

**NCECA 2024 RESOURCE HALL**  
**Richmond, Virginia, March 20-23, 2024**  
**Greater Richmond Convention Center**  
**403 N 3rd St, Richmond, VA 23219**

The following information is lengthy but **IMPORTANT...** Please read **BEFORE** going online to submit your Space Request and making payment; by submitting a request and making payment indicates you have thoroughly read this information and agree to all terms.

For questions, contact Jenn Chrisman, 2024 NCECA Resource Hall Coordinator at [resourcehall@nceca.net](mailto:resourcehall@nceca.net)

**SHOW HOURS AND SET UP:**

**Exhibitor check-in and badges in the Registration Lobby Tuesday, March 19, 2024 opens at 10am**

**SET-UP (Name badge required)**

Tuesday, March 19, 2024 **NOON to 6pm**

**HALL HOURS (CLOSED on Saturday)**

Wednesday/Thursday, March 20/21 **9am to 5pm**

Friday, March 22 **9am to 4:30pm**

**All booths/tables must remain intact and staffed until Friday, March 22 at 4:30pm.**

**BREAKDOWN: Friday, March 22 4:30pm to 11:00pm**

Any company or nonprofit entity, which manufactures or provides products or services to the ceramic industry, is eligible to be a Resource Hall participant.

Corporate Membership required for Member pricing on Commercial Booths. Institutional Membership required for Member pricing on Resource Tables.

<b>2024 RESOURCE HALL FEES</b>	<b>Member Fees (reflects Member fee discount)</b>	<b>Non-Member</b>
<b>Booth 10x10' (each)</b>	<b>\$1,730.00</b>	<b>\$2,165.00</b>
<b>SPACE Premiums -</b>	<b>Add to booth fee</b>	
<b>Corner</b>	<b>\$125.00</b>	<b>\$125.00</b>
<b>End-cap (2 corners)</b>	<b>\$310.00</b>	<b>\$310.00</b>
<b>Half Booth 10' x 5'</b>	<b>\$1045.00</b>	<b>\$1,300.00</b>
<b>Resource Table</b>	<b>\$575.00</b>	<b>\$1000.00</b>
<b>Additional Representatives - Two max per company / organization</b>	<b>\$155.00 per rep</b>	<b>\$155.00 per rep</b>

**FEES INCLUDE** a 6' draped table, 2 chairs, wastebasket, company/organization signage, 8' back drape and 3' side drapes, and **4-day** conference passes for your booth/table representatives.

- First commercial booth fee includes (3) three 4-day conference passes, each additional booth fee includes (2) two 4-day conference passes, and may purchase (2) two ADDitional 4-day conference passes at \$155 each, **PER** company.
- Resource table fee includes (2) two 4-day conference passes and the option to purchase (2) two ADDitional 4-day conference passes at \$155 each, **PER** Resource Table.
- **Each representative is responsible to register themselves by February 21, 2024.**

**As the Primary Contact of your booth/table you must provide your representative list no later than Wednesday, January 31, 2024.** Email to [resourcehall@nceca.net](mailto:resourcehall@nceca.net). Early submission is strongly encouraged. NCECA will tag each representative in their individual account to designate them as a representative. All reps will receive an email with instructions on how to register themselves online through the NCECA User Portal.

**PAYMENTS – Please reference the ONLINE Payment Process documents included in the FULL Resource Hall Packet - An ONLINE deposit of 50%** based on the number of booths or 50% of the table fee must be made prior to space being assigned. You will have the opportunity to list preferred spaces during payment.

**Space assignments will be made on a “first come - first served” basis. December 6, 2023,** is the last day to request space to be included in the print Conference Program & Exhibition Guide. After December 6, 2023, updates to the Resource Hall Exhibitor information will be posted on the NCECA website. The smart phone app will be available mid-February to include all conference details.

The balance is due in full **by Wednesday, January 24, 2024.** If full payment is not received by the “Paid in full” date, a 1.5% service charge may be assessed for each 30 days after the final payment date. NCECA reserves the right to resell or reassign any booths that are not fully paid by the January 24 deadline.

## CANCELLATION AND REFUND POLICY:

Notice of cancellation must be emailed to [resourcehall@nceca.net](mailto:resourcehall@nceca.net). Refunds will be issued as follows:

**Prior to December 15, 2023:** A full refund will be issued in the same manner it was paid, less a \$150.00 processing fee.

**December 16, 2023-January 31, 2024:** 25% of the total booth/table space will be forfeited to NCECA, in addition to the \$150 processing fee.

**After February 1, 2024:** NO refund will be issued. Should national, state, local health and safety restrictions cause the cancellation of the in-person event, NCECA shall retain a \$150 processing fee and otherwise refund all other fees.

**2024 NCECA CONFERENCE HOTELS:** Advance Hotel information was provided on September 13, 2023 to the Primary Contacts of current Corporate and Institutional Memberships.

## SALES TAX:

**The Sales Tax rate for Richmond, Virginia is 6.0%.** Exhibitors at the 2024 NCECA Conference in Richmond, Virginia will need to pay sales tax in Virginia.

