



**NC LOCKSMITH ASSOCIATION REGIONAL TRADE SHOW
JANUARY 25, 2025 EXHIBITOR REGISTRATION**

Thank you for considering to be a part of the North Carolina Locksmith Association Regional Trade Show for 2025.

Our annual Trade Show will be held January 25, 2025 in Raleigh, NC. We will be at the Kerr Scott Building at the Raleigh Fairgrounds. The show times will be 9:00a.m.until 3:00p.m.

The NCLA has been hosting a Regional Trade Show for over 30 years. Included in this packet is all the information you need for registration. If you have been with us in the past, you will notice a change in location. We have moved our Trade Show to Raleigh, NC., 1025 Blue Ridge Rd.

Vendor set up will begin Friday afternoon when the pipe and drape company has completed their set up. If you ship ahead to their location, your shipments should be at your booth ready for you.

The closest airport is the Raleigh-Durham International (RDU) airport in Raleigh, NC. Rental cars are available at the airport if needed.

If you would like to teach a 4 hour class on Friday evening, please call Roy Young, Education Chairman at (910) 987-1719.

If you have any questions, please contact Jennifer Richards at (828) 320-1314 or nclocksmithtreasurer@gmail.com

**The Host Hotel is the Four Points by Sheraton Raleigh Arena
1200 Hurricane Alley Way, Raleigh NC (919) 854-0502**

There are also many others in the area close to the Fairgrounds.

We look forward to seeing all of our amazing Vendors that have continued to support the NCLA as well as welcoming new Vendors to the NCLA Family.

Thank You and see you in January!

Jennifer Richards CMAL CRL CAI



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Company Name: _____

Contact Info:

Name: _____ e-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Banner Wording: _____

Single Booth: 10x10 : 1 table, 2 chairs, wastebasket, sign \$ 675 _____

Double Booth: 20x10: 2 tables, 4 chairs, wastebasket, sign \$ 1175 _____

Specialty Booth: 20x20 : 6 tables, 6 chairs, wastebasket, sign \$ 1600 _____

Will be located in a prominent location

Van Space (Inside the Facility) Will include 2 tables on request \$ 850 _____

Other Booth requests can be arranged. Price TBD

Electrical Outlets: # _____ @ \$ 55 _____

Total Payment: \$ _____

Booths will have 8ft standard height tables

All booths will include lunch tickets

Additional booth items can be rented directly through Carolina Convention Services



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Names of ALL Representatives Who Plan to Attend: * Please print clearly for name tags

Please Briefly Describe the Products/Services You Will Be Displaying:

Are You Interested in Providing the NCLA with Bags for Guests Entering the Show? **Y / N**

Are You Interested in Providing Any Promotional Items (in addition to or in lieu of exhibiting)? **Y / N**

Are You Interested in Providing Prizes for the "Lishi Escape Contest"? **Y / N**

Special requests/concerns; such as booth placement and layout: Not all requests can be honored but we will try to accommodate vendor needs when possible.

If you have any questions please contact:

Jennifer Richards, NCLA Treasurer/Trade Show

(828) 320-1314

nclocksmithtreasurer@gmail.com



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Terms and Conditions

1. Each booth is supplied with furnishings as specified in package details. *Additional Furnishings* may be requested and billed to the vendor. Please contact Jennifer Richards at (828) 320-1314 with requests.
2. Reservations will be made on a first come, first served basis. Regular booking deadline is **January 3, 2025**
3. Written notice of cancellation must be received at least 30 days prior to the event in order to receive refund or credit. In the event of late booking, notice of cancellation must be received within 14 days of booking in order to receive credit for charges (no refund).
4. Each exhibitor is strongly encouraged to donate at least one door prize, which guests can win and then claim by visiting your booth. Prizes may be present at the show or may be shipped later. Not all guests are licensed locksmiths (required in NC), so we ask that picks and bypass tools etc not be issued as prizes unless proof of licenses are verified.
5. Your payment is required in order to secure your reservation, credit cards are accepted or you may mail a check payable to:

NCLA

Attn: Jennifer Richards

3867 Newhall Drive NW, Conover, NC 28613

Email: nclocksmithtreasurer@gmail.com

Signature:

Date:

Name:

Title



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PAYMENT FORM

Credit Card Number _____

CVV Number _____

Expiration Date: _____

Cardholder Name (First & Last) _____

Credit Card Billing Address _____

City: _____ State: _____ Zip: _____

Email for invoice/payment receipt: _____

Total Amount to be billed to credit card: \$ _____

Thank you for your support of The North Carolina Locksmith Association!

VENDOR SET UP INFORMATION

Vendors who desire setting up on Friday may do so. Jennifer Richards will be onsite to assist you or answer any questions.

Vendor's may set up anytime Friday the 24th after 2:00 PM

Saturday, Jennifer Richards will be there to let you in beginning at 7:00 a.m. The Trade Show begins at 9:00 a.m.

Vehicles are permitted inside the Hickory Metro Convention Center during show hours for display only. No vehicle will be started or operated during show hours.

Vendors who have vehicle displays need to have them present Friday for setup and inspection.

- ◆ Fuel will not exceed one quarter of the tanks capacity or five gallons, whichever is less.
- ◆ All batteries must be disconnected.
- ◆ All fuel openings must be locked or sealed.
- ◆ Keys will remain with the operation's department while on display.
- ◆ Adding or removing fuel on-site is prohibited.

Vendor Shipping Information

Products can be received by Carolina Convention after the 1st of January. It can be shipped via your preferred carrier with ground floor delivery. Carolina Convention will send information on storage and delivery costs to the Trade Show location.

NCLA Trade Show—"Vendor Name"

C/O Carolina Convention Services & Rentals LLC

659 Southern Ave

Fayetteville, NC 28306

"Vendor Contact and Phone Number"

Jennifer Richards (828) 320-1314

nclocksmithtreasurer@gmail.com