



2016 Exhibitor Manual

Tuesday, June 21 – McKimmon Center, Raleigh

Tuesday, June 28 – Durham Convention Center, Durham

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SECTION 1

Set Up and Break Down

A. Exhibit Space Fees:

Exhibit spaces are \$350 (one conference) or \$650 (two conferences) for a general entity; \$175 (one conference) or \$275 (two conferences) for a non-profit entity. No two unique entities may share exhibit space. Electricity is a charge for each location and must be reserved at the time the exhibit space is reserved. All payments are due by Monday, May 30, 2016. Non-payment by this date results in forfeit of exhibit space.

B. Move-In and Move-Out:

Move-In:

RALEIGH ONLY: Tuesday, June 21, 7:00am – 7:30am

DURHAM ONLY: Tuesday, June 28, 7:00am – 7:30am

BOTH CONFERENCES: Plan ahead! Be ready for the opening of The Triangle Caregivers Conference by starting your move-in early. All booths **MUST** be in place by 7:30am on the day of the conference or your space may be forfeited (with no refund) and **MUST** be removed between 2:30pm and 3:30pm.

C. Conference Times: The show doors will open to exhibitors at 7:00am on the day of the conference. We would appreciate if you have your booth 'show ready' by 7:30am to accommodate attendees.

Conference Time: 8:00am-3:30pm
(Exhibitors are asked to begin moving out at 2:30pm)

D. Exhibitor Packets/Badges: Exhibitor packets will be provided to you the morning of the conference.

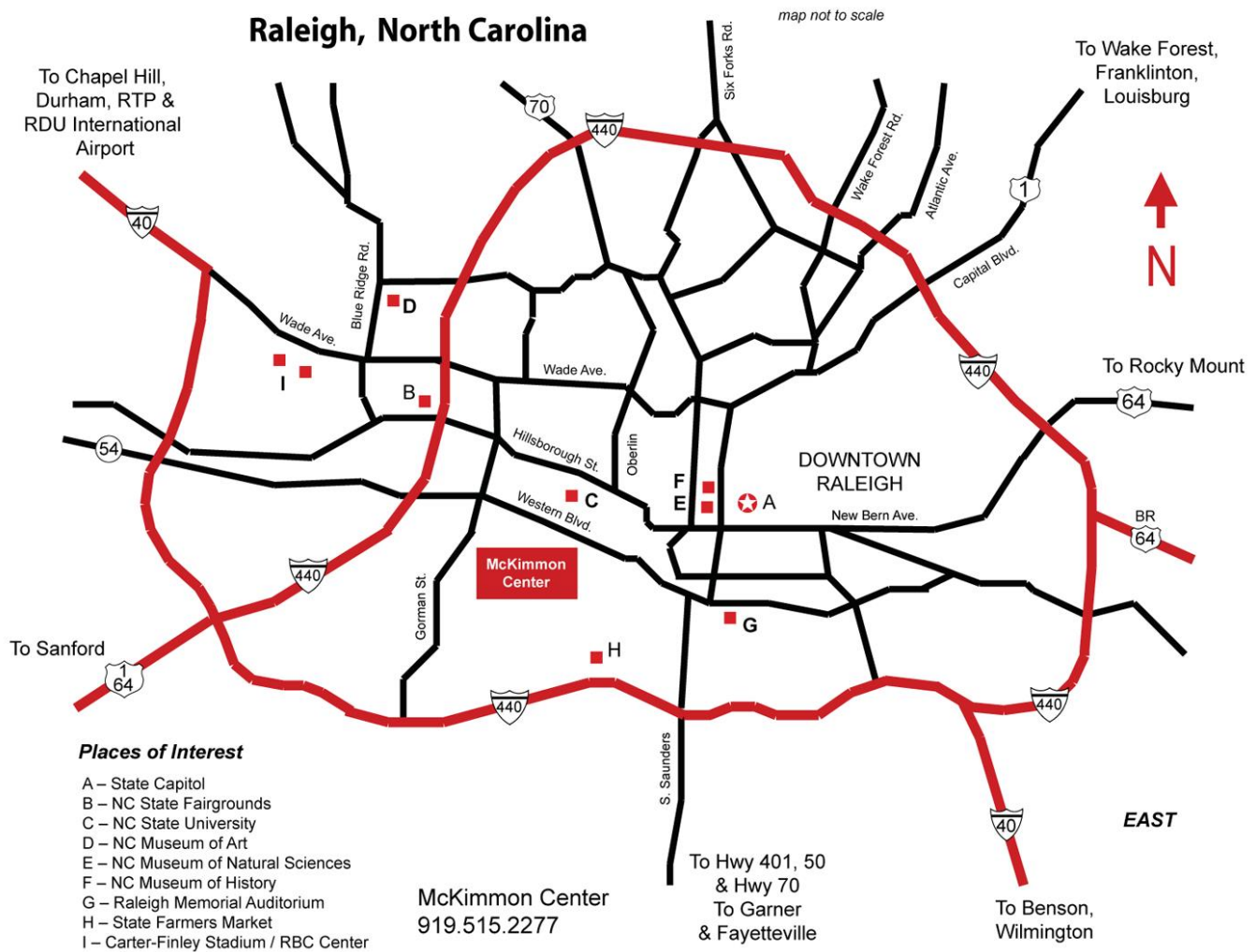
E. Carts, Dollies and Hand Trucks: You must furnish your own equipment for moving your materials to your booth and we suggest that you do bring some type of moving equipment.

