



2019 North Carolina Parks and Recreation Directors Conference: Elevating Equity Vendor FAQs

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

This year's NCPDRDC is held at the Sheraton Imperial Hotel and Convention Center, RTP, February 6-8, 2019 *4700 Emperor Blvd, Durham, NC 27703*

What day and time does vendor set up begin?

Vendor set-up begins on Wednesday Evening at 8:30pm, and on Thursday morning at 7:15am

What time does the vendor hall officially open and close on Thursday?

The vendor hall will open at 8am and close around 4pm.

How do I register my vendor conference attendees to ensure they have a name tag, meal tickets, and drink tickets?

Please email the names of your agency and vendor conference attendees to Katie Horan, at kbhoran@ncsu.edu, after you have registered your agency [online](#)

How big is my vendor booth space this year?

Each vendor will receive a booth space with a six (6) foot table with 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 email Katie Horan the name of your conference attendees. Because there is an associated cost for each vendor using electric, we ask that you only request electricity if you intend to use it for advertising/promotional material.

Can vendor conference attendees participate in interactive conference sessions?

Yes! It is encouraged for conference attendees to participate in sessions if they have an interest.

Can vendor conference attendees attend the NCPDRDC Banquet on Wednesday night?

Yes! Vendor conference attendees can attend the banquet and all other aspects of the conference! Please let Katie know if you and your team plan to attend, when you inform her of your conference attendees.

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

While the conference room blocks have closed, there are rooms available at both the [Sheraton Imperial Hotel and Convention Center](#) and the [SpringHill Suites by Marriott Raleigh-Durham Airport](#) (adjacent to convention center).