



# 2021 NCRA Virtual Exhibit Opportunity

341 S. College Rd. St 11  
PMB 2046  
Wilmington, NC 28403  
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910-520-0515



## Policies for Contributors

**Purpose:** To establish a consistent policy for all contributors (corporate members, sponsors, exhibitors).  
The policies will be attached to all letters requesting funding for NCRA education sessions.

### General Policies:

1. The NCRA funding levels are described on the attached document.
2. All promised funds must be received one month before the annual meeting. If funds are not received by this date the NCRA cannot guarantee that their corporate name will be included in our written conference materials or that the organization will be allowed to exhibit.
  - a. Corporate Member contracts must be received by January 31, 2021 for corporate logo to appear on advertising materials as allowed by CME provider.
3. All Commercial Agreements must be signed and returned one month before the annual meeting. If the signed Commercial Agreement is not received by this date the NCRA cannot guarantee that their corporate name will be included in our written materials or that the organization will be allowed to exhibit virtually.
4. Contributors **must** follow instructions to upload information into the portal by the required date. If instructions are not followed then NCRA does not guarantee their virtual exhibit will display.
5. Contributors **will not** plan any event that conflicts in any way with NCRA sponsored events or NCRA co-sponsored events. Choosing to plan an event that conflicts with an NCRA sponsored or co-sponsored event will result in the organization not being invited to join us at our next event.

An event is any activity from dinner with one conference attendee to an event to which many attendees are invited.

An event is scheduling a meeting with a conference attendee during an educational session.

6. If the NCRA is not the co-sponsor of an event, then they have no responsibility to ensure that the contributor's event is the only event at that time.
7. Contributor representatives may attend general sessions. Contributor representatives may NOT attend the annual meeting.

### **Exhibit Hall Policies**

1. Each contributor will respect the exhibit set-up hours established by NCRA. Exhibit set-up and shipping information will be shared with all contributors by March 1, 2021.
2. The contributor will follow instructions regarding shipping items to the hotel. If instructions are not followed NCRA is not responsible for missing exhibit items.
3. Exhibit space will be provided as indicated in the prospectus.
  - a. Corporate Members may request a smaller booth or to divide the booth. Request must be received by March 1, 2021.
4. Exhibits must be installed within the parameters of your exhibit space with no components extending beyond. Your installation may not block other exhibitors.
  - a. If your organization will not need the tables provided, your space will be noted on the floor.
  - b. You must notify NCRA that you will not be using your tables no later than March 1, 2021.
5. No banners, signs or other material may be nailed, taped, hung to any hotel property. If a contributor defaces The Washington Duke Inn, they are responsible for the damage.
6. While the exhibit hall will be monitored during the day and locked after our sessions end, exhibitors and sponsors are encouraged to insure their exhibits, merchandise, and display materials against theft, fire, etc at their own expense. NCRA is not responsible for any damage to or theft of the exhibits.

### **Indemnification**

1. Contributors agree to abide by these terms, and any applicable provisions under NCRA's agreement with the management of the Washington Duke Inn.
2. Contributors assume full responsibility and liability for any loss, damage or claim arising out of injury or damage to sponsor and exhibitor's displays/materials.
3. Contributors agree to defend, indemnify, and hold harmless the Washington Duke Inn from and against all claims, actions, causes of actions, or liabilities, including reasonable attorney's fees arising out of or resulting from any act undertaken or committed by Contributor or any contractors hired or engaged by the Contributor in connection with the conference.
4. Contributors also agree to defend, indemnify, and hold harmless the Washington Duke Inn from any liability resulting from any claim, action or action, which may be asserted by third parties arising out of the performance of the Contributor's obligations pursuant to this agreement, except those which are due to misconduct or negligence of the hotel.

These policies may be updated after the NCRA Board Meets on October 31, 2020 regarding the nature of the 2021 conference.



## **EXHIBITOR OPPORTUNITIES 2021 ANNUAL MEETING - VIRTUAL**

### ***Exhibitor***

**\$1000 – for 2021**

Funds as must be received no later than March 1, 2021. Exhibition at this level would include:

- two (2) complimentary registrations for conference engagement hub
- two (2) conference magazines provided virtually
  - corporate logo in conference magazine on exhibitor page
- exhibit space in the engagement hub (company description, logo, links to resources, social media links)

### **Conference Magazine ~ Advertisement**

**\$125 Quarter Page Advertisement**

**\$250 Half Page Advertisement**

**\$500 Full Page Advertisement**

This add-on would allow you to advertise in the conference magazine. Your color advertisement in PDF format must be received no later than March 1, 2021.

Formatting:

Quarter Page: 4.25 x 5.5 (with a .25" white margin)

Half Page: 8.5 x 5.5 (with a .25" white margin)

Full Page: 8.5 x 11 (with .50" white margins)

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**North Carolina Rheumatology Association**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ►

**501c3**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt/payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**341 S. College Rd., Ste 11 PMB 2046**

6 City, state, and ZIP code

**Wilmington, NC 28403**

7 List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

or

Employer identification number

5 6 - 1 5 6 6 5 3 0

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

*Tamara L. Budge*

Date ►

*10/14/2020*

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.