If you have questions or need to access forms for sales tax filings, visit the Virginia Department of Taxation via this [LINK](#). You can also view answers to frequently asked questions and view instructions to remit forms for sales taxes collected at the conference on NCECA's Resource Hall page. If you have questions or need more information, please call the Virginia Department of Taxation (804) 367-8037.

## SALES REGULATIONS:

Ceramic wares that relate directly to the products, resources and/or services offered by participating businesses and non- profits may be displayed in up to 25% of the space but may **NOT** be sold. Advertising materials and signs of firms other than those that have engaged space are prohibited.

**Commercial booths** may sell materials/products used in production of ceramic objects only, and may **NOT** sell finished ceramics such as pottery, art, tiles, or other objects. T-shirts may also be sold.

**Resource tables** may sell **ONLY** literature/publications related to the mission of your organization (such as books, exhibition catalogs, videos, CD's, and DVD's). T-shirts may also be sold.

## UTILITY SERVICES:

**No base electricity will be provided at either booths or tables. 2024 RATES for Electricity and Internet will be**

**included in the Fern Expo Exhibitor Services email to be sent in January 2024.** Services will be ordered online through the utilities provider company at the Convention Center, details to be provided in the Fern Expo Exhibitor Services Packet. Available services; Electrical, Internet, Telephone, Audio Visual, etc.

**Those who plan to purchase and use Wi-Fi service in the Resource Hall are advised to work proactively with the Convention Center's vendor for this service to resolve any performance issues as they arise.** Diagnosing and correcting website access and performance issues can sometimes be challenging. NCECA recommends that all vendors who purchase internet service run a speed test at the start of each day and consider a back-up plan prior to traveling to the conference, so that their customer's requests can be processed should internet service be temporarily disrupted.

## DRAYAGE/DECORATOR:

Fern Expo has been contracted as our decorator/drayage firm again this year. Fern Expo Services packets will be sent via email in January 2024 which includes detailed information about drayage fees and order forms. Drayage fees include unloading, storing empty containers, returning empty containers, and re-loading at the show site.

## RICHMOND - UNION RULES, REGULATIONS, and MATERIAL HANDLING:

Currently, we have an agreement with the local Stagehand Union to provide for display set-up and dismantling. Full time employees of exhibiting companies may set their own displays without assistance from the Stagehand Union.

Fern Expo must control access of the loading docks in order to provide for a safe and orderly move-in/out. Charges for material handling services will be reflected on the Material Handling and Freight Service order form which will be provided in the Exhibitor Services email in January 2024.

## STORAGE OF EMPTY CONTAINERS:

NO empty cartons or containers may remain on the Hall floor during show hours. Please make arrangements to remove empty containers beforehand or request removal and storage services through Fern Expo who will have a Service Desk in the Resource Hall. If you are advanced shipping to Fern Expo, these services are automatically provided as part of their fees.

## BOOTH AND TABLE REGULATIONS:

**Displays should be located so as not to obstruct the view of neighboring booths/tables or walkways.**

No part of any **booth display** may be taller than 8' 3" in height. Display items against the booth side drapes may not exceed 40 inches in height.

No flashing lights or other distractions are permitted. Signs, banners and posters may not be attached to any part of the Convention Center or to any of the furnishings or fixtures. No adhesives, tacks, nails, etc. can be used to affix items to walls, doors, tables, windows, etc. in any location at the Convention Center. Hall participants are required by the Convention Center to observe all union contracts in effect among show management, official contractors, facilities, and any labor organizations represented.

It is the participant's responsibility to ensure safe booth/table set-up. Materials used must be flame-retardant and are subject to inspection by the Richmond Fire Marshal (The Fire Marshal may request that certification accompanies items). Drapes, signs, banners, decorating materials, plastic cloth and similar materials must be flame-retardant or fabricated from inherently fireproof materials. The Fire Marshal's Office may at their sole discretion perform a flame test of exhibit materials. The use of any material that is not flame-retardant is prohibited.

Resource Hall participants shall comply with all federal and municipal fire codes, which apply to places of public assembly. Any activity that may be hazardous, cause special cleaning, or intrude into aisle space or other booths is prohibited. This includes storage closets or enclosed areas built into the exhibit.

#### **PROHIBITED MATERIALS:**

- Helium and helium balloons are prohibited in the facility.
- **Adhesive-backed decals are not permitted to be distributed or used inside the facility, or in the immediate vicinity.**
- Straw, hay or live evergreen trees.
- Compressed flammable gasses, flammable or combustible liquids, or hazardous chemicals and materials (acetylene, hydrogen, propane, butane, pesticides, herbicides, poisons, gasoline, kerosene, cleaning solvents, or other petroleum-based materials).

#### **LOST AND FOUND:**

Often lost and found articles are turned into the NCECA registration area. If you lose something, please check with the NCECA Information counter. If unclaimed, these items will be taken back to the NCECA office and reasonable efforts will be made to identify the owners.

#### **SMOKING POLICY:**

Greater Richmond Convention Center is a non-smoking facility. Smoking is only permitted outside of the facility in the designated areas.

#### **SECURITY AND LIABILITY:**

Security will be provided and the Hall will be locked during non-show hours with security present 24 hours a day.

