

# 2026 Triangle Apartment Association Trade Show Exhibitor Agreement

**Instructions:** Review all details in this document, complete the form below, and email it to:

[tradeshow@triangleaptassn.org](mailto:tradeshow@triangleaptassn.org)

**Name:** 2026 TAA Trade Show

**Date:** Wednesday, April 1, 2026

**Time:** 4:00 – 8:00 PM

**Location:** NC State Fairgrounds - Jim Graham Building, 1025 Blue Ridge Road, Raleigh, NC 27607

**Floor Plan:** [2026 TAA Trade Show Floor Plan - LIVE](#)

## Booth Space Options and Pricing:

- 10' x 10' Inline Booth \$975
- 10' x 10' Corner Booth \$1,125
- 10' x 20' Inline Booth \$1,425 (Created with (2) 10'x10' Booth Spaces)
- 10' x 20' Corner Booth \$1,525 (Created with (2) 10'x10' Booth Spaces)
- 20' x 20' Island Booths Available for 2026 Strategic Business Partners Only

*\*Note: (30) maximum 10'x20' booths available*

## Booth Space Includes:

- 8' high black back wall drape *(not included for Island Booths)*
- 3' high black side divider drape *(not included for Island Booths)*
- (1) 6' table per 10'x10' space
- (2) chairs per 10'x10' space
- Black and white sign with company name (7"x 44")
- Electricity access for an additional fee of \$55 (must be indicated before March 16). *Exhibitors are responsible for providing their own extension cords.*
- Complimentary admission for select number of company representatives: (3) if in 10'x10', (5) if in 10'x20', (8) if in 20'x20'

## Company Representative Attendance:

- 10' x 10' Booths: Receive (3) complimentary registrations. However, you may have up to (5) company representatives in your booth. The additional (2) registrations are \$35 each. This price applies until March 16. After this date, the additional (2) registrations increase to \$60 each.
- 10' x 20' Booths: Receive (5) complimentary registrations. However, you may have up to (8) company representatives in your booth. The additional (3) registrations are \$35 each. This price applies until March 16. After this date, the additional (3) registrations increase to \$60 each.
- 20' x 20' Booths: Receive (8) complimentary registrations. However, you may have up to (12) company representatives in your booth. The additional (4) registrations are \$35 each. This price applies until March 16. After this date, the additional (4) registrations increase to \$60 each.

## Booth Selection and Assignments:

- Exhibitor Agreements will be accepted between 10:00 AM on January 13, 2026, and 12:00 PM (noon), March 16, 2026.
- The Trade Show Exhibit Booth Floor Plan is available on the TAA website and will be updated with company assignments frequently.
- Review the Floor Plan, then indicate your exhibit booth number preferences in the form below.
- Booth space cannot be confirmed without receipt of the completed and signed agreement.
- Booth space assignments will be made in the order received. Booth spaces are limited and subject to availability.

- Booth spaces are not confirmed until an email confirmation indicating the assigned booth number, as well as an invoice, has been received.
- After the initial assignment of booths, TAA reserves the right to re-assign booths for the betterment of the Trade Show if necessary. If booth sales necessitate a reduction in the show floor, TAA reserves the right to adjust the floor plan and re-assign booths.

#### **Hollins Exposition Services:**

- Additional booth items such as carpet, additional tables, and additional chairs will need to be ordered directly through (and paid to) Hollins Exposition Services by the Exhibitor. The Hollins Exhibitor Packet contains information regarding available equipment and services, such as shipping to the venue, and how to place orders. This document is available on the TAA website. Please note: Booths will not be carpeted. The aisles and lobby will be carpeted.
- If you wish to remove any tables, chairs, or side drape from your booth, Hollins will be available during the setup period to assist.

#### **Eligibility and Payment:**

- Your company must be a Triangle Apartment Association member in good standing and with the 2026 Supplier dues paid in full.
- TAA will invoice your company for payment of your booth space. Exhibit booth invoices must be **PAID IN FULL** no later than March 25, 2026. If payment has not been received by this date, you will not be permitted to exhibit at the 2026 TAA Trade Show.

**Exhibitor Setup:** Exhibitors may set up their items in their assigned booth space between 8:00 AM and 3:00 PM on Wednesday, April 1, 2026, before doors to the Trade Show opens on the same day. **All booths must be completed by 3:00 PM.** Drapes, carpet, tables, chairs, and electricity will be installed the day before.

**Exhibitor Breakdown:** Exhibitors may dismantle booths immediately following the conclusion of the Trade Show at 8:00 PM, and no earlier. All items must be removed from the venue by 11:00 PM the same day. If items are left behind in the exhibit booth space, the Exhibitor may incur removal costs. Shipping arrangements are to be made in advance by the Exhibitor with Hollins Exposition services.