F. Loading/Unloading: There are large bays located on the back of McKimmon Center for large trucks to unload. At the Durham Convention Center, all exhibitors should proceed to the loading dock. Exhibit materials may not be brought through main Convention Center entrances or through the hotel entrance.

G. Lunch: Up to two lunches will be provided to each exhibitor unless additional are purchased through online registration.

H. Parking: Parking in the front lots of the McKimmon Conference & Training Center is free and usually plentiful. There are three smaller parking lots on each side of the Center that are reserved for University employees. Visitors are asked to park in designated visitor parking spaces in order to avoid ticketing. At the Durham Convention Center, parking is available in the parking deck across Morgan Street. Exhibitor registration includes two parking passes to cover the cost of the parking deck.

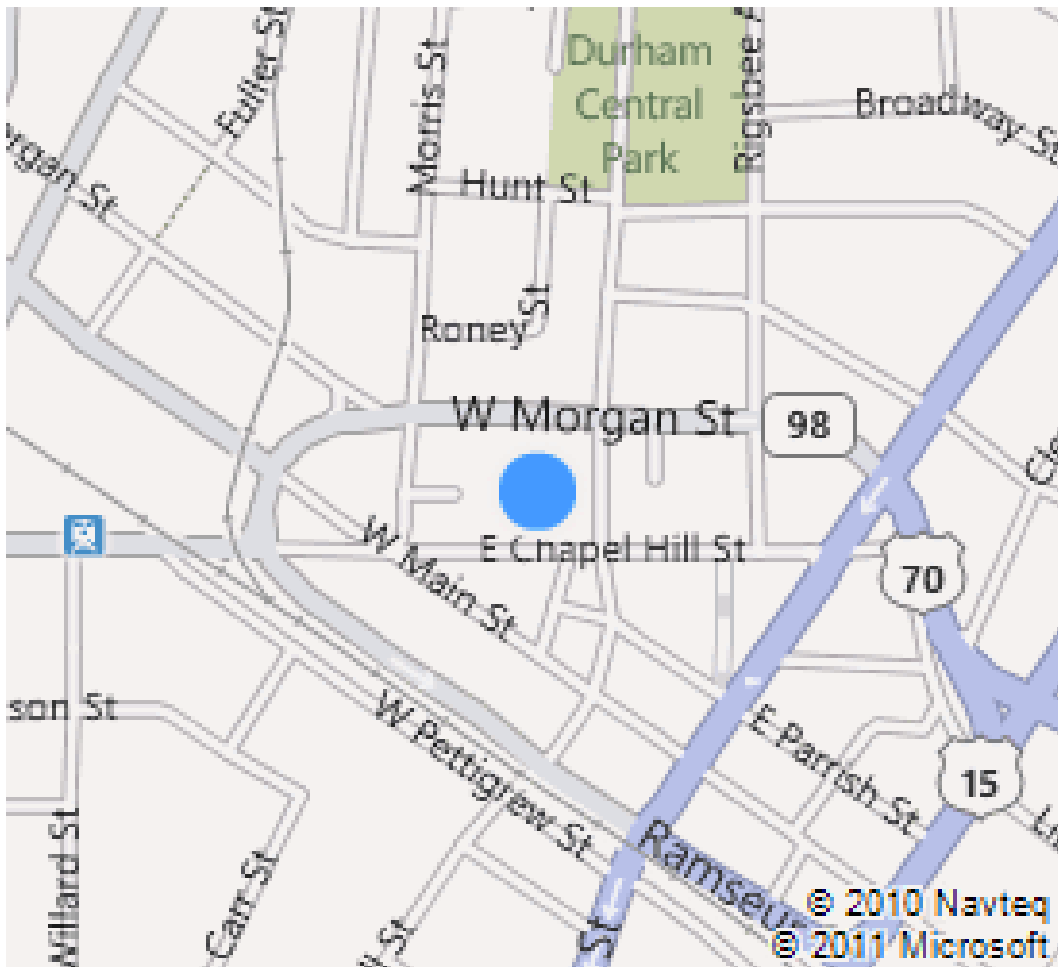
II. DIRECTIONS TO McKIMMON CENTER:



From I-40 traveling east from the airport: Take Gorman Str. Exit #295. Turn left onto Gorman St. Go approximately 1 mile. McKimmon Conference & Training Center is on the right past Avent Ferry Rd., before Western Blvd.

From I-40 traveling west: Take Gorman St. Exit #295. Turn right onto Gorman St. Go approximately 1 mile. McKimmon Conference & Training Center is on the right past Avent Ferry Rd., before Western Blvd.

I2. DIRECTIONS TO DURHAM CONVENTION CENTER:



RDU I-40 West – Arriving from Morrisville, Cary, Raleigh, Fayetteville, Wilmington

Follow I-40 West to the Durham Freeway (Hwy 147 North), Exit 279-B, for approximately 6 miles. Take the Duke Street Exit 12-C. At the 2nd traffic light turn right onto Chapel Hill Street. At the 4th traffic light turn left onto Foster Street and the Durham Convention Center is immediately on the left.

Highway 70 West Bypass – Arriving from Raleigh

Take Highway 70 West Bypass, which merges with I-85 South. Follow directions for I-85 South as listed below.

I-85 South – Arriving from Virginia, Henderson, Oxford

Take Exit 176, Duke Street, at the end of the ramp turn left and stay in right lane (for Gregson Street). Follow Gregson Street to Main Street, make the 4th traffic light turn left onto Foster Street and the Durham Convention Center will be immediately on your left.

I-85 North – Arriving from Charlotte, Greensboro, Burlington

Take the Durham Freeway Exit 172 (Hwy 147 South). Travel approximately 4 miles to Exit 13, Chapel Hill Street. Turn left onto Chapel Hill Street, and follow to the 6th traffic light and turn left onto Foster Street. The Durham Convention Center will be immediately on your left.

15-501 – Arriving from Chapel Hill

Follow 15-501 North to Exit 108-B. Take Exit 13 (Chapel Hill Street), and turn left. At the 6th light turn left onto Foster Street, and the Durham Convention Center will be immediately on your left.

Parking – Unload at the loading dock (large garage door on East Chapel Hill Street at the corner of Foster Street). Volunteers will help you move your items to the exhibit hall so you can then park in the deck across from the Convention Center on Morgan Street.

SECTION 2

About Your Booth

A. Specifications: Each exhibitor will be provided with a 6' table or an 8' table and 2 chairs. Please provide your own table cloth.

B. Electricity: 110-volt electrical connections will be available at a cost of \$25 per conference; arrangements for electricity MUST be made and paid for **prior to** the conference. Exhibitors are advised to bring 25-foot heavy-duty extension cords to ensure that they can reach connections. A charge of \$50 will be required for exhibitors requiring 220-volt service.

C. Music Regulations: Music broadcast from your space is permissible. We ask that you limit the volume so that you do not disrupt the exhibitors that surround you. Live or taped music is prohibited as part of an exhibitor booth, display or performance without written permission from an appropriate music-licensing source (i.e., BMI, ASCAP). Evidence of an agreement must be available for review upon request. Exhibitors will be responsible for all claims, actions, costs and expenses pertaining to any copyright law violation.