Reasonable care will be taken to protect exhibits and materials but beyond this, NCECA Officers and Membership and the Convention Center collectively or separately cannot accept responsibility for any damage, loss or destruction of a booth/table, or for the property of a participant, his agents or employees either from fire, water, theft, accidents, circumstances beyond the control of NCECA Officers and Membership and the Convention Center separately or collectively or other causes or injury to persons resulting from any cause.

All claims for such loss, damage or injury being expressly waived by the participant and are required to carry their own liability insurance. Each participant will be required to have evidence of general liability protection and Workers' Compensation Insurance available. All laws and ordinances pertaining to health, fire prevention, and public safety are the responsibility of the participant.

All commercial and non-profit display areas must conform to NCECA and Conference Center guidelines. NCECA and Conference Center representatives reserve the right to remove elements of displays that do not conform to the purpose or other regulations associated with this area.



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 816.221.0525  
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email: mcornell@fernexpo.com

## **NCECA - *Coalescence***

March 20-23, 2024

Greater Richmond Convention Center,  
Richmond, Virginia

### **SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. Rental furniture is not made to support standing weight. Fern cannot be responsible for injuries or falls caused by the improper use of furniture. If assistance is required to assemble your exhibit, see a Customer Service Representative at the Fern Service Desk or the Display Labor Service order form to be included in the Exhibitor Service Manual.

### **UNION JURISDICTION DISPLAY SET-UP AND DISMANTLE**

To assist you in preparing for your show, we would like to share with you some information regarding the jurisdiction of the union. Currently, we have an agreement with the local Union to provide for display set-up and dismantling. Full time employees of exhibiting companies may set their own displays without assistance from the Union.

### **MATERIAL HANDLING**

Currently we have a labor agreement with the local Union. Exhibitors may unload and load their own materials from their own company truck or personal vehicle into the exhibit facilities using their own carts and dollies. Exhibitors are not allowed to use pallet jacks. The use of Fern dollies, flat trucks or other mechanical equipment is not permitted. Exhibitors are not allowed to unload or load any commercial vehicle that has been hired to transport their goods. Fern must control access of the loading docks in order to provide for a safe and orderly move-in/out.

Charges for material handling services are reflected on the Material Handling and Freight Service order form to be included in the Exhibitor Service Manual.

### **GRATUITIES**

Fern requests that exhibitors do not offer gratuities to our employees, as they are paid an excellent wage denoting a professional status. Any request for tips should be brought to the attention of a representative at the Fern Service Desk.

### **INSURING YOUR PRODUCT**

It is understood that Fern is not an insurer, and that insurance, if any, should be obtained by the exhibitor. Please refer to the Limits of Liabilities included in this Exhibitor Services Manual.

# COMMERCIAL BOOTHS – Online Booth Request and Payment Instructions (10/24/2023)

## Updated Reservation Steps:

**Before proceeding**, please review this document in its entirety for instructions with images.

Click the link below to go directly to the Commercial Booths Registration.

## [2024 COMMERCIAL BOOTHS REGISTRATION LINK](#)

Click the **blue Register button**.

The screenshot shows the '2024 Commercial Booths' registration page. At the top right is a blue 'Register' button. The main heading is '58th Annual NCECA Conference -Richmond, Virginia' with a sub-heading 'Welcome to the Commercial Booth Reservations'. On the left, it lists the conference dates as March 20-23, 2024, at the Greater Richmond Convention Center. On the right, it shows the start date (March 20, 2024) and end date (March 23, 2024). Below this, there is a section for 'Exhibit Show Tasks' with a link to 'Register for this Exhibit'. A paragraph states that any company manufacturing or providing products/services to the ceramic arts is eligible. Another paragraph explains that commercial booths can sell materials but not finished ceramics. A final section titled 'SALES REGULATIONS' details rules for displaying ceramic wares.

**Next step:** Login using the Primary Contact's email address; then select your organizational profile (on the right side).

The screenshot shows the 'nceca USER PORTAL' login page. The navigation bar includes links for Portal Home, Register Here, Helpful Links, Donate to NCECA, Shop, Virtual Cup Donation, Apply, and Login. The main content area features the NCECA logo and an 'Account Login' section. It prompts the user to enter their username (or email) and password. There are input fields for 'Username' and 'Password', each with a 'Forgot your [username/password]?' link. A 'Sign In' button is at the bottom. A small note at the bottom of the form states: 'By signing in, I agree to the Privacy Policy and Terms of Service.'

The screenshot shows a 'Please Select a Profile' dialog box. It contains two circular profile options. The first is a profile picture of Jennifer Chrisman with her name 'Jennifer Chrisman' below it. The second is a circular icon representing an organization with the text 'NCECA' below it.

**To request a commercial booth and make payment, you need to select to transact as the ORGANIZATION (not under your personal profile).** Please be sure your Organizational Membership is current to obtain the member fee before making table requests or payment.

This will return to the 2024 Resource Table Reservation Page. You will again click Register to continue.

## 2024 Resource Tables

[Register](#)

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### 58th Annual NCECA Conference - Richmond, Virginia

#### Welcome to the Resource Table Reservations

**Coalescence Conference Dates:** March 20-23, 2024

Greater Richmond Convention Center  
403 N 3rd St, Richmond, VA 23219


**Resource Tables are intended for organizations to promote their educational programs, services, and mission.**  
Resource tables may sell **ONLY** publications; such as books and exhibition catalogs, resources; videos, CDs and DVDs, and T-shirts related to the mission of their organization.


