

## RULES AND REGULATIONS FOR EXHIBITS

1. Spaces are *approximately* 3' x 8' with a 2' x 6' table inside the area. Displays will be kept in assigned space. There are no curtains. This is a display space, not a booth.
2. Spaces outside the convention area (courtyard/sidewalks) will be considered display spaces and exhibitors will be charged accordingly.
3. **Earliest postmarked payment (or financial institution noted date and time for credit card users) for registration and display space will have priority in display selection. Faxed or e-mailed copies of registration forms or checks do not qualify. You must have someone present to choose your display space, if you do not you forfeit your choice of location. You can choose someone to be your representative if need be. Spaces will be assigned (after selection process) to exhibitors not present for selection. There will be no exceptions.**
4. There will be no items blocking the aisles in front of the display. If the display will not fit on or beside the table, another space must be purchased. If your display will not fit in the one space (3' x 8'), you will need to purchase another space **prior to** the convention.
5. **Exhibitor display selection will be held Wednesday, May 29, 8:30 am.**
6. Exhibitor setup time will follow completion of selection. In fairness to all, exhibitors will not be permitted to begin setup until all exhibitors present have chosen their space. Please be on time and ready so that selection can take place in a timely and orderly manner
7. Exhibitor breakdown time is **Wednesday, May 29, 2:30- 4:30 pm**. All exhibitors are required to have their areas cleared by 4:30 pm on Wednesday.
8. Exhibitors are expected to adhere to the setup and breakdown times so that an orderly and mannerly convention can take place.
9. Each representative must register for the convention. If your company has several representatives attending, each individual must be registered. No exhibitor can be selling their services or products in or around the convention meeting rooms or hallways without purchasing a display space or sponsoring a refreshment break (\$350 minimum). There will be no exceptions.
10. Vendors are **not** allowed to have individual prize drawings at their display space. We encourage vendors to donate prizes for the general door prize drawing held during the exhibitor visitations on Wednesday, May 29. Your company will receive recognition for all contributions.

Submitted by the NCPSMA Convention Planning Committee and approved by the NCPSMA Advisory Council. If you have any questions or comments, please contact Roxie Mack, NCPSMA Executive Director at 336-366-4939 or roxiermack@gmail.com.