



TAA's 2021 Trade Show

Important Information for Exhibitors

Wednesday, November 3
4:00pm – 8:30pm
NC State Fairgrounds
Jim Graham Building
Raleigh, NC

PLEASE REVIEW THE INFORMATION PROVIDED TO ENSURE YOUR TRADE SHOW EXHIBITOR EXPERIENCE IS THE BEST IT CAN BE. THANK YOU!

- **HEALTH & SAFETY: Masks are required of all attendees and exhibitors.** There will be multiple hand sanitizer stations throughout the building. We also encourage you to have hand sanitizer at your booth. Registration counters will have Sneeze Guards in place. We have increased the lobby size and widened many of the aisles. All food will be served in individual containers.
- **EXHIBITOR MOVE - IN SCHEDULE:** Wednesday, November 3 between 8am and 3pm. Booths must be completely set up by 3pm.
- **EXHIBITOR MOVE - OUT SCHEDULE:** Wednesday, November 3 between 8:30pm and 11:30pm. Please do NOT begin dismantling of displays or packing of product until the show has ended at 8:30pm. The Exhibitor Hall must be cleared by 11:30pm and all items removed. Cost of removal will be charged to the exhibitor. Shipping arrangements are to be made in advance by the exhibitor.
- **ADDITIONAL BOOTH ITEMS:** Should an exhibitor need additional booth equipment and/or services, it will be the responsibility of the exhibitor to contact Hollins Exposition Services directly. The Exhibitor Information Packet from Hollins Exposition Services can be found on the TAA website. Also, a Hollins representative will be on site at the show.
- **CARE OF BUILDING AND EQUIPMENT:** Exhibitors or their agents shall not injure the walls, floors, carpeting or ceilings of the building or parts of the booth piping, draping or tables provided by the decorating company. When any damage appears, the exhibitor is liable to the NC State Fairgrounds Jim Graham Building or Hollins Exposition Services for damages.
- **EXHIBITOR LIMITATIONS:** TAA reserves the right to prohibit any exhibit, part of an exhibit or exhibit booth activity which in its opinion, is unsuitable or interferes with neighboring exhibitors. The playing of music during Trade Show hours is not permissible.

Exhibitors shall not display or place any product, sign, partition, apparatus, shelving or other construction which extends higher than 8' - 10' above the floor or outside of the booth dimensions. **Booths may not extend over 8' – 10' high or protrude outside of the actual booth dimensions without prior approval from the Triangle Apartment Association.** If any part of an exhibit is deemed to interfere with a neighboring exhibit, you may be asked to remove it. **Exhibitors are not permitted to walk the Trade Show Floor during show hours.**

Per our contract with the NC State Fairgrounds, exhibitors are not permitted to provide food or beverage at their booth.

- **EXHIBITOR CHECK-IN:** Name badges will be available for pick up in the **Registration Area**, inside the lobby on the **right side**, between 9am – 3pm on the day of the show. Each individual company employee representative must pick up his/her individual name badge. **All exhibitors on the trade show floor will be required to wear their TAA issued name badge beginning at 3pm.**
- **EXHIBITOR PACKET:** Your packet will be located at your booth and will contain important show information, including the Wi-Fi password.
- **TRADE SHOW BOOTH CONTEST:** Judging will be held for those who requested to participate in the booth contest. Booths will be judged for Best Overall, Best Use of Theme and Best Costume. In addition to a trophy, contest winners will receive a booth discount of \$150 towards the 2022 Trade Show.
- **ELECTRICITY & EXTENSION CORDS:** Exhibitors are responsible for providing their own extension cord(s). You may not be located directly by an outlet, so if you requested electricity, please bring an extension cord. A limited number of extension cords will be available for sale the day of the show for \$25.00 each.
- **FOOD:** This year will again feature a Grab – N – Go Menu to encourage attendees to grab something to eat and continue making their way throughout the show. Food is included in your booth price. The food will be set up by 3pm so that exhibitors may eat prior to the start of the show. Please eat between 3pm – 4pm.
- **DON'T FORGET TO BRING CASH OR DEBIT/CREDIT CARDS FOR THE BATTLE OF THE BASKETS FUNDRAISER.** Participate in the fundraiser at the Booth #512 / 513 / 514 / 515. Buy raffle tickets to win your favorite basket. Tickets are \$5 each or 5 tickets for \$20. Tickets for the Education Committee basket are \$20 each or 6 tickets for \$100. Tickets will go on sale at 3:00pm. Proceeds benefit the TAA/TAAEF Scholarship Fund.

**Our goal is to ensure that you have a wonderful experience.
If at any point during the day you have a question or concern, please
do not hesitate to contact any TAA Staff Member or TAA Volunteer.**

**Thank you again for your support of TAA and the 2021 Trade Show.
Let's make this a great show!**