**SALES REGULATIONS:**


Ceramic wares that relate directly to the products, resources and/or services offered by participating organizations may be displayed in up to 25% of the space but may NOT be sold.

Advertising materials and signs of organization other than those that have engaged space are prohibited.

For questions, please contact [resourcehall@nceca.net](mailto:resourcehall@nceca.net)

 **START DATE**  
March 20, 2024

 **END DATE**  
March 23, 2024

 **LOCATION**

**Exhibit Show Tasks**  
[Register for this Exhibit](#)

**Select Booth/Fee type – this will indicate how many booths and the fees.**

### 2024 Commercial Booths

**Please follow these steps:**

1. Select Your Booth Type / Fee.
2. Select a booth preference in the dropdown for Choice #1 (**1 Booth**). Disregard other selections and proceed to the **SPECIAL REQUEST** instructions.
3. Use the **SPECIAL REQUEST** box below for the following:
  1. Identify 10 booth #s in order of preference from the floor plan in the Resource Hall Packet.
  2. Indicate any company you would like to be next/near to OR separated from.
  3. List your Booth Representatives. Three (3) representatives are included with the first booth; two (2) representatives are included with each additional booth. A company may purchase a maximum of two (2) ADD reps passes at \$155 per representative.

Please providing the following information for each representative:

- Name
- Email address
- Please indicate if your booth representative is a student

Thank you!

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#### Select Your Booth Type

- 1 Booth FULL Payment 2024 - \$1,730.00
- 1 Booth Deposit Payment 2024 - \$865.00
- Half Booth Deposit 2024 - \$522.50
- Half booth FULL payment 2024 - \$1,045.00

**Booth Preferences** – in the dropdown for Choice #1 select **1 Booth**.  
**DISREGARD Choices #2 and #3**

Select Your Booth Type

● 1 Booth FULL Payment 2024 - \$1,730.00

**Booth Preferences**

Choice #1: Select a Booth  
1 Booth

Choice #2: Select a Booth

Choice #3: Select a Booth

**Use the SPECIAL REQUEST area to enter the following:**

1. List **10 booth #s** in order of preference.
2. Indicate any company you would like to be **next to/near to** OR **separated from**.
3. List **Booth Representatives** names, email addresses, indicate if they are a FREE rep (3 included with your 1st booth fee, 2 included with each additional booth fee) or an ADD rep (\$155 each, maximum 2 per company)

Special Request

Use this space below to enter any special requests you have for your exhibit.

This information will be used to **assign spaces** and enable us to email the Individual Registration process instructions to your Booth representatives. **The process for registering as a booth representative has been updated to reflect the need for each individual to register themselves to acknowledge the policies that apply to all people participating in the conference.**

If you'd like to take advantage of the **ONE TIME OPTION** to prepay for two additional reps, you will need to do that now on this next screen.

**Add-ons**  
These can be added to your order and are described as Add-ons.

2024 Comm Booth - Additional rep fee (MAX 2)	\$155.00	⊖ 1 ⊕	Add
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Click the blue **Continue** button and then click **Details** to review before payment.

Click the blue **Add to Cart** button. This may bring up an Event Registration pop-up that says, "Would you like to register yourself or your group to the event?". **Click No, Complete Order**

Your Selections		<a href="#">Edit</a>
2024 Commercial Booths Mar 20 - 23 2024		<b>\$1,885.00</b> <a href="#">Details</a>
Booth Selections 1 Booth FULL Payment 2024 - Choice 1: 1 Booth 10x10 Booth		<b>\$1,730.00</b>
Add-Ons 2024 Comm Booth - Additional rep fee (MAX 2) x 1		<b>\$155.00</b>
<a href="#">Remove</a>		

**You may either make a payment or use an account credit if applicable.**

**To make a payment**, select or enter credit card information and select your billing address.

Checkout  Secure Server 

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Payment method:  
 New Payment Method

Add a Discount or Promotional Code  
Enter Code

Billing Address: \*  
 CO United States  
 4845 Pearl East Cir Ste 101  
Boulder, CO 80301-6113  
United States  
 New Address

Summary:		
Product Name	Price/Qty	Total Price
2024 Comm Booth - Additional rep fee (MAX 2)	\$155.00 x 1	\$155.00
1 Booth FULL Payment 2024	\$1,730.00 x 1	\$1,730.00
Tax:		\$0.00
<b>Total:</b>		<b>\$1,885.00</b>
<b>Total Due Now:</b>		<b>\$1,885.00</b>

**If you have a credit balance**, now is the time to use it.

- a. To apply your credit, look for the **Account Credits** section; your available balance displays there in green.

**Account Credits**

Account Balance: **\$6,300.00**

Applied Credit Account

**Account Credits**

Account Balance: **\$6,300.00**

Applied Credit Account

- b. Enter the amount you wish to apply on the line provided.
- c. The Use Credit button will change from gray to blue, then you **must** click that button to apply it to your balance. When you apply your available credits and if your balance for this transaction is



\$0.00 your credit/debit card will not be billed. **If your balance exceeds your available credit, your credit card will be billed.**

- d. **After indicating the credit use**, if you have a saved payment method on file, select it to move forward. If you do not have a credit card on file, you'll need to enter one to proceed.
- e. **Your card will not be billed as long as the amount of available credit in your account is equal to or greater than the total booth fees you have selected.**
- f. When you are ready, click **Checkout**.
- g. Any unused credit will remain in your account for future use.

