Greetings Business Partners,

On behalf of the NCUCA, I would like to thank you for registering for this year's Annual Conference. As you all know the 2017 Conference is just around the corner and for your convenience I have provided the following important information.

Hotel:

Bellagio Las Vegas
3600 Las Vegas Boulevard South
Las Vegas, NV. 89109
https://aws.passkey.com/event/15659658/owner/4927/landing

Exhibiting Materials can be mailed to: (EXAMPLE)

> **Hold For Guest: (Guest Name) (Guest Cell Number)**
> **c/o FedEx Office at Bellagio Las Vegas**
> **3600 Las Vegas Boulevard South**
> **Las Vegas, NV, 89109**
> **Convention Name: NCUCA CONFERENCE**
> **Event Dates: March 15th to March 17th**
> ****(Each package must be labeled with the name of the registered guest who is responsible for the handling charges.)**

In addition, if you need to gain access to your shipment after business hours, please contact the Convention Services Manager; or should they be gone for the evening, the Hotel Operator; someone will assist you with obtaining your packages.

General Rules:

* No one under the age of 18 years old will be allowed to attend any NCUCA event
* The Conference Committee and the NCUCA are not responsible for the delivery of sponsorship materials, hotel reservations, or other items outside the scope of the agreed upon sponsorship.
* To ensure you receive the discounted room rate, you must make your reservations with the hotel no later than February 15, 2017 as long as the room block has not sold out. Hotel link is on the NCUCA website.
* Deadline for the format/spec requirements for logo and advertising submission is February 15, 2017. Please visit the website and chose the option: "Business Partners" for all other the information
* No refund will be issued to any company who does not comply with the NCUCA Exhibitor Rules and Regulations.

- You will be given a conference attendees list at registration, during the conference. If you are a sponsor, the list will be provided two weeks prior to the conference.

- All paid exhibitors are allowed and encouraged to attend any educational sessions. All exhibit booth personnel are required to register for the conference.
- The conference badge must be worn at all NCUCA functions and sharing of badges is strictly prohibited.
- To finalize your registration and sponsorship for the conference, please visit www.ncuca.com, if you have not done so.
- Please read and adhere to all deadlines.

All exhibitors will be provided a 6'x 6' area (first come, first serve), 6' table, black table cloth and two chairs. For electrical needs and WiFi access, you may make your requests by contacting Steve McGillivray with Bellagio Encore Event Technologies @ 702.693-8871 or steven.mcgillivray@encore-us.com All Business Partners are responsible for the charges associated with your requests.

Please remember the combined rooms Ballroom 3 and Ballroom 5 will be available for setup from:
- *7:00am to 5:00 pm (Thursday, March 16, 2017)*

Tear down times:
- *7:30pm-10:00pm (Thursday, March 16, 2017*
- *8:00am to 5:00pm (Friday, March 17, 2017)*

No one will be allowed to setup their booths once lunch has started. I will have access to the room during the day and will be available to let you in. The rooms are locked but we ask that no one leave any valuables.

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Registration:
Raphael Ball Room 1 and 2
Wednesday, March 15
Starts @ 5:00pm

Welcome reception:
Raphael Ball Room 1 and 2
Wednesday, March 15
5:00pm to 7:00pm

***Please encourage the attendees to attend the welcome reception when you see them walking around the hotel.

Business Partner Networking Reception
Thursday, March 16
4:30 to 6:30

***We encourage that all vendors bring giveaways to be raffled during the Networking Reception.**

If you have any questions, need assistance or additional information, please contact:

Rudy Martin @ 626.253.1642 email: rmartin@firstcitycu.org
Larry Jimenez @ 918.606.9799 email: ljimenez@tulsafederalcu.org
David Sandoval @ 626.488.3008 email: dsandoval@ngfcu.org

Respectfully,

Rudy Martin
NCUCA Board Member

CC: Art Sookazian
              NCUCA, President