



11325 Brown Bridge Road
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Manufacturers' Rep and Vendor Meeting Policy

We welcome new products and ideas that will help us to better serve our customers and our community. To be good stewards of our time and yours, we meet with manufacturers' representatives and vendors twice per month. If you would like to present a product or service to the Authority, please see the following guidelines so that your time and our time will be optimized.

1. Product or service presentations of interest to NCWSA are conducted on the 2nd and 4th Thursday of each month. No more than two presentations will be scheduled, with slots being 9:30 a.m. and an 11:30 a.m., "working" lunch session.
2. To optimize product exposure across numerous Departments, we recommend the "Lunch-and-Learn" setting, asking our employees to forego their normal lunch period and attend the "working" presentation. As a courtesy, we ask that the presenters provide lunch for yourselves and our staff during the 11:30 a.m. time slot. Please arrive at 11:30 a.m., or with sufficient time to start the presentation by 12:00 noon. Limit the presentation to 1 hour.
3. We furnish a computer, projector, USB port, audio, and internet for presentations in our meeting room.
4. Please contact Lindsey Chambers to schedule a date and slot for presentations and the Departments / numbers of employees targeted for the session. Phone: 770-385-3923 Email: lc@ncwsa.us