



74th Annual North Carolina Parks and Recreation Directors Conference Sponsor FAQs

COVID-19 Safety Protocols

See the [NCPRDC Covid-19 Safety site](#) to understand the currently established protocols and goals to ensure a safe event.

When/Where is the North Carolina Parks and Recreation Directors Conference?

This year's NCPRDC is February 2-4, 2022 at the Sheraton Imperial Hotel and Convention Center, RTP, 4700 Emperor Blvd, Durham, NC 27703

What day and time does the sponsor set-up begin?

Sponsor set-up begins on Wednesday at 1:00pm and should be completed by 4:30pm

Where is my assigned booth?

Booth assignments and floor map will be sent to you no later than one week prior to the event.

What time does the exhibit hall officially open and close?

The exhibit hall will open at 5pm on Wednesday (Feb 2) with an opening reception at 5:30pm. The exhibit hall will close after the final break on Thursday (Feb 3) at 3:30pm.

How do I register my sponsor attendees to ensure they have a name tag, meal tickets (Reception, Thursday lunch), and drink tickets (Reception)?

Complete the Google Form link provided during registration. (or)

Complete the Google Form associated with your Sponsorship Level: [Friends](#) or [General](#)

What size is my vendor booth space this year?

Each sponsor will receive a booth space with an eight(8) foot, skirted table and two chairs. with an area in front and behind for promotional materials.

I need electricity for my booth, what should I do?

You should indicate you need electricity when you complete the google form. Because there is an associated cost for each sponsor using electricity, we ask that you only request electricity if you intend to use it for advertising/promotional material.

Is the exhibit hall secured overnight?

***No** security is provided in the exhibit hall. Each sponsor should remove any items of value, such as laptops, overnight. The NCPRDC or the Sheraton are not responsible for stolen items.*

Can sponsor attendees attend the NCPRDC Recognition Lunch on Thursday?

Yes! Your sponsor registration includes the recognition lunch for the individuals specified on your Google Registration Form that is sent with registration confirmation. Additional representatives may be added with payment during registration in Reporter.

- **General:** Includes two (2) attendees
- **Friends Of NCPRDC:** "Friends of" level sponsorship includes four (4) attendees.
- **Gold or Event Sponsor:** Gold or Event Sponsors level sponsorship includes six (6) attendees.

I still haven't booked rooms for sponsor conference attendees! Is it too late?

The conference room block reservation is open through January 14th. After that time rooms may be available at the regular rates at the [Sheraton Imperial Hotel and Convention Center](#). [SpringHill Suites by Marriott Raleigh-Durham Airport](#) is adjacent to the Sheraton.