

CONDITIONS FOR EXHIBITING
NORTH CAROLINA FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA
STATE LEADERSHIP CONFERENCE
GREENSBORO, NORTH CAROLINA

Greetings from North Carolina Family, Career and Community Leaders of America. We would like to invite you to have an exhibit at the Annual State Conference of our organization this year. The conference is designed to showcase the best Family and Consumer Sciences students in the state. During this event we recognize student competitor's achievements and build leadership skills through workshops and student lead activities. We hope that, as an exhibitor at the conference, you have a positive experience. Below are some specific guidelines for exhibitors. Please contact Jenny Watson at jlwatson2@wsfcs.k12.nc.us prior to the conference with any questions.

Exhibit Location: The exhibits will be located on the third floor, Pre-function 3 of the Koury Convention Center.

Exhibit Space: Each space will be provided an eight-foot table and will be logistically arranged by the hotel staff. Each space will be furnished with two chairs and a table linen.

Liability: The exhibitor agrees to comply with fire, safety and health regulations of the hotel. Because this is a student conference, tobacco and alcohol are prohibited. Exhibit materials must be duly protected with safety guards and devices, where necessary, to prevent accidents. The exhibitor further agrees to make no claims against the hotel, NC FCCLA, or their employees/representatives for loss, theft, damage or destruction of goods, or for injury to exhibitors themselves or their employees.

Security is the responsibility of the exhibitor.

Electricity is not provided. Exhibitor needs to contact hotel for electricity if needed. **Internet** is not provided.

Contract Deadline: Due to considerations involved in planning, all Exhibit Space Agreement forms must be returned postmarked by March 16, 2020 to NC FCCLA, Jenny Watson, 1200 Old Salem Road, Kernersville, NC 27284. Questions can be directed to Jenny Watson at jlwatson2@wsfcs.k12.nc.us.

Character of Exhibit: Products and services related to the educational and professional development of the conference participants are to be suitable for exhibition. The management reserves the right to decline or prohibit any exhibit, which in their judgment is not suitable to or in keeping with the character of the conference.

Selling of Items: All over-the-counter sales or sales of any kind that involve exchange of currency for goods received during the exhibition are allowed, but are the sole responsibility of each exhibitor. Due to the restrictions by the hotel, food items may not be sold. Samples of food items may be offered without cost when promoting a product. Please note that only one booth will be rented per Direct Sales company.

Access to Exhibits: Access to exhibits will be restricted to persons properly registered for the conference.

Hotel Accommodations: Lodging arrangements are the responsibility of each exhibitor.

Exhibit Rental Fee: Each exhibit space for Retail or For-Profit rents for \$100. Each exhibit space for Non-Profit or Informational Booths rents for \$50.00. This includes rental of the table, linen, two chairs, name badges, and conference Program. Multiples will rent at the same rate. Exhibit space will be considered rented upon receipt of the Exhibit Space Agreement Form and a check/money order covering the appropriate amount. Space will be assigned on a first come, first served basis.

Student Attendance at the Conference: Attendance at the conference will include approximately 1,000 students, their advisors, parents, administrators and special guests.

Hours of Installation, Exhibition and Dismantling:

Note: You can set up and exhibit starting on Monday if so desired; however, there is NO security provided. Conference does not begin until 6:00 pm.

Set up: Tuesday, April 28, 2019 8:00am – 9:00am

Exhibition: Tuesday, April 28, 2019 9:00am – 5:00pm

Dismantling Tuesday, April 28, 2019 5:00pm – 5:30pm

Subletting of Space: No exhibitor shall assign, sublet, or apportion the whole or any parts of the space allotted or permit any other party to exhibit therein without written permission from NC FCCLA.

Contract Deadline: Due to considerations in planning, all Exhibit Space Agreement forms must be returned postmarked by **March 16th** or ASAP to NC FCCLA.

EXHIBIT SPACE AGREEMENT FORM

NC FCCLA STATE LEADERSHIP CONFERENCE
Joseph S. Koury Convention Center
Marriott (Sheraton) Greensboro Hotel
Greensboro, NC
April 28, 2020

Name of Organization, Business or Institution: _____

Name of Representative(s): _____

Address: _____

Telephone: _____

E-mail address: _____

_____ I am a For-Profit or Retail organization, and will pay the \$100.00 booth rental fee.

_____ I am a Non-Profit organization or an Informational booth, and will pay the \$50.00 booth rental fee.

Please note that all audio-visual equipment is provided by the exhibitor. Fees generated for the electrical hook up will be the responsibility of the exhibitor. Internet is not provided.

Please sign below, acknowledging that you have read the Conditions for Exhibiting information and agree to the terms and conditions to set up a booth or table at the NC FCCLA State Leadership Conference Exhibitor Showcase.

Representative Signature

Date Signed

Make checks payable to NC FCCLA and return, with this form, postmarked by **March 16th** to:

NC FCCLA
ATTN: Jenny Watson
1200 Old Salem Rd.
Kernersville, NC 27284