

## Exhibitor Frequently Asked Questions

### What are the dates for the convention?

The NPCA Annual Convention will be held October 6-10, 2018. The Exhibit show dates are Sunday, October 7, 2018 through Tuesday, October 9, 2018.

### Where is the convention being held?

The NPCA Annual Convention will be held at the Hynes Convention Center in Boston, MA.

### How many individuals attend the NPCA Annual Convention?

More than 3,000 community pharmacy owners, managers, staff pharmacists, technicians, students, pharmacy school faculty, and other special guests attend the convention each year.

### How much does it cost to exhibit?

Please review the Exhibitor Application and Contract for pricing (the last page of the Exhibitor Prospectus).

### What is included with my booth?

All booths come with back and side drapes plus the company identification sign. Each 10x10 booth receives two badges; corporate members get an additional badge for each 10x10 booth. A list of pre-registered attendees that opt-in to receive information from exhibitors is emailed a month out from the show, followed up with another list post-show.

### How do I become an exhibitor?

Fill out the Exhibitor Application and Contract and email it to [exhibits@ncpanet.org](mailto:exhibits@ncpanet.org).

### When is the deadline to submit an application to exhibit?

The application deadline is July 15, 2018. Applications submitted after July 15<sup>th</sup> deadline will be assigned on a first-come, first-served basis.

### How do I know which booths are still available?

The booth selection process is based first on NPCA corporate membership and second on the date the application was received *with payment*. We make every effort to give your company one of your six choices on the application; if your choices are not available, we make every effort to give you the closest booth to the six locations you selected.

If you prefer a corner location, please make sure you add the corner fee to your booth fee. This will ensure that you receive a corner location.

**When do I find out my booth number?**

NCPA does not assign any booths until after the July 15 application deadline; all exhibitors should have their booth numbers before the end of July.

**Does NCPA invoice for booth cost?**

NCPA does not send invoices; payment is expected with your application.

**When can I register my booth personnel?**

Exhibitor registration will open in late spring; we will notify all exhibitors once online registration is open.

**What if I need an additional badge?**

You can purchase additional badges for \$495 each.

**When will the Exhibitor Service Kits be made available?**

The exhibitor service kits are available by the end of July. NCPA's official general contractor is Levy Exposition Services. Once the service kits are available online, Levy will send an email to each exhibitor with the link and password to access their website.

**Can exhibitors attend educational sessions?**

Exhibitors are welcome and encouraged to attend all NCPA events, such as the general sessions, educational programming, etc.

**Are sponsorship/advertising opportunities available?**

Yes. Please contact Lois Davis at [lois.davis@ncpanet.org](mailto:lois.davis@ncpanet.org) to receive the sponsorship brochure.

**Who do I contact for further information about exhibiting?**

Nina Dadgar, CEM  
Senior Director, Business Development  
NCPA  
Telephone: (703) 838-2673  
Email: [nina.dadgar@ncpanet.org](mailto:nina.dadgar@ncpanet.org)

Whitney Lynch  
Coordinator, Business Development  
NCPA  
Telephone: (703) 838-2656  
Email: [whitney.lynch@ncpanet.org](mailto:whitney.lynch@ncpanet.org)