



## 2025 Leadership Conference Sponsor & Exhibitor Packet

**Sponsor Contact:** karriewilliams@flowcontrolgroup.com

**Exhibition Venue:** The Ballantyne, 10000 Ballantyne Commons Parkway,  
Charlotte, North Carolina 28277  
Phone: (704) 248-4000 | Email: info@theballantyne.com

**Event Dates & Schedule:** August 18 – August 20, 2025

**Exhibition Hours:** Tuesday, August 19, 2025  
12:00 PM – 6:00 PM

**Set-up Hours:** Tuesday, August 19, 2025  
BEFORE 12:00 PM

**Move Out Hours:** Tuesday, August 19, 2025  
AFTER 6:00 PM

**Exhibitor Booth:** Platinum Sponsors: Two (2) 6' skirted table/4 chairs  
Other Sponsors: One (1) 6' skirted table/2 chairs  
Electrical provide by request only

**Booth & Material Shipments:** See page 3 for **important** shipping instructions.

**Submit Logo:** Sponsor logos will be included on all appropriate marketing material and exhibitor punch cards. Logo must be high-resolution jpeg or png.  
**Submit to:** karriewilliams@flowcontrolgroup.com  
**Deadline:** ASAP; on later than July 14, 2025

**Digital Ad:** Sponsor can submit a one-page digital ad in PowerPoint format. A master slide deck will be created with all sponsors' digital ads and will loop on meeting monitors when appropriate.  
Slide format - widescreen layout 16:9  
**Submit to:** karriewilliams@flowcontrolgroup.com  
**Deadline:** ASAP; on later than July 14, 2025

# FCG 2025 Leadership Conference

## Sponsor & Exhibitor Packet

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### Hotel

#### Reservations:

Event reservations MUST BE COMPLETED by **July 14, 2025**

- Platinum / Gold Level: Sponsorship includes 2 rooms/3 nights
- Silver Level: Sponsorship includes 1 rooms/2 nights

Visit the sponsor portal to register: <https://fcgleadership.com/sponsor-event-registration/>. FCG will secure your rooms based on registration.

#### Travel Details:

##### Platinum / Gold Level:

- Arrive - Monday, Aug 18 (hotel check-in is 3:00pm)
- Departure – Wednesday, Aug 20 (optional golf event)

##### Silver Level:

- Arrive - Monday, Aug 18 (hotel check-in is 3:00pm)
- Departure – Wednesday, Aug 20 (event ends at 12:00 PM)

#### Meals:

##### All Inclusive Meals & Events

- Breakfast: Tuesday, Wednesday
- Lunch: Tuesday, Wednesday
- Dinner: Monday (TBD)
- Sponsor Reception: Tuesday (Platinum & Gold only)
- Dinner: Tuesday Awards Celebration

#### Schedule:

Please see event schedule on the Leadership meeting website:  
<https://fcgleadership.com/>

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## Booth & Material Shipments

Material shipping instructions and policy provided by The Ballantyne

The Ballantyne Hotel package room is available for receipt, holding, and delivery of **small** packages to guests in rooms and meeting spaces.

The package room **may not** be used as storage, nor will it be available to store exhibits or large crates in an effort to avoid the group's contracted drayage company.

It is requested that packages arrive at the Hotel no earlier than five (5) days prior to the date required. Storage for boxes received more than 5 days prior to the group's (or recipient's) arrival will be charged a fee of \$5 per box per day, and \$50 per pallet per day.

### Shipments should be labeled and identified as follows:

(No shipment will be accepted after 5:00 pm)

The Ballantyne

10000 Ballantyne Commons Parkway,

Charlotte, North Carolina 28277

Group Name/Dates: Flow Control Group Meeting / August 18 - August 20

Hold for: [Your name]

Arrival Date: [Your arrival date]

Any pallets to be shipped **MUST** be approved by Meeting & Events Manager at least 3 weeks prior to arrival.

For shipping out, please pre-label all packages and schedule a pickup through your carrier.

Please notify Meeting & Events Manager of the pickup time scheduled.

### For Information Contact:

Karrie Williams

**Flow Control Group**

karriewilliams@flowcontrolgroup.com

936-828-6626

Danielle Massey

**The Ballantyne, Director of Catering & Events**

dmassey@theballantyne.com

704-248-4033