D. Product Sales/Door Prizes: Exhibitors are allowed to sell products and/or services on the show floor. If you are selling an item, we expect that you collect the applicable NC Sales Tax. Should you have any questions, please call the Triangle Caregivers Conference Hotline for details at 919-719-6765. We allow most any objects in your booth with the exception of caskets and any items that the promoter may deem inappropriate. If you have any specific questions, please call for details. You're more than welcome to hold drawings for door prizes; however, you will need to handle this yourself as we will not make broadcast announcements.

E. Freight Delivery: We are unable to accept freight earlier than the Move-In date.

F. Electrical, Air, Water, and Other Services: All electrical and other services must be ordered in advance of the show. If electricity is ordered, all electrical needs will be attended to by conference site personnel prior to the beginning of the conference.

G. Food and Beverage Regulations: No food or beverage of any kind may be brought or delivered into the building or to the exterior grounds, parking lots, or loading docks. Any food or beverages served by exhibitors in their booths must be purchased through the official food vendor at the conference site. Candy is acceptable as a giveaway from your table.

H. Smoking Policy: Smoking is strictly prohibited.

I. Screenings Policy: Providing screenings, health checks and other services is encouraged.

J. Raffles & Prizes: Exhibitors are permitted to have their own raffles or door prizes at their booth. We are unable to announce your Raffle Prize Winners during the show. It is your responsibility to contact the winners of your Raffle Prizes on your own.

K. Fire Safety: No open flames are allowed. All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be fireproof and conform to The City of Raleigh/Durham Fire Department regulations.

SECTION 3

Miscellaneous

A. Cancellation/Release. All rental space assigned and/or contracted for, which Exhibitor cancels will cause forfeiture of all deposited monies and fees. Any and all Exhibitors who have contracted space and do not show up at the event, all monies will be forfeited. Any and all Exhibitors who have contracted for space and have not paid for the show prior to show date will not be allowed to set up until payment is made. Any and all Exhibitors who have contracted space and do not show up at the event, are responsible for the registration fee. An Exhibitor who does not show up and is unpaid, will not be granted space at the 2016 Triangle Caregivers Conference until a payment for fees assessed to the conference hosts have been paid.

There are no refunds for paid space if cancellation is made within 30 days of conference.

Further, any space assigned and not occupied by 7:30am before the Expo opens, will cause forfeiture of all deposited monies and fees. All fees previously paid will be forfeited as liquidated damages, unless other arrangements have been made with the show promoter.

B. Sales/Handouts. Cash sales are allowed with the exception of food and beverage sales. Sales are subject to the North Carolina Sales Laws. This applies to any sale of cash or contract that is consummated at the show. No items may be sold by a competitive bid process (auction) without written consent from the conference hosts. **No helium balloons** or potentially dangerous or nuisance items are permitted.

C. Liability. The Triangle Caregivers Conference, Transitions LifeCare, Alzheimers North Carolina, Inc., Guiding Lights, McKimmon Conference & Training Center, or Durham Convention Center are not liable for loss or damage to any exhibitor or property of the exhibitor due to fire, tornado, weather conditions, water from any source, or other causes. The Exhibitor warrants that they have in effect and shall maintain for the period of the agreement for the mutual benefit of both parties a policy of general public liability insurance, against claims for personal injury or death or damage to property occurring upon, in or about the herein rented premises, in limits of not less than \$500,000 per occurrence, \$500,000 per aggregate bodily injury and \$250,000 per occurrence, \$250,000 per aggregate property damage. A certificate of insurance carried by the Exhibitor may be requested for submission. Exhibitor agrees to indemnify and hold harmless from any loss, damage or expense of whatever nature on account of claims for damage to persons or property caused wholly or partially by Exhibitor, or employees of Exhibitor, agents, subcontractors or volunteers, in connection with the leasing of the space described in this contract. Exhibitors are responsible for loss or liability from theft, fire, storm damage, or vandalism for the display, materials, and exhibit.

D. Termination/Penalties: The Triangle Caregivers Conference reserves the right to terminate lease due to natural disasters, fire, inappropriate exhibits, policy changes or any other reason deemed necessary. Noncompliant or disruptive exhibitors, as determined by the event organizers, may be moved, evicted, barred from future shows and/or other action deemed appropriate for the violation. The event organizers reserve the right to retain any pre-paid sums, seek damages in court as well as interest on delinquent accounts, costs of collection and attorney fees.