#### **Exhibitor Rules and Regulations:**

The Triangle Apartment Association (TAA) reserves the right to prohibit or require modification of any exhibit, exhibit component, or booth activity that, in TAA's sole judgment, is unsuitable, unsafe, or not in compliance with these Exhibitor Rules and Regulations.

If you are unsure whether an element of your exhibit is permitted, exhibitors are strongly encouraged to request clarification or obtain prior approval in advance. Questions and approval requests may be submitted to [tradeshow@triangleaptassn.org](mailto:tradeshow@triangleaptassn.org).

#### **Prohibited Activities and Booth Restrictions**

Exhibitors **may not** engage in any of the following:

- **Obstruct neighboring booths.**  
Exhibitors may not install side walls on canopies or place signage, backdrops, or displays in a manner that blocks the visibility of adjacent booths. A reasonable line of sight down each aisle must be maintained. *Exhibitors in 20'x20' Island Booths are exempt from this rule.*
- **Exceed height or space limitations.**  
Booth structures, displays, signage, or equipment may not exceed 10 feet in height or extend beyond the assigned booth dimensions without prior written approval from TAA.

- **Encroach on common areas or neighboring booths.**

Exhibitors may not place displays, products, mascots, or company representatives outside of their designated booth space.

- **Solicit outside the booth.**

Company representatives, brand ambassadors, or mobile products may not roam aisles or common areas to solicit attendees.

- **Play music or amplified sound.**

- **Allow children in the booth.**

- **Have live animals in the booth.**

- **Serve food.**

The only exception is the distribution of small, individually wrapped food items (e.g., candy or cookies) as a giveaway intended to be consumed after the trade show.

- **Serve beverages.**

- **Distribute alcohol during show hours, whether for consumption or as a prize/giveaway.**

- **Conduct unsafe or high-risk activities.**

Activities that pose a potential safety or insurance risk—including, but not limited to, darts or activities involving sharp, heavy, or airborne objects—are strictly prohibited.

### **Compliance & Enforcement**

Triangle Apartment Association (TAA) reserves the right to enforce these Exhibitor Rules and Regulations at any time during the trade show. Any exhibitor found to be in violation may be required to immediately modify or remove the non-compliant exhibit, display, or activity. Failure to comply may result in the Exhibitor being required to cease the prohibited activity or, if necessary, vacate the exhibit space without refund or liability to TAA. All decisions regarding compliance and enforcement shall be made at TAA's sole discretion and are final.

**Care of Building and Equipment:** Exhibitors or their agents shall not injure or deface the walls, floors, or ceilings of the Jim Graham Building or carpet, pipes, drapes, tables, chairs, or anything else provided by Hollins Exposition Services. When any damage appears, the exhibitor is liable to the Jim Graham Building of the North Carolina State Fairgrounds or to Hollins Exposition Services for damages.

**Cancellation of Exhibit Space and Refunds:** If an Exhibitor wishes to cancel their exhibit booth space and notifies TAA before March 16, 2026, they may receive a 50% refund (or will only be charged 50% of the exhibit booth space). If an Exhibitor wishes to cancel their exhibit booth space and notifies TAA on or after March 16, 2026, absolutely no refunds will be given. All cancellations must be received in writing.

### **Force Majeure**

Neither the Triangle Apartment Association nor the Exhibitor shall be liable for failure or delay in the performance of its obligations under this Agreement if such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, fire, flood, hurricanes, severe weather, earthquakes, war, terrorism, civil disturbance, labor disputes or strikes, government orders or regulations, public health emergencies (including epidemics or pandemics), utility failures, transportation disruptions, or any other events beyond the reasonable control of the affected party ("Force Majeure Event").

In the event that the trade show is canceled, postponed, relocated, or materially altered due to a Force Majeure Event, the Triangle Apartment Association shall not be liable for any damages, losses, or expenses incurred by the Exhibitor, including but not limited to travel, lodging, shipping, or display costs. The Triangle Apartment Association may, at its sole discretion, issue a refund, partial refund, or credit toward a future event, less any expenses already incurred.

If a Force Majeure Event renders performance impossible or impracticable, this Agreement may be terminated by the Triangle Apartment Association without further obligation or liability, except as expressly stated herein.

**Liability:** Triangle Apartment Association, the Jim Graham Building/North Carolina State Fairgrounds, and Hollins Exposition Services will not be responsible for the safety of exhibits from theft, fire, damage, or other causes. The exhibitor assumes responsibility for injