



NCLGISA Spring 2019 Symposium – May 21st, 22nd, 23rd, 24th
Wilmington North Carolina Convention Center
515 Nutt Street
Wilmington, NC 28401

(910) 251-5101
BusinessMadeCasual.com

NCLGISA Fall 2019 Symposium - Contract for Exhibit Space

- ❖ Tuesday, May 21 - Exhibit Hall opens at 2:00PM and closes at 5:00PM for Exhibitor setup.
- ❖ Wednesday, May 22- Exhibit Hall reopens at 8:00AM for Exhibitor setup. Exhibits must be setup by 10:30AM.
- ❖ Wednesday, May 22 – Exhibit Hall opens at 11:00AM for NCLGISA Membership attendees
- ❖ Wednesday, May 22 – Exhibit Hall closes at 6:15PM
- ❖ Thursday, May 23 – Exhibit Hall opens at 8:00AM
- ❖ Thursday, May 23 – Booth Disassembly – 4:45PM – 5:30PM
- ❖ Thursday, May 23 – Exhibit Hall Closes at 5:30 PM
- ❖ Thursday, May 23 – Exhibitors to remove exhibits by 5:30PM

Exhibit Booth Levels:

Platinum Level: \$5,600 (18)

- 1 Exhibitor package including 5 conference attendee registrations
- Choice of 12' X 12' Booth in Platinum Booth area
- Company logo and bio in all conference material
- 4 Business Partners (different companies) may occupy the same booth
- Opportunity to purchase one (1) of eight (8) Showcase sessions (\$1,000)
- Platinum Booths are numbered 27 through 30, 35 through 44, and 49 through 52

Gold Level: \$4,100 (14)

- 1 exhibitor package including 4 conference attendee registrations
- Choice of 12' X 12' Booth or a 10' X 10' Booth in Gold Booth area
- 3 Business Partners (different companies) may occupy the same booth
- Gold 12' X 12' Booths are numbered 31 through 34 and 45 through 48
- Gold 10' X 10' Booths are numbered 24 through 26 and 53 through 55

Silver Level: \$2,850 (46)

- 1 Exhibitor package including 3 conference attendee registrations
- Choice of 10' X 10' Booth in Silver Booth area
- Company logo and bio in all conference printed material
- 2 Business Partners (different companies) may occupy the same booth
- Silver 10' X 10' booths are numbered 1 through 23 and 56 through 78

Bronze Level: \$1,850 (10)

- 1 exhibitor package including 2 conference attendee registrations
- Choice of 10' X 10' Booth in Bronze Booth area
- Company logo and bio in all conference printed material
- 1 Business Partner (Company) may occupy the booth
- Bronze 10' X 10' booths are numbered 79 through 88
- **Restrictions apply to register for this booth level. TOTAL Company employees not to exceed 10 and total company sales not to exceed \$2.5 million.**

Exhibitor Package:

- Platinum booths (numbered 27 through 30, 35 through 44, and 49 through 52 are 12' X 12') come equipped with standard drape, two 3' high side rail curtains, two 6' x 24'' tables, carpeted floor, and four chairs.
- Gold booths (numbered 31 through 34 and 45 through 48 are 12' X 12') come equipped with standard drape, two 3' high side rail curtains, two 6' x 24'' table, carpeted floor, and four chairs.
- Gold booths (numbered 24 through 26 and 53 through 55 are 10' X 10') come equipped with standard drape, two 3' high side rail curtains, one 6' x 24'' table, carpeted floor, and two chairs.
- Silver booths (numbered 1 through 23 and 56 through 78 are 10' X 10') come equipped with standard drape, two 3' high side rail curtains, one 6' x 24'' table, carpeted floor, and

two chairs.

