

NCLA Conference
October 16-19, 2007
Hickory Metro Convention Center
1960-A 13th Ave Drive SE
Hickory, NC 28602

<http://www.hickoryconventions.com/>

Rules and Regulations Governing All Exhibits and Exhibitors

Exhibits Chair: Harry L. Cooke, Ed.D

Morris Library
Gaston College
201 Highway 321 South
Dallas, NC 28034
Phone: 704-922-6355 Fax:
704-922-2342
Email:
cooke.harry@gaston.edu

Exhibits Hours:

Tuesday, October 16 1:00-5:00 pm Exhibitor set-up
Wednesday, October 17 8:00 am-11:00 am Exhibitor set-up

All Exhibits Set - Up Should be Completed by 11:00 am, Wednesday, October 17.

Wednesday, October 17	11:30 am	Ribbon-cutting
	11:00 am-6:00 pm	Exhibits open
	5:00-6:00 pm	Exhibits reception
Thursday, October.18	9:00 am-5:00 pm	Exhibits open
Friday, October 19	9:00 am-noon	Exhibits open
	12:00-4:30 pm	Exhibits break-down

Note: No dismantling or packing of exhibits may begin prior to Noon on October 19.

Description of Space: Booths are 10' x 10' consisting of the following:

8' high back drape and 3' high side dividers
6' draped table (per booth)
2 upholstered chairs
Wastebasket
Booth I.D. sign

Any two or more adjacent booths may be rented to provide a double or larger booth.

Booth Assignment: Booths will be assigned on a first-received, first-reserved basis. All applications must be accompanied by full payment. **No cancellations after August 1, 2007**

Shipping Instructions: Our show decorator, George E. Fern Co., will handle shipping, receiving and drayage. Information regarding this will be sent in your confirmed Exhibitor packet.

Available Extras: Extra furnishings may be ordered from our show decorator, George E. Fern Co. Further information will be sent in your confirmed Exhibitor packet.

Internet Access for Computers:

A wireless Internet connection will be provided through out the Hickory Metro Convention Center at no charge to the user. Individuals wishing to access the internet must have equipment with a wireless card installed. Everyone must use wireless -- hardwired Internet access is not available.

Subletting Exhibit Space: No Exhibit space may be sublet without written permission of the Exhibits Chair.

Liability: The North Carolina Library Association and the Hickory Metro Convention Center will not be responsible for the safety of exhibits from theft, fire, or other causes, although the exhibit area will be closed when not open to registrants. The exhibitor assumes responsibility for injury or damage to persons or property occurring within the exhibit space assigned to each exhibitor in accordance with the terms of this agreement.

Care of Building and Equipment: Exhibitors or their agents shall not injure or deface the walls and floors of the building or the booths. If any damage occurs, the exhibitor is liable to the Hickory Metro Convention Center. Signs must be attached to draperies surrounding the booths, or to table covers.

Character of Exhibits: The Exhibits Chair reserves the right to decline any exhibit or part of an exhibit if it is deemed unsuitable.

Listing in the Program: To be listed in the official conference program, exhibitors must be registered before **August 1, 2007**.

Advertising in the Program: To place an advertisement in the conference program, contact the Conference Chair, Phil Barton at bartonp@co.rowan.nc.us. Ad copy must be submitted before **July 1, 2007**.

Nature of Contractual Agreement: The provisions set forth in this document shall be binding upon exhibitors who make application, pay fees and are assigned space.