

## VENDOR/EXHIBITOR RULES AND REGULATIONS

1. The NC Pretreatment Consortium (NC-PC) will assign space to exhibitors based on judgment of Vendor Committee; taking into consideration date of application received and sponsorship. Any changes MUST be approved by the Vendor Committee.
2. Exhibit space is being provided with the understanding that NC-PC and the Conference Hotel are not liable for any occurrences due to negligence of the exhibitor. Exhibitors agree to maintain such insurance that will fully protect the NC-PC from all claims of any nature including claims under Workmen's Compensation Act and for damages for personal injury, including death, which may arise in connection of the operation of exhibitor's display, and which is caused by negligence of the exhibitor.
3. In the event of cancellation of an exhibitor, the NC-PC will make space available to another party requesting the space. If cancellation occurs before 8/15/2024, 50% of fees are refundable.
4. All exhibit spaces will be in the Conference Hotel as designated by the NC-PC.
5. All demonstrations and exhibits must be confined to the exhibit space and shall be limited to displays that can fit on the top of the table or within a 10 X 10-foot space if the table is removed. No exhibitor shall assign, sublet, or share the whole or part of the exhibit space provided.
6. The NC-PC and its authorized representatives reserve the right to request modification of any questionable exhibit.
7. The exhibitor will make his own arrangements for delivery and receipt of any shipments related to his/her exhibit.
8. Exhibitors must have personnel at the Conference Hotel to complete set-up prior to the beginning of the conference registration. The room(s) will be available for set-up at 2:00 PM on Sunday and set-up must be complete by 8:00 PM. The exhibit material must be removed by 12 Noon Tuesday. Booths may be manned or unmanned during periods the exhibits are open. If the booth is manned, all persons must be registered for the conference and must wear their conference registration nametags.
9. Hours during which the exhibits will be open to attendees are Sunday 6:00 PM - 8:00 PM; Monday 8:00 AM - Until end of reception; and Tuesday 8:00 AM – 12 Noon. Booths shall not be broken down prior to 10:00 AM on Tuesday, unless pre-approved by the NC-PC Vendor Committee. We reserve the right to adjust this schedule.
10. The NC-PC will have sole control over the admission of persons to the exhibit area.
11. Exhibitors will abide by all other provisions of said rules and regulations, with fire regulations, and all other regulations of government agencies and the Conference Hotel.
12. Applicable fees are required to reserve a vendor/exhibitor space.
13. The NC-PC is a non-profit organization. Provisions of the exhibit space are for product information and training purposes only. Direct sales are prohibited.
14. The exhibit space area will be *approximately* 10 X 10 feet and on it will be a 6-foot X 30-inch table with table cover and skirting, and two chairs. One electrical outlet limited to 120 volts, single phase, and 60 hertz will be provided upon request by vendor/exhibitor registration. The exhibitor at his/her own expense will provide other furnishings.
15. The NC-PC reserves all rights in displaying exhibitor/vendor sponsorship signs, posters, or advertisements during the Annual Conference.
16. The NC-PC reserves all rights in the selection and distribution of all door prizes and complementary items.

*In completing the NC- PC Annual Conference Exhibitor/Vendor Registration Form and with my signature below, I agree to the conditions of the 2024 North Carolina Pretreatment Consortium Annual Conference Vendor Exhibit Rules and Regulations.*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_