- Bronze booths (numbered 79 through 88 are 10' X 10') come equipped with standard drape, two 3' high side rail curtains, one 6' x 24'' table, carpeted floor, and two chairs. **Restrictions apply to register for this booth level. TOTAL Company employees not to exceed 10 and total company sales not to exceed \$2.5 million.**
- One Electrical supply will be provided in each Exhibit booth. **Bring your own surge suppressors/power strips.**
- Wireless Internet connection is available for limited/general use.
- Wired high-speed Internet will be provided by request only. Please indicate your need at time of registration in the appropriate registration section.
- Business Partner will not be listed in the conference materials **if completed application and full payment is not received by April 9, 2019.**
- Business Partners are invited to participate in all Breaks, Wednesday Lunch, Wednesday Night Reception, Thursday Breakfast, Thursday Lunch, Thursday Dinner and Social Events.
- Wednesday evening May 22, 2019, the Business Partner Appreciation Reception begins in the Exhibit Hall at 4:30PM and ends at 6:00PM.
- Thursday evening May 23, 2019 at the Wilmington Hilton Hotel, Business Partners are invited to attend Dinner and Entertainment beginning at 6:00PM and ending at 10:00PM.
- See NCLGISA Spring 2019 program for the times and the locations for meals and entertainment
- Business Partners are welcome to attend sessions on a space-available basis; priority seating is given to NCLGISA members. Sessions are not to be used for product/service sales presentations.
- Up to 3 registered Business Partner attendees may occupy a Bronze booth at the same time.
- Up to 4 registered Business Partner attendees may occupy a Silver or Gold booth at the same time.
- Up to 5 registered Business Partner attendees may occupy a Platinum booth at the same time.
- **Platinum Business Partners are offered a Showcase session.** Showcases are offered for an additional \$1,000 where you have the opportunity to address the NCLGISA members. This is a first come, first served offering for there are 18 Platinum Business Partner booths and only 8 Showcase sessions. Please pick an informative/educational topic that is relevant to the Symposium theme.
 - Sessions (1 through 4) will be held at 8:15AM to 9:15AM on Thursday, May 23,

2019

- Session (5 through 8) will be held at 9:15AM to 10:15AM on Thursday, May 23, 2019

Attract NCLGISA members to your booth with innovative showmanship and a professional partnership attitude.

Program Requirements:

1. **If you purchase a Showcase, you will need to get your showcase information to the NCLGISA Business Partner Committee Chair by April 9, 2019 to make the Symposium Program deadline.** You will need to provide (1) Showcase title, (2) Showcase description – 150 words or less, (3) Speaker name, (4) Speaker Bio – 150 words or less.
2. **Company Logo and Bio are to be provided at time of registration.** If not provided at time of registration, please send Company Logo and Bio information to Business Partner Committee Chair as soon as possible. Company **bio** should be 150 words or less and your company **logo** file must be in one of these formats - .jpg, .ai., or .eps. You may provide a company Logo and Bio for each company that you partnered with in your booth.

Door Prize: A door prize is to be provided by each Business Partner (Company) with a minimum value of \$100. All door prizes will be given away on Thursday, May 23, 2019 during the last break in the Exhibit Hall, approximately 4:30pm. Each Business Partner (Company) will come before the membership in the break area of the Exhibit Hall, draw the winning name, and present their door prize to the winner. NCLGISA Member can win only one prize. Business Partners will be responsible for collecting their own NCLGISA member names for their prize giveaway. You will need to provide a means of collection of member names for the drawing.

By virtue of your company registering for a booth, Company fully understands and agrees to the requirements, restrictions and conditions stated on the registration site, in this contract and within the 2019 Exhibit Contract Conditions. Company agrees to inform all their attendees of the contents herewith and take full responsibility for their actions.

Exhibit Contract Conditions

Move-in: Tuesday, May 21 - Exhibit Hall opens at 2:00PM and closes at 5:00PM for Exhibitor setup. Wednesday, May 22 - Exhibit Hall opens for Business Partners at 8:00AM for Exhibitor setup.

Set-up Complete: All Exhibits must be set-up by 10:30AM on Wednesday, May 22, 2019.

Hours of Exhibit: Exhibit Hall opens at 11:00AM on Wednesday, May 22, 2019 and closes at 6:15PM that evening. Exhibit Hall reopens at 8:00AM on Thursday, May 23, 2019 and closes at 5:30PM on Thursday, May 23, 2019.

Move-Out: Booth breakdown begins **no earlier** than 4:45PM on Thursday, May 23, 2019. All booth material must be removed by 5:30PM on Thursday, May 23, 2019.

Registration: Sponsorship registration will be deemed valid when the Business Partner (Company representative) Sponsorship/Exhibitor/attendee charges have been paid in full, and NCLCISA has confirmed their acceptance. All Business Partner attendees occupying a booth for any duration must register for this event. There will be a \$400 charge for each additional Business Partner attendee added beyond the number provided in the Exhibitor package. Each Business Partner participating in the booth area must be registered in the Cvent online registration system or with the NCLGISA Symposium Treasurer at the Business Partner registration desk at the event and have paid or pay the appropriate fee as applicable. Business Partner attendee's spouse may register and attend functions for a \$150.00 per diem. **Up to 10 Business Partner attendees are allowed to register per registered company (booth owner) and up to a total of 10 persons registered per booth.**

Registration for a Bronze booth space is limited to small companies that have less than 10 employees in the entire company and their sales are less than \$2,500,000. If a Business Partner (Company) is found to incorrectly register for the Bronze booth they will not be allowed to attend the fall 2019 symposium nor the spring 2020 symposium and may be listed as an unfavorable Business Partner (Company) for future symposiums.

One Business Partner (Company) may not purchase and occupy more than one booth for their sole purpose or list multiple booths under one company name unless it is at the Platinum or Gold levels. A Business Partner (Company) may partner or be a guest with multiple Business Partners in multiple booths.

Booth Placement: Booth Placement is based upon the booth location selected at time of your registration on a first come, first served basis.

Contract: A Business Partner (Company) is bound under the NCLGISA Business Partner Exhibit Contract Conditions upon payment for their Exhibit Hall booth. The Sponsoring Business Partner is the responsible party for all actions of associated Business Partners within their booth and at all functions of the Symposium. All Business Partner attendees registered or not, agree to abide by the Contract for Exhibit Space and all Exhibit Contract Conditions.

Door Prize: It is mandatory that all Business Partner (Company) exhibitors/sponsors provide a door prize that is at least \$100 in value. The door prize is presented during the

last break on Thursday afternoon, approximately 4:30PM. Each Business Partner (Company representative) will come before the membership in the break area, draw the winning name (assume each booth will collect member business card or name in some fashion) and present their door prize to the winner. If your company policy does not allow you to participate, exemptions are allowed by contacting the Business Partner Committee Chair prior to the beginning of the Symposium.

If unable to present your door prize on Thursday during the last break (approximately 4:15pm), please leave your door prize with a Business Partner committee member. Please provide the winning NCLGISA member name and Business Partner (company) with the door prize. This prize will then be awarded on Friday at the end of the Symposium.

Payment/Cancellation:

All payments for the conference are due in full by April 9, 2019. Cancellation requests must be submitted in writing to the Business Partner Chairperson. A \$250.00 processing fee will be deducted from all refunds if canceled after April 9, 2019. At time of your cancellation, if the Symposium program has been printed with your company information in the program, there will be a \$500 advertising fee added to the processing fee. No refund will be given for cancellations after May 1, 2019.

Program:

Your company Logo and Bio will need to be provided for inclusion in the NCLGISA Spring 2019 program. You are encouraged to submit this information online using the event registration system. Otherwise, submit your company Logo and Bio files to vendorchair@nclgisa.org. You may also submit company Logo and Bio information for any Business Partner (Company) that you are partnering with in your booth. Company bio should be 150 words or less and your company logo file must be in one of these formats - .jpg, .ai., or .eps.

