

**NORTH CAROLINA PUBLIC SCHOOL MAINTENANCE ASSOCIATION
51ST ANNUAL EASTERN CONVENTION**

RULES AND REGULATIONS FOR EXHIBITS

- 1) **DISPLAY SPACE(S)**
 - a. Spaces are *approximately* 3' x 8' with a 2' x 6' table inside the area. This is an open display space only; there are no curtains or back walls to display spaces.
 - b. Due to fire and safety codes all displays must fit in the assigned footprint for your display space. If the display will not fit on or beside the table, another space must be purchased. ***Additional display space must be purchased during registration.***
 - c. Spaces outside the convention area (courtyard / sidewalks) will be considered display spaces and exhibitors will be charged accordingly.
 - d. Display Spaces with electricity are a "first come, first serve" basis due to only having a limited number of electrical display spaces. Electrical availability is not guaranteed. Vendors will need to provide their own extension cords. In the event you do not have an extension cord, NCPSMA has a limited number of extension cords that may be rented for a non-refundable fee of \$10.00.

- 2) **DISPLAY SPACE SELECTION**
 - a. **Display Space Selection is chosen by earliest postmarked payment or financial institution noted date and time for credit card users. NOTE:** Emailed copies of registration forms or checks do not qualify.
 - b. Vendors must have a representative present to choose your display space; in the event you do not have a representative at time of booth selection you will forfeit your choice of location.
 - c. Spaces will be assigned (after selection process) to exhibitors not present during selection process.

- 3) **DISPLAY SPACE SELECTION DATE AND TIME**
 - a. Display selection will be **Thursday, September 28, 2023, at 9:00 am.**

- 4) **DISPLAY SPACE SETUP**
 - a. In fairness to all exhibitors, vendors will not be permitted to begin setup until all exhibitor's present have chosen their space.
 - b. Vendor selection normally takes approximately 20-30 minutes.

- 5) **DISPLAY SPACE BREAKDOWN**
 - a. Exhibitor breakdown time will be **Friday, September 29, 2023, beginning at 10:30 am.**
 - b. All exhibitors are required to have their areas cleared by Friday, September 29, 2023, at **12:00 pm.**
 - c. Exhibitors are expected to adhere to the breakdown times to allow ample time for the next event.

- 6) **EXHIBITOR REPRESENTATIVE(S)**
 - a. Each display space purchase includes one vendor registration.
 - b. If your company has more than one representative attending, each additional individual must be registered.

- 7) **EXHIBITOR REPRESENTATION**
 - a. Selling of services or products in or around the convention meeting rooms or hallways, without the purchase of a display space or sponsorship (\$600.00 minimum) is strictly prohibited.
 - b. In order for an exhibitor's name to be listed in the program, they must provide sponsorship (\$600.00 minimum) or purchase a display space.

- 8) **DOOR PRIZE INFORMATION**
 - a. Exhibitors are encouraged to supply and/or distribute door prizes through games, calling card drawings or whatever option they choose (within reason) at their display space during Exhibitor visitation times.
 - b. Door Prizes cannot consist of alcoholic beverages.
 - c. We request that each vendor complete the Door Prize Winner's form provided in your registration packet. Please be sure to list all door prize(s) your company awarded as well as the recipient. We ask that you please return this form to the Registration Desk prior to leaving the convention so that we may recognize your company in our monthly publication, *The Maintenance Beacon*, for your participation and generosity in the Convention.