Once your information has been added, the blue **Checkout** button will activate. Click **Checkout**, you will receive a payment receipt email as well as a confirmation email.

Please let us know if you have any questions.

Best regards,  
Jenn Chrisman  
NCECA 2024 Resource Hall Coordinator  
[resourcehall@nceca.net](mailto:resourcehall@nceca.net)

## RESOURCE TABLES – Online Table Request and Payment Instructions (10/24/23)

### Updated Reservation Steps:

**Before proceeding**, please review this document in its entirety for instructions with images.

Click the link below to go directly to the Resource Table Registration.

### [2024 RESOURCE TABLE REGISTRATION LINK](#)

This will enable you to have the portal and this document open at the same time. Please review before starting the online process.

Click the **blue Register button**.

The screenshot shows a registration page for the 2024 Resource Tables. At the top left, it says "2024 Resource Tables". On the right, there is a blue "Register" button. The main heading is "58th Annual NCECA Conference - Richmond, Virginia" followed by "Welcome to the Resource Table Reservations". Below this, it lists the conference dates as March 20-23, 2024, and the location as the Greater Richmond Convention Center. There are also sections for "Resource Tables are intended for organizations to promote their educational programs, services, and mission" and "SALES REGULATIONS". On the right side, there are icons for "START DATE" (March 20, 2024), "END DATE" (March 23, 2024), and "LOCATION". At the bottom right, there is a link for "Exhibit Show Tasks" and "Register for this Exhibit".

**Next step:** Login using the Primary Contact's email address; then select your organizational profile (on the right side).

The screenshot shows the NCECA User Portal login page. The header includes the NCECA logo and "USER PORTAL" with navigation links for Portal Home, Register Here, Helpful Links, Donate to NCECA, Shop, Virtual Cup Donation, Apply, and Login. The main content area has the NCECA logo and "Account Login" section. It prompts the user to "Enter your username (or email) and password" and provides input fields for Username and Password. There are links for "Forgot your username?" and "Forgot your password?". At the bottom, there is a "Sign In" button and a note: "By signing in, I agree to the Privacy Policy and Terms of Service."

The screenshot shows a "Please Select a Profile" screen. It features two profile options: a circular profile picture of Jennifer Chrisman and a circular icon representing the NCECA organization. Below each profile is its name: "Jennifer Chrisman" and "NCECA".

**To request tables and make payment, you need to select to transact as the ORGANIZATION (not under your personal profile).** Please be sure your Organizational Membership is current to obtain the member fee before making table requests or payment.

This will return to the 2024 Resource Table Reservation Page. You will again click Register to continue.

## 2024 Resource Tables

[Register](#)

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### 58th Annual NCECA Conference - Richmond, Virginia

#### Welcome to the Resource Table Reservations

**Coalescence Conference Dates:** March 20-23, 2024

Greater Richmond Convention Center  
403 N 3rd St, Richmond, VA 23219


**Resource Tables are intended for organizations to promote their educational programs, services, and mission.**  
Resource tables may sell **ONLY** publications; such as books and exhibition catalogs, resources; videos, CDs and DVDs, and T-shirts related to the mission of their organization.


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Advertising materials and signs of organization other than those that have engaged space are prohibited.

For questions, please contact [resourcehall@nceca.net](mailto:resourcehall@nceca.net)

 **START DATE**  
March 20, 2024

 **END DATE**  
March 23, 2024

 **LOCATION**

**Exhibit Show Tasks**  
[Register for this Exhibit](#)

## Select Booth/Fee type – Full payment or Deposit

### 2024 Resource Tables

**Please follow these steps:**

1. Select Your Booth Type / Fee.
2. Select a booth preference in the dropdown for Choice #1 (**1 Table**). Disregard other selections and proceed to the SPECIAL REQUEST instructions.
3. Use the **SPECIAL REQUEST** box below for the following:
  1. Identify 10 table #s in order of preference from the floor plan in the Resource Hall Packet.
  2. Indicate any organization you would like to be next/near to OR separated from.
3. List your Table Representatives. Two (2) representatives are included with the table;  
An organization may purchase a maximum of two (2) ADD reps passes at \$155 per representative.

Please providing the following information for each representative:

- Name
- Email address
- Please indicate if your booth representative is a student

Thank you!

### Select Your Booth Type

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2024 Resource Table FULL Payment - \$575.00

2024 Resource Table DEPOSIT - \$287.50

**Booth preferences** – in the dropdown for Choice #1 select **1 Table**.

**DISREGARD Choices #2 and #3**

**Booth Preferences**

Choice #1:  ▼

Choice #2:  ▼

Choice #3:  ▼

**Use the SPECIAL REQUEST area to enter the following:**

1. **List 10 table #s** in order of preference.
2. Indicate any organization you would like to be **next to/near to** OR **separated from**.
3. **List Booth Representatives** names, email addresses, indicate if they are a STUDENT, and indicate if they are a FREE rep (2 included with your table fee) or an ADD rep (\$155 each, maximum 2 per organization)

Special Request

Use this space below to enter any special requests you have for your exhibit.

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This information will be used to **assign tables** and enable us to email the Individual Registration process instructions to your Booth representatives. **The process for registering as a booth representative has been updated to reflect the need for each individual to register themselves to acknowledge the policies that apply to all people participating in the conference.**

If you'd like to take advantage of the **ONE TIME OPTION** to PREPAY for two additional reps, you will need to do that now on this next screen.

**Add-ons**  
These can be added to your order and are described as Add-ons.

2024 Resource Tables - Additional rep fee (MAX 2)	\$155.00	<input type="button" value="−"/> 1 <input type="button" value="+"/>	<input type="button" value="Add"/>
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Click the blue **Continue** button and then click **Details** to review before payment.

<b>Booth Selections</b>	
2024 Resource Table FULL Payment	\$575.00
- Choice 1: 1 Table Resource Tables	
<b>Add-Ons</b>	
2024 Resource Tables - Additional rep fee (MAX 2) x 1	\$155.00

Click the blue **Add to Cart** button. This may bring up an Event Registration pop-up that says, "Would you like to register yourself or your group to the event?". **Click No, Complete Order**

This will take you to the Checkout screen to make payment.

**You may either make a payment or use an account credit if applicable.**

1. To make a payment, select or enter credit card information and select your billing address.

The screenshot shows a checkout interface with the following elements:

- Payment method:** A radio button for "New Payment Method".
- Add a Discount or Promotional Code:** A text input field labeled "Enter Code" and a blue "Apply" button.
- Billing Address:** A radio button for "CO United States".
- Summary Table:**

Product Name	Price/Qty	Total Price
2024 Resource Tables - Additional rep fee (MAX 2)	\$155.00 x 1	\$155.00
2024 Resource Table FULL Payment	\$575.00 x 1	\$575.00
Tax:		\$0.00
<b>Total:</b>		<b>\$730.00</b>
<b>Total Due Now:</b>		<b>\$730.00</b>

2. If you have a credit balance, now is the time to use it.

a. To apply your credit, look for the **Account Credits** section; your available balance displays there in green.

The two screenshots show the 'Account Credits' section. The left screenshot shows the 'Account Balance: \$440.00' in green and a gray 'Use Credit' button. The right screenshot shows the same balance, but with an input field containing '440' and a blue 'Use Credit' button.

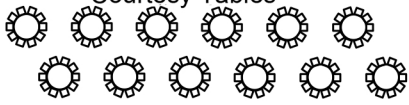
- b. Enter the amount you wish to apply on the line provided.
- c. The **Use Credit** button will change from gray to blue, then you **must** click that button to apply it to your balance. When you apply your available credits and if your balance for this transaction is \$0.00 your credit/debit card will not be billed. **If your balance exceeds your available credit, your credit card will be billed.**
- d. **After indicating the credit use**, if you have a saved payment method on file, select it to move forward. If you do not have a credit card on file, you'll need to enter one to proceed.
- e. **Your card will not be billed as long as the amount of available credit in your account is equal to or greater than the total booth fees you have selected.**
- f. When you are ready, click **Checkout**.
- g. Any unused credit will remain in your account for future use.

Once your information has been added, the blue **Checkout** button will activate. Click **Checkout**, you will receive a payment receipt email as well as a confirmation email.

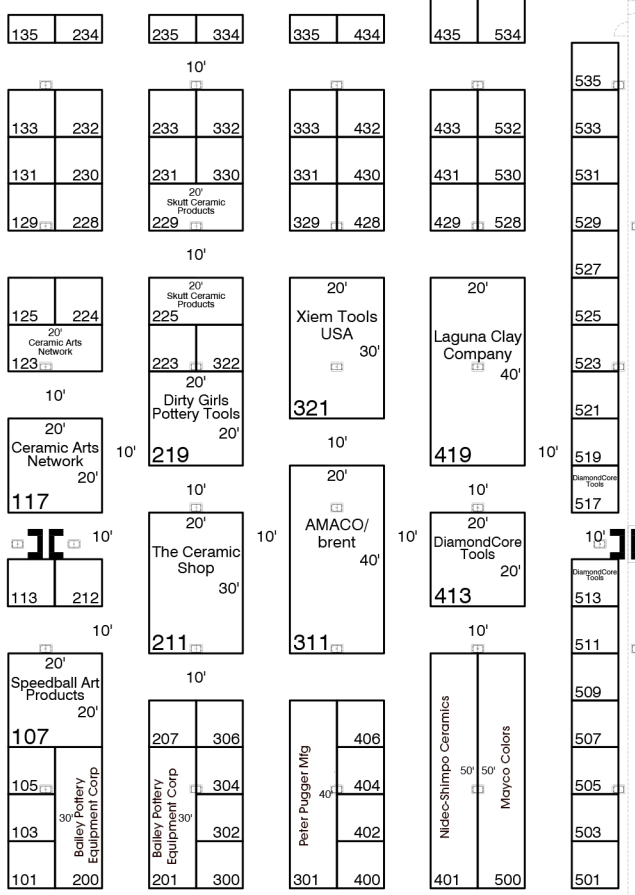
Please let us know if you have any questions.

