After indicating the credit use**, if you have a saved payment method on file, select it to move forward. If you do not have a credit card on file, you'll need to enter one to proceed.
- e. **Your card will not be billed as long as the amount of available credit in your account is equal to or greater than the total booth fees you have selected.**
- f. When you are ready, click **Checkout**.
- g. Any unused credit will remain in your account for future use.

Once your information has been added, the blue **Checkout** button will activate. Click **Checkout**, you will receive a payment receipt email as well as a confirmation email.

Please let us know if you have any questions!

Best regards,

Kate Vorhaus and Allyson Hoffelmeyer  
NCECA 2023 Resource Hall Coordinators  
[resourcehall@nceca.net](mailto:resourcehall@nceca.net)



MEN  
WOMEN

FIRE EXIT

MEN  
WOMEN

ENTRANCE

MAIN ENTRANCE

Exhibitor Lounge 437	532	530	528	526	522	520	518
	433	431	429	427	423	421	419

DiamondCore Tools 409	504	502	500
	405	403	401

GE1 Emerging Artists	GE2 Emerging Artists
GE4 Spinning Earth Pottery	GE3 Emerging Artists

436	432	430	428	426	422 Xiem Tools USA	414	412
	333	331	329	327		315	313
337				323		319	

AMACO/ brent 301	414	412	Speedball Art Products 309
	315	313	

ENTRANCE  
Badge Required

Emerging Artists Exhibition  
&  
Gallery Expo

Artstream

Hall A Foyer

Laguna Clay Co 137	332	330	328	Skutt Ceramic Products	320	318
	233	231	229		223	221

Peter Puggler Mfg. Inc. 308	304	302	300
	Bailey Pottery Equipment 201		

GE5 Baltimore Clayworks	GE6 Northern Clay Center
GE8 KC Urban Potters	GE7 Gandee Gallery

ENTRANCE  
Badge Required

137	232	230	228	226	222	220	218
	133	131	129	127	123	121	119

214	212	210	208	200 Bailey Pottery Equipment
Mayco Colors 109				

MAIN ENTRANCE

136	132	130	128	126	122	120	118
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Shimpo Ceramics 104	102	100
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Projects Space

SHAPE-SHIFT-FLOW  
PS1

CONCESSIONS

WOMEN  
MEN

Monument to Decent Human Beings  
PS4

Breath, Connect, Reflection-Clay Alter Space  
PS3

Expanding Horizons with Sectional Ceramics  
PS2

EXIT EXIT

# 2023 Resource Hall Representative Registration

Please forward the instructions below to your representatives.

The process for registering as a booth representative has been updated to reflect the need for each individual to register themselves and acknowledge the policies that apply to **all** people participating in the conference.

Each representative **must** register themselves no later than February 22, 2023.

Membership is **NOT** included with Representative conference pass.

NCECA is driven to bring awareness to sustainable ceramic practices and their impact on the global environment. In 2023, green membership and conference practices will help reduce NCECA's carbon footprint. **All print publications will be available to purchase as limited-run editions** while supplies last.

Community Guidelines, Respectful Culture, and Privacy Policies [CLICK HERE](#)

**As the Primary Contact for the booth/table**, you will need to provide your representative list **at the time of space request** or email to [resourcehall@nceca.net](mailto:resourcehall@nceca.net) no later than February 1, 2023. Early submission is strongly encouraged. Once we have your list, each representative will be tagged internally according to whether they are a FREE Rep or an ADD Rep. We will notify all representatives on the list once this process is complete, and then they will be able to register themselves.

## Representatives included with booths/tables:

- First **commercial booth** fee includes three (3) representative conference passes, each additional booth will include two (2) representative conference passes. **ONLY** two (2) additional passes may be purchased at \$125 each, **PER** company.
- **Resource Table** fee includes two (2) representative conference passes; **ONLY** two (2) additional passes may be purchased at \$125 each.
- **Gallery Expo** fee includes three (3) representative conference passes; **ONLY** two (2) additional passes may be purchased at \$125 each.

Thank you,

Kate Vorhaus and Allyson Hoffelmeyer, NCECA 2023 Resource Hall Coordinators

[resourcehall@nceca.net](mailto:resourcehall@nceca.net)

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## HOW TO REGISTER AS A RESOURCE HALL REPRESENTATIVE

Please forward the following instructions to your representatives.

