

The Winston-Salem Chamber of Commerce
EXPO 2010
Thursday, April 22, 8:00 a.m. – 3:00 p.m.
Benton Convention Center
Business Before Hours – 8:00 a.m. to 9:00 a.m.
Mid-Day Mingle – 11:00 a.m. to 2:00 p.m.

Booth Package:

Standard booth space 10'x 10'
8' white and royal blue back wall drape, 3' royal blue side divider drape
One 7"x 44" identification sign (Company name ONLY)
One 2'x 6' table with white vinyl cover and white pleated fabric skirt on 3 sides
2 folding chairs
One 110v electric outlet (2 plug-ins)
2 Parking passes for Cherry Street Parking Garage (Distributed on and valid for day of show only)

Additional Décor: Additional items such as carpet, extra tables and chairs are available for an additional cost. Please contact **Hollins Exposition Services** directly at (336) 315-5225 or email to greensboro@hollins-expo.com with questions. Pricing is available on our website. Discount rates are available if you order by **April 9**.

Exhibitor Rules and Regulations

Refunds

- No refunds

Admissible Exhibits

- One company per booth. No subleasing or sharing of booth space with another business is permitted.

Set-up and Tear-down

- Load-in Wednesday, April 21 between 12:00 a.m. to 6:00 p.m. ONLY. No exceptions. Installation of all exhibits must be completed by 6:00 p.m. No set-up allowed on day of show.
- Enter the upper and lower loading dock areas from Marshall Street, loading dock doors are 14 feet high.
- If you are bringing in large equipment or displays, please call Andrea Howell at 336-728-9288 to schedule your load-in between 10:00 am – 12:00 pm. No one will be permitted to set up during this time without an appointment.
- Handcarts are not available. Please bring your own to aid in quick setup.
- Any booth space not occupied by 8:00 a.m. on Thursday, April 22, will be forfeited by the exhibitor. This space may be resold, reassigned or used by the Business Expo Committee without refund.
- No exhibitor booth tear-down will be allowed prior to 3:00 p.m. on Thursday, April 22.
- All exhibits must be removed from the exhibit area by 5:00 p.m. on Thursday, April 22. Any exhibits not removed by 5:00 p.m. will become the property of the Benton Convention Center.

Security

- The Winston-Salem Chamber of Commerce shall not be responsible or held accountable for damages or for any loss or injury to materials or displays of exhibitors.
- A uniformed policeman will be provided overnight from 6:00 p.m. on Wednesday, April 21 until 6:00 a.m. on Thursday, April 22.
- *Ultimately, booth security is your personal responsibility.* Please use good judgment and do not leave small valuable items unguarded or out of your vision. You may want to store valuable items in a box under your table. Please keep a watchful eye on your booth during the day, as the Expo aisles will be crowded.

Liability

- The Chamber will not be liable for refunds or any damages whatsoever for the failure to fulfill this contract by reason of exhibition area being destroyed by fire or other calamity before or during the Business Expo 2010 or by any cause beyond the Chamber's control such as acts of God, public enemy, strikes or statutes or ordinances of any legal authority.

Exhibit Operation

- No construction or displays are allowed on the sides of any booth that would obstruct the line-of-sight of adjacent booths.
- All exhibitor activities and displays must be confined to assigned booth(s), keeping the aisles clear.
- Amplifying equipment or other items which would interfere with EXPO activities is not allowed.
- All exhibits must be staffed and open for business at all times during show hours.
- Each exhibitor is responsible for maintaining their own booth space.

Sales and Promotional Activities

- All exhibitors are responsible for offering their own door prizes, holding their own drawings and contacting the winners of the drawings. No special announcements will be made, with the exception of sponsors. Only Corporate, Title and Mid-Day Mingle Sponsors will be allowed to announce their door prize winners from the stage.
- Alcoholic beverages intended for on premise consumption may not be sold from booths. Sealed bottles of wine intended for off-premise consumption may be sold from booth. Wine sampling is allowed if you have a special permit displayed at your booth.
- Food items intended for on premise consumption may not be sold from booths. Packaged food items intended for off-premise consumption may be sold from booths.
- Cash, check and credit card sales by exhibitors will be allowed.

