



NCGFOA
North Carolina Government Finance Officers Association

Frequently Asked Questions:

What is the sponsorship registration cancelation policy?

Cancellation Policy: To cancel your sponsor registration and in order to qualify for a full refund, please contact events@ncfm.org **no later than October 21, 2024**. The NCGFOA will be charged for all fees incurred from the conference facility after October 21. We must give guarantees to the conference facility, and they will charge us even if you cancel; therefore, no refunds can be made after **October 21, 2024**.

Please review the hotel's cancellation policy in regard to your room reservation.

Where do we send a copy of our company logo?

Logo of organization: It is crucial to upload your logo at the time of the registration process. In the event you did not submit your logo during the registration process, you can email a current logo to events@ncfm.org no later than **Monday, October 21, 2024**. If we do not receive by the deadline, we will proceed with using the logo you provided for previous conferences.

Company Logo submission due at the time of registration – **PNG**

What if I have a Door Prize Drawing?

If you plan to have a door prize drawing, please bring it to the onsite registration desk before Tuesday the Networking Lunch.

How do I pick my table?

NCGFOA will assign table locations. Please check in at the onsite registration prior to entering the Windsor Ballroom. You will be assigned to your table at the time of onsite check in.

Table size: Table size is a 6ft

Items Included with Table: Tablecloth, Two chairs, Electrical



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What are the exhibit hall times?

Table Set Up | Sunday, November 17, 2024 | 3:00 PM - 6:00 PM
Open to Members | Monday, November 18, 2024 | 8:00 AM – 4:00 PM
Open to Members | Tuesday, November 19, 2024 | 7:00 AM - 2:00 PM
Take Down | Tuesday, November 19, 2024 | 1:30 PM

Where do I ship my exhibit table items?

Please open the Exhibitor Information Sheet to review the shipping instructions.

When will the attendee list be sent out?

Attendee list including name and local government units will be available one week out from the conference. It will be posted on the NCGFOA guidebook app.

What is the hotel reservation room block deadline?

Registrants can reserve a hotel room AFTER they have completed the conference registration process. Once registration has been completed, the registrant will receive a confirmation e-mail that will include information on how to reserve a hotel room.

HOTEL:

Renaissances Downtown Asheville
31 Woodfin Street
Asheville, NC 28801
828-252-8211
Room Rate: \$199 ++
\$11.00 Self-Parking Fee per day | Group Discount Fee

Hotel reservation deadline is Monday, October 28, 2024.

Are the Meals Included?

All meals for sponsor representatives are included, but we do ask that you “check if attending” for meal count.