Membership is **NOT** included with Representative conference pass.


NCECA is driven to bring awareness to sustainable ceramic practices and their impact on the global environment. In 2023, green membership and conference practices will help reduce NCECA's carbon footprint. **All print publications will be available to purchase as limited-run editions** while supplies last.

Each representative **must** register themselves no later than February 22, 2023.

In order to streamline this process, we are asking that all representatives create, update, or confirm their Individual NCECA Online Profile.

Click [HERE](#) to login to your NCECA Profile using your primary email address and password. If you have misplaced your password, click on the "Forgot your password?" link on the login page. An email will then be sent to reset your password. If you have not received it in your inbox, check your spam/junk folder.

### Once logged in:

Click on the person icon in the top right corner , then select 'My Profile'. Click the pencil icon in the 'My Personal Information' section to review your personal information and make any necessary changes. Organizational affiliation will be added or updated internally.

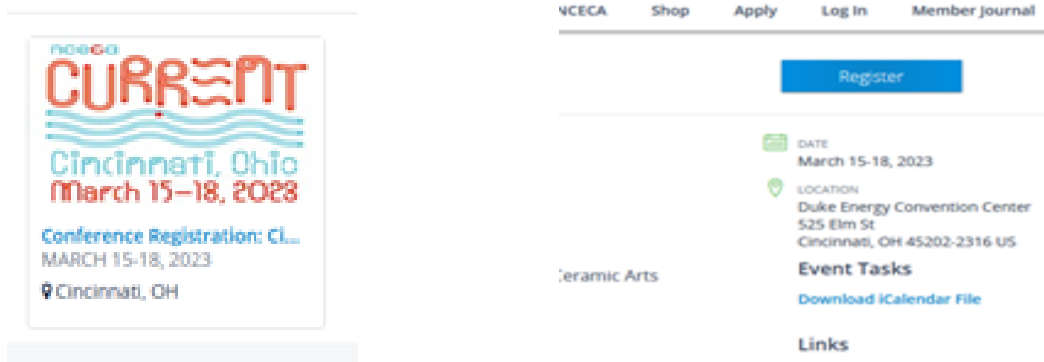
### NEW to NCECA?

If you do not have an existing NCECA Online Profile click [HERE](#) to Sign Up. Organizational affiliation will be added internally.

Click [HERE](#) and login to your NCECA User Account. When logged in, the screen should say Welcome Your Name! Click **Register Here**, then **Register Now**



Select **Conference Registration: Cincinnati, OH**, then click the blue **Register** button.



On the Package Selection page, scroll down until you see one of the following registration options:

FREE Reps will select from two options, select Student only if you are a student:



Resource Hall Rep FREE Registration	Free	Free	Free	<input type="button" value="Select"/>
Student Resource Hall Rep FREE Registration	Free	Free	Free	<input type="button" value="Select"/>

ADD Reps will select from six options, select student only if you are a student:

Student Commercial Booth Rep ADD Registration 2023	\$125.00	\$125.00	<input type="button" value="Select"/>
Commercial Booth Rep ADD Registration 2023	\$125.00	\$125.00	<input type="button" value="Select"/>
Table Rep ADD Registration 2023	\$125.00	\$125.00	<input type="button" value="Select"/>
Student Table Rep ADD Registration 2023	\$125.00	\$125.00	<input type="button" value="Select"/>
Student Gallery Expo Rep ADD Registration 2023	\$125.00	\$125.00	<input type="button" value="Select"/>
Gallery Expo Rep ADD Registration 2023	\$125.00	\$125.00	<input type="button" value="Select"/>

ADD Representatives are responsible for selecting the correct registration option (Commercial booth rep, Table rep, or Gallery Expo rep).

**All ADD rep prices are the same, \$125.00** and must be paid at the time of registration. Selecting a STUDENT fee will result in the word STUDENT being printed on that representative's badge onsite.

Each representative's registration will be confirmed via email sent to the individual's primary email address listed in our database.

**Representatives must register no later than February 22, 2023.**

Thank you,  
 Kate Vorhaus and Allyson Hoffelmeyer  
 NCECA 2023 Resource Hall Coordinators  
[resourcehall@nceca.net](mailto:resourcehall@nceca.net)