Drayage Services:

All equipment/materials/items shipped in and/or out of the Wilmington North Carolina Convention Center, Wilmington, North Carolina must be offloaded and/or loaded by your preferred shipping company. Wilmington NC Convention Center staff will not, under any circumstances, move any containers weighing more than 200 pounds into the Convention Center Exhibit Hall. All equipment/materials/items must be shipped for arrival no earlier than three (3) days prior to Business Partner arrival. All material/equipment/items must be delivered between 8:00AM and 4:00PM. All equipment/materials/items must be removed from the Wilmington NC Convention Center at the end of the event or a storage fee will be charged.

All items shipped to the Wilmington NC Convention Center, Wilmington, North Carolina must contain the conference name "NCLGISA", date of the event (May 21, 2019), "Attention Nikki Fisher", your company name and contact name on the bill of lading. **Also include the Exhibit Hall Booth Number with the attending Business Partners Name and Company Name.**

All materials to be shipped from the Wilmington NC Convention Center, Wilmington, North Carolina must have a prepaid shipping label attached.

High-Speed Internet:

High-speed Internet (wired) will be provided at each booth on a requested basis at time of booth purchase. See registration process to request a High Speed connection. Wireless Internet will be available for limited/general use.

Security:

The Wilmington NC Convention Center, Wilmington, North Carolina and the NCLGISA will not be responsible for the Business Partner's (Company or personal) property.

Payment or Set-up Failure:

In the event the Business Partner (Company) fails to install their display within the time limit noted above or fails to pay the Sponsorship/Exhibitor charges by the deadline listed above, the Business Partner Chairperson shall have the right to take possession of said space and reassign it or any part thereof.

Assignment of Space:

Booths will be reserved at time of Business Partner (Company) registration and will be secured when actual receipt of full payment is received by the NCLGISA Treasurer. The Business Partner Chairperson reserves the right to relocate exhibit booths for the benefit of the Business Partner (Company), or the betterment of the NCLGISA.

Agreement:

By submitting payment for booth space, the Business Partner (Company) exhibitor, representatives, attendees and guests, agree to abide by the rules, regulations and amendments thereto and the decisions of the Business Partner Chairperson. Business Partner (Company) Exhibitors agree that if they fail to meet the specified timetable for payment of booth space, their reserved booth may be cancelled or moved, as the Business Partner Chairperson deems best.

Policy Administration:

These exhibition rules are part of the contract between Business Partner (Company) exhibiting firms and NCLGISA. The NCLGISA Board shall have the authority to interpret and enforce these rules. All matters not covered by these regulations are subject to the decisions of the NCLGISA Board. All decisions so made shall be as binding on all parties. The Business Partner (Company) exhibiting firm or its representative who fails to observe these conditions or contract may be excluded from the Symposium without refund.

Compliance:

Business Partner (Company) and representatives agree to comply with all federal, state and local laws and ordinances applicable to the space leased and also such rules and regulations as may be deemed necessary by the NCLGISA Board and/or the Symposium host facility. Business Partner (Company) representatives must staff the exhibit space at all times when the exhibition is officially open. Business Partner (Company) representatives are required to wear exhibitor

badges at all times.

Access to Exhibit Areas:

Every person in the Exhibit area must be registered with NCLGISA and wear an identifiable and acceptable NCLGISA 2019 Spring Symposium badge at all times. To assure maximum security protection for open exhibits and merchandise, after hours work and/or entertainment will not be permitted in the exhibit area. Everyone must vacate the exhibit area within one-half hour after the official closing time of the exhibits.

Change of Venue:

If for any reason the NCLGISA Board deems it necessary to change the location of the Symposium exhibits, NCLGISA reserves the right to reassign all booth spaces, as the NCLGISA deems best.

Extenuating Circumstances:

NCLGISA will not be responsible for delays, damage, loss, increased costs or other unfavorable conditions caused by labor disputes, work stoppages, government order, emergency, weather or other circumstances beyond their control.

