

The North Carolina Rheumatology Association (NCRA) is excited for our 2025 Annual Conference.

We appreciate your support of our annual meeting. My team looks forward to working with you or your representatives on March 15 & 16 at the Washington Duke Inn. The exhibit hall is in the Presidents Ballroom at the Washington Duke Inn. The hotel address is 3001 Cameron Blvd, Durham, NC 27705.

Information regarding hotel accommodations, shipping and receiving, exhibit hall hours, registering your representatives, etc. is available on our [website](#). It is imperative that you follow shipping instructions. If you do not follow shipping instructions your boxes will not be at your table for exhibit set-up. If you are not shipping to the hotel please notify Tammy Bulger (tab@reubenallen.com).

Please share your **corporate description** (50 words or less) before February 15, 2025. This will be included in our conference magazine. We will add this to the conference mobile app. You will have the ability to add a longer description when you build your profile.

Corporate Members & Sponsors, your **logo** in EPS format must be shared with us by February 15, 2025. If your logo has not changed since our 2024 conference and you were a corporate member in 2024, you do not need to send your logo.

### **Exhibit Hall**

We will supply **X** draped tables, and **X** chairs for your display. The tables are 8' X 30".

Your display must fit either on or behind your tables. If they extend beyond your area, items will be moved.

- Single table: 8' W X 5' D
  - Your table is 2.5" deep and then you have approximately 2' behind the table
- Double table: 16' W X 5' D
  - Two 8' tables side by side; each table is 2.5" deep and then you have approximately 2' behind the table
- Triple table: 24' W X 5' D
  - Three 8' tables side by side; each table is 2.5" deep and then you have approximately 2' behind the table

If you do not need your tables, please notify Tammy Bulger by February 23. Your space will be marked on the floor.

If you need your tables split, notify Tammy as soon as possible and not later than February 15.

Please be respectful of other vendors and do not block attendees view of their display.

### **Registering Your Attendees & Building Profile on Mobile App**

The first week of February or when you registered for the conference, you will be sent a link from Cvent to register your attendees and build your profile on the conference app. Attached to this email are instructions on how to register your attendees and build the profile. All representatives should be registered before March 1.

This is a Face to Face conference, and the app will be used by attendees to view the agenda, download handouts, and see who is in the exhibit hall. Please add at least your logo and you may update your description to a longer description. If you do not add your logo it will be the default icon.

If you have any questions do not hesitate to contact me.

Tammy Bulger