

**North Carolina Library Association Conference
Hickory Metro Convention Center
1960-A 13th Ave Drive SE
Hickory, NC 28602
October 4-7, 2011**

Rules and Regulations Governing All Exhibits and Exhibitors

Exhibits Chair: Steve Kelley
Z. Smith Reynolds Library
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Exhibits
Hours:

Tuesday, October 4
Move-in 9:00 AM to 5:00 P.M.

Wednesday October 5
Ribbon Cutting Exhibit Hall 11:30 A.M
Exhibits open: 11:30 A.M. - 5:00 P.M.
Vendor Reception in Exhibit Hall 5:00 to 6:00 P.M.

THURSDAY, October 6
9:00 AM – 5:00 PM

Friday October 7
9:00 AM – 12:00 Noon

Note: No dismantling or packing of exhibits may begin prior to 12:00 Noon Friday October 7.

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. A single booth is **\$500**. Additional interior booths are **\$450 each**. An End Cap (Two Booths) may be rented for **\$1000**

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, 2011**

Shipping Instructions: Our show decorator, Hollins Exposition Services., will handle shipping, receiving and drayage. Information regarding this will be sent by Hollins Co In your confirmed Exhibitor packet. Sherry Burton **is your contact for additional information from Hollins**. Email sburton@hollins-Expo.com

Available Extras: Extra furnishings may be ordered from our show decorator, Hollins Exposition Services. 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 e Convention Center at no charge to the user. Individuals wishing to access the internet must have equipment with a wireless card installed. **All vendors 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. 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 by **August 1, 2011**.

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.