

2014 Resource Hall Important Dates

Milwaukee, WI – March 19-22, 2014

July 18, 2013 – Resource Hall **Commercial Booths** Advance Large Footprint email sent

August 1, 2013 – Commercial Advance Space Request due

August 8, 2013 – Commercial Resource Hall and NP Resource Tables Packets posted to website. Space will be assigned on a “First come-first served”. Space Request form and 50% deposit required for assignments.

October 23, 2013 –Space Confirmation sent with space assignment and balance due.

December 2, 2013 – SmartPhone Enhanced APP deadline

December 17, 2013 – Last day to request Booth/Table space to be included in the Conference Program Guide.

January 21, 2014 – Booth/Table Final payments due.

January 2014 – Resource Hall Services Packet from Fern Expo/Event Services sent via e-mail.

February 24, 2014 – Resource Hall Representative Registration forms due.

March 18, 2014 – Tuesday, Resource Hall set-up 12noon-6pm.

March 19-22, 2014 – **48th Annual NCECA Conference, Milwaukee, WI**

March 19-20, 2014 – Wednesday, Thursday Resource Hall hours: 9am to 5pm.

March 21, 2014 – Friday, Resource Hall hours: 8:30am to 4:30pm
Breakdown 4:30pm to 11:45pm.

CANCELLATION AND REFUND POLICY:

Notice of cancellation must be given to NCECA in writing or email. A \$50.00 processing fee will be charged on all refunds. Refunds will be made as follows:

Prior to December 31, 2013: a full refund will be issued in the same manner it was paid, less the \$50.00 processing fee.

January 1 - 31, 2014: 25% of the total booth space will be forfeited to NCECA, in addition to the \$50 processing fee.

After January 31, 2014: NO refund will be issued.

2014 Resource Hall FAQ's

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Q: What is the Conference Headquarters hotel and far is it from the Convention Center?

A: Hilton Milwaukee City Center and Hyatt Regency Milwaukee. Both are connected via skywalk to the Convention Center.

Q: As a Resource Hall participant can we show and sell finished art work?

A: 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 purchased but they may NOT be sold.

Q: Does NCECA offer Member and Non Member space fees?

A: Yes, Corporate and Institutional Members receive a discount on booth/table fees. For full details on membership Benefits visit http://www.nceca.net/static/membership_home.php

Q: What are the three bold squares on the floor plan?

A: They are floor to ceiling pillars.

Q: Do the booth/table fees include Representative conference passes?

A: Yes!

- First commercial booth comes with three (3) conference passes, each additional booth will come with two (2) conference passes. ONLY two (2) additional passes may be purchased at \$100 each, PER company.
- Non-Profit Resource table comes with two (2) conference passes; ONLY two (2) additional passes may be purchased at \$100 each.

Membership is NOT included with the Representative conference passes

Q: Do I need a Milwaukee of State of Wisconsin sales tax license?

A: All Resource Hall Exhibitors are responsible for observing regulations on sales tax procedures for the State of Wisconsin. Information about the Wisconsin Seller's Permit may be found at:

<http://www.revenue.wi.gov/html/tempsell.html>

Q: May I hand carry my boxes into the Resource Hall?

A: Exhibitors may deliver their own materials into the Resource Hall by hand or with a 2 wheel dolly at the loading dock in 20 minutes or less.

Q: Do I need to pay for electricity and internet service?

A: Yes, you will be sent a complete Service Packet with order forms from Fern Expo in January 2014.

Electrical: Estimated costs based on 2013 rates; approximately \$100.00 for 120VAC, 15 AMP service

Find information about the Wisconsin Center at:

<http://wisconsincenter.org/categories/2-deltacenter/documents/72-exhibitorinformation>

Please contact Kate Vorhaus, 2014 Resource Hall Coordinator, kate@nceca.net with other questions you may have regarding the 2014 Resource Hall in Milwaukee.