Best regards,  
Jenn Chrisman  
NCECA 2024 Resource Hall Coordinator  
[resourcehall@nceca.net](mailto:resourcehall@nceca.net)

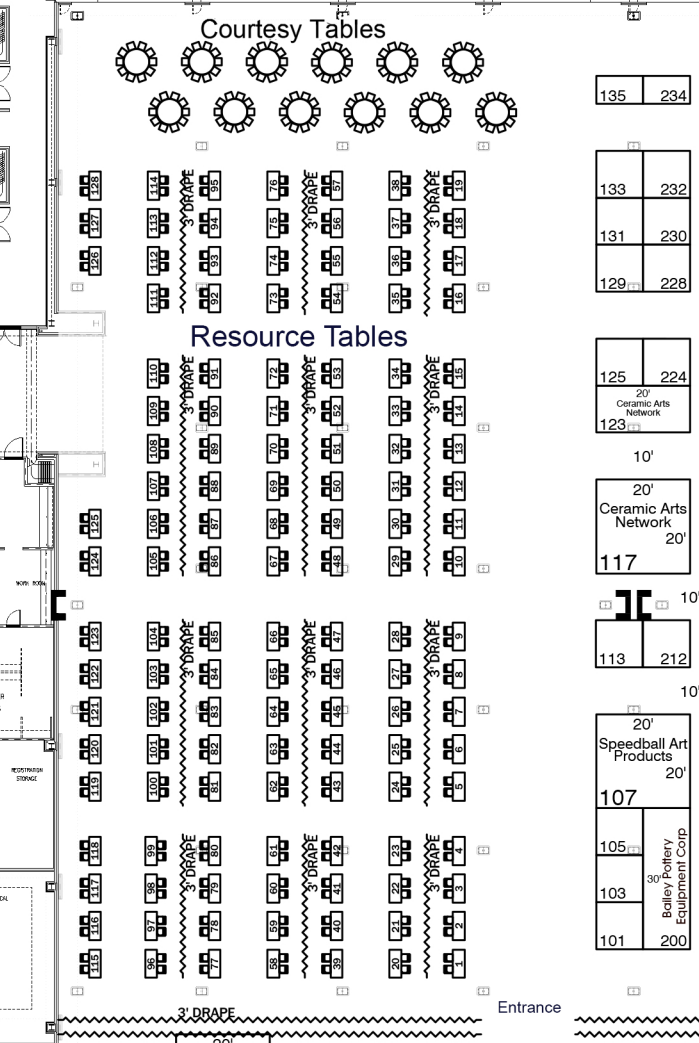
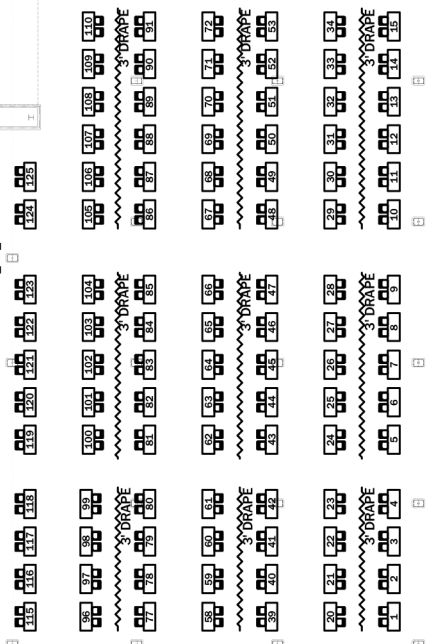
### Courtesy Tables