Compliance with Laws

- Exhibits should not constitute a fire or safety hazard. Exhibitor must conform to all city fire codes.
- The Chamber and the Business Expo committee reserves the right to make space or floor plan changes which will, in the opinion of the Chamber, be of benefit to the show.
- All matters and questions not covered by these regulations are subject to decision by the Chamber and the Business Expo committee.

Special Electricity

- If you have special electricity needs, call **Andrea Howell at 728-9228, prior to April 20.**
- Each booth is equipped with one 110v electric outlet with 2 plug-ins. The exhibitor is responsible for supplying their own extension cords and multi-outlet power strips with surge protection.

Internet Service

- The Benton Convention Center is wireless; however, this means if you have a wireless connection in your computer you can pick it up, IF NOT, you will have to purchase a wireless card for your computer in order for this to work.

Parking Passes and Parking

- All exhibitors must check-in at the loading dock doors on exhibitor set-up day, Wednesday, April 21.
- Each exhibitor will receive two parking passes which will be handed out at your booth on Thursday, April 22.
- Parking will be available for exhibitors in the City Parking Deck at Cherry and 6th Streets (enter from Cherry Street) and use the above ground walkway into the Convention Center. You may also park in the deck attached to The Embassy Suites Hotel and use the underground walkway or parking is also available in the paved lot at the corner of 6th and Cherry Streets.

Signs

- You will need to provide your own signs/banners for your booth; however, one cardboard sign to identify your booth on move-in day is provided for each exhibitor by Hollins Exhibits. **No**

signs are permitted on the reverse side of your booth space. Any signs hung outside your booth have to have prior Chamber approval.

- Bring lightweight banners or foam board signs that can hang from metal s-hooks. **DO NOT** pin, staple, tape or otherwise attach **anything** to the curtain material. **Exhibitor will be charged for any damaged drapes.**
- Each exhibitor is responsible for bringing your own supplies; tape, scissors, staples and s-hooks.
- Please do not hang any heavy displays or signs on your backdrop as it could be hazardous to yourself and others should it fall.

Business Before Hours/Mid-Day Mingle

- **Business Before Hours** will precede the Expo 8:00 a.m. to 9:00 a.m., on the lower level of the show floor, attracting 500+ Chamber members and others to visit your booth following the networking. Please invite your associates, co-workers and clients to enjoy this business mixer. We strongly encourage you to attend the Business Before Hours yourself, but be sure to be in your booth by the end of the mixer, prepared to promote your business!
- **Mid-Day Mingle** occurs from 11:00 a.m. to 2:00 p.m. Food vendors will give away samples during this time period. These vendors are scattered throughout the floor plan which encourages attendees to cover the entire show. This event will attract more than 500+ Chamber members to visit your booth and network while sampling food from Triad area businesses. Please invite your associates, co-workers and clients to enjoy this business mixer. *This is the time to make sure you are in your booth and prepared to promote your business!*

Booth Awards

- Be the BEST and take home the award for: *Most Creative, Most Interactive, Best New Booth, Best of Show and Best Food Sponsor!* Booths will be judged on: *Use of Space, Creativity, Visual Appeal, Sales Impact/Interactivity and Overall Impression.* Members of the Expo Committee will be judging booths at 10:00 a.m. on Thursday, April 22. *Booth award winners will receive a plaque and special recognition at your booth on the day of the show plus a booth awards presentation will be held at center stage at 12:00 p.m.*

The Winston-Salem Chamber of Commerce
Expo 2010
SCHEDULE OF EVENTS

Please have your booth staffed and open for business by 8:00 a.m.

Wednesday, April 21, 2009

- 10:00 a.m. – 12:00 a.m. Large equipment setup. **Prior appointment required.**
- 12:00 a.m. – 6:00 p.m. Exhibitor set-up & registration.

Thursday, April 22, 2009

- 8:00 a.m. – 9:00 a.m. Business Before Hours – Lower Level
- 9:00 a.m. Expo Opens
- 10:00 a.m. Booth Award judging begins
- 11:00 a.m. – 2:00 p.m. BB&T Mid-Day Mingle
- 1:00 p.m. Booth Award Presentation-main stage
- 3:00 p.m. – 5:00 p.m. Exhibitor take-down and booth dismantling