Display Restrictions:

The Business Partner Chairperson reserves the right to restrict displays which because of noise, methods of operation, or materials become objectionable, and to prohibit or remove any displays, which in the opinion of the aforementioned, detract from the general character of, or the appearance of, the exhibition. Exhibits, which include the operation of noise making apparatus, must be operated so that the noise resulting there from will not annoy or disturb adjacent exhibitors (Business Partners) and their visitors, and must be approved by the Business Partner Chairperson. Demonstrations found to be objectionable because of noise levels, or blocking traffic flow may be shut down. The Business Partner Chairperson may require an exhibitor (Business Partner) to make changes in its exhibit if, in the Business Partner Chairperson's opinion, the exhibit does not conform to prevailing standards of good taste or interferes with the rights of other exhibitors (Business Partners). If a demonstration results in spectators in the aisle or in neighboring booths, the Business Partner Chairperson may request modification or elimination of the presentation. No exhibitor (Business Partner) shall assign, sublet, or share the space without consent of the Business Partner Chairperson. Business Partners must display goods manufactured or dealt in by them in their regular course of business, unless otherwise approved by the Business Partner Chairperson.

Announcements and Signs:

Business Partner's (Company) signs identifying activities not part of the overall Symposium or exhibition shall be permitted only within the Business Partner's (Company) booth or a location approved for this purpose by the Business Partner Chairperson.

Hospitality Suites and Conflicting Activities:

The NCLGISA Board reserves the right to limit or terminate any hospitality function if it violates the exhibition rules. If a hospitality suite is planned, please notify the Business Partner Chairperson so an invitation can be made to all conference attendees.

Public Policy:

Business Partners are charged with full knowledge and compliance with all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety as related to the exhibition facility.

IRS Restriction on Sales in Exhibits:

In accordance with IRS Revenue Rulings 75.516, 75.517, 75.519 and 75.520, no firm or organizations are permitted to engage in direct sales or order taking within the exhibit areas.

Fire Safety:

All existing fire codes must be complied with. If there are any questions, contact the Wilmington NC Convention Center, Wilmington, North Carolina directly.

Indemnification:

The Business Partner (Company) shall indemnify NCLGISA, all co-sponsoring organizations, the official contractors, and facility management against, and hold them harmless from any complaints, suits or liability from negligence of exhibiting firms in connection with exhibiting firm's use of exhibit space.

Installation and Removal of Exhibits:

All displays must be erected and open for viewing by the date and the hour of the official inspection by the Business Partner Chairperson/or committee member(s). Goods received after the opening of the exhibition must be delivered to the booth at a pre-arranged time, other than official exhibit hours. Goods and material used in any display (except bona fide samples) may not be removed from the exhibit hall or any area before the exhibition has been officially closed without the prior approval of, and with an official pass issued by the Business Partner Chairperson. The deadline for removal of all materials from the exhibit hall will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified, and cleared for shipment at such time. The Business Partner Chairperson reserves the right, with no liability for damage, spoilage or loss, to dismantle, dispose of, store and clear from the premises any display material, goods, property or merchandise of any exhibitor who has failed to comply with the above requirements. The Business Partner Chairperson also reserves the right to order such work to be done at the sole expense of the exhibitor.

Liability and Insurance:

Every reasonable precaution will be taken by the Business Partner Committee to protect property during installation, show period and removal. However, neither NCLGISA, nor the Vendor Committee will be responsible for or guarantee to the Business Partner the safety of exhibit material or other personal property against fire, accident, theft, loss, or destruction from any

cause.

Shipping Label Requirements/Form:

The shipping label must be in the following format:

Receiving Department of the
Wilmington NC Convention Center
515 Nutt Street
Wilmington, NC 28401

Business Partner/Company Name:

On site Contact: _____

Cell #: _____

C/O Organization Name: NCLGISA

Booth # _____

Package # _____ of _____

Date of the Event: **May 21st – 24th, 2019**

Event Managers Name: **Nikki Fisher**