### Commercial Booths



### Resource Tables



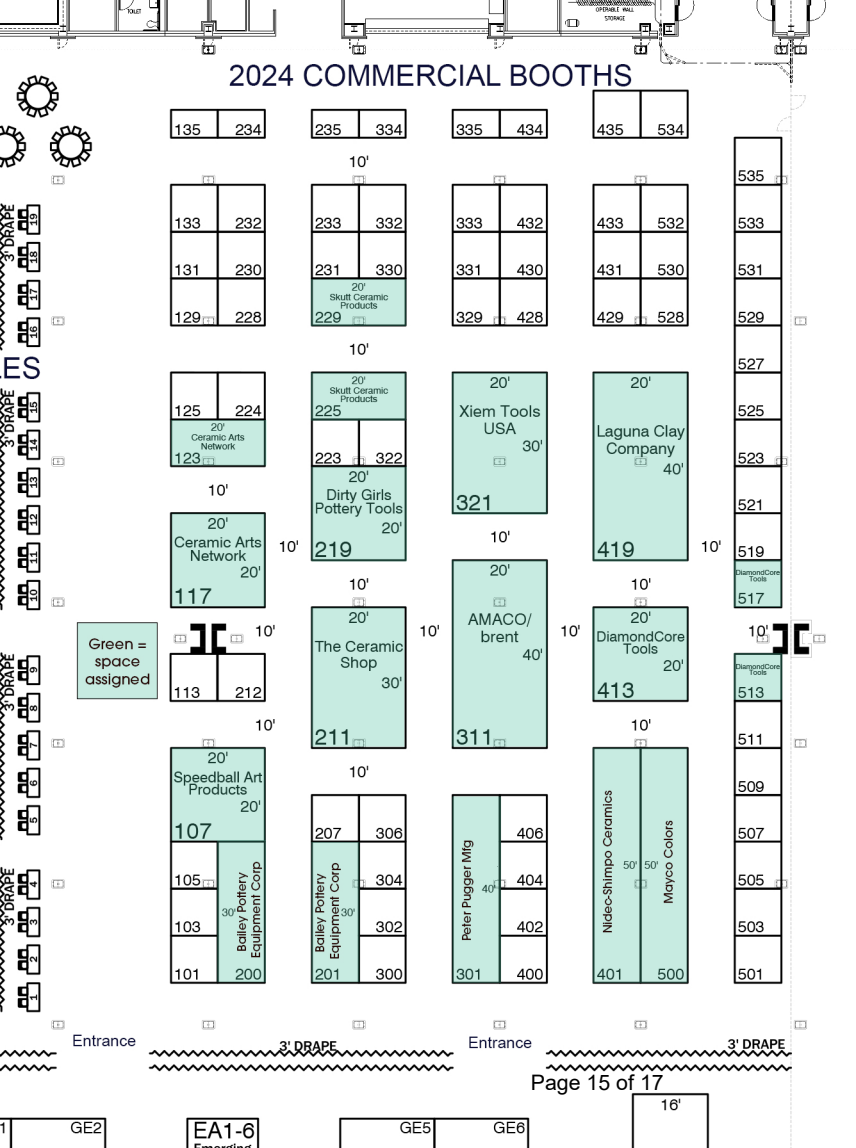
Projects Space

Gallery Expo & Emerging Artists

Entrance

Entrance

# 2024 COMMERCIAL BOOTHS



# Courtesy Tables



135	234
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126	127	128
-----	-----	-----

111	112	113	114
-----	-----	-----	-----

3' DRAPE

92	93	94	95
----	----	----	----

73	74	75	76
----	----	----	----

3' DRAPE

54	55	56	57
----	----	----	----

35	36	37	38
----	----	----	----

3' DRAPE

16	17	18	19
----	----	----	----

133	232
131	230
129	228

# 2024 RESOURCE TABLES

124	125
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105	106	107	108	109	110
-----	-----	-----	-----	-----	-----

3' DRAPE

86	87	88	89	90	91
----	----	----	----	----	----

67	68	69	70	71	72
----	----	----	----	----	----

3' DRAPE

48	49	50	51	52	53
----	----	----	----	----	----

29	30	31	32	33	34
----	----	----	----	----	----

3' DRAPE

10	11	12	13	14	15
----	----	----	----	----	----

125	224
20' Ceramic Arts Network	
123	

10'

20' Ceramic Arts Network 20'	
117	

10'	
113	212

10'

20' Speedball Art Products 20'	
107	

115	116	117	118
-----	-----	-----	-----

96	97	98	99
----	----	----	----

3' DRAPE

81	82	83	84	85
----	----	----	----	----

62	63	64	65	66
----	----	----	----	----

3' DRAPE

43	44	45	46	47
----	----	----	----	----

24	25	26	27	28
----	----	----	----	----

3' DRAPE

5	6	7	8	9
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20' Bailey Pottery Equipment Corp 30'	
105	200
103	
101	

Entrance

3' DRAPE

20'



## Frequently Asked Questions and Important Information About Sales Taxes

### 1. Who can I contact for additional information about sales taxes?

Website for the Virginia Department of Taxation: [Virginia Department of Taxation](#)

Customer Service Number for the Virginia Department of Taxation: (804) 367-8037

### 2. What is the sales tax rate for Richmond, Virginia?

The sales tax rate for Richmond, VA is: 6%.

### 3. Do I need to pay sales taxes for anything sold at the NCECA conference in Richmond, Virginia?

If you sell, lease, distribute, or rent tangible personal property to customers in Virginia, or otherwise meet the definition of a “dealer,” and have “sufficient activity” in Virginia, you have nexus as defined in [Va. Code § 58.1-612](#), and must collect and pay sales tax in Virginia.

### 4. How do I pay sales taxes for sales collected during the NCECA Richmond Conference in 2024?

#### OUT-OF-STATE Exhibitors:

- Use Form A on the [Temporary Sales Tax Certificate/Return \(Form ST-50\)](#) to remit sales taxes collected in Richmond to the Virginia Department of Taxation by the 20th of the month following the conference (**no later than April 20, 2024**).

#### IN-STATE Exhibitors (Virginia-Based Exhibitors):

For exhibitors **NOT** registered with the Virginia Department of Taxation:

- If you are in the State of Virginia and have not registered your business, **you will need to** complete the [Business Registration Form \(Form R-1\)](#).
- When you complete your registration, you'll receive your 15-digit sales tax account number and your Sales Tax Certificate of Registration (Form ST-4). Be sure to save both.
- Following the conference, please remit the [Virginia Retail Sales and Use Tax Return \(Form ST-9\)](#) for sale taxes collected at the conference.

For exhibitors **ALREADY registered** with the Virginia Department of Taxation:

- **If you are already a business that is registered with the State of Virginia**, please follow your usual remittance process for sales tax collected by submitting the [Virginia Retail Sales and Use Tax Return \(Form ST-9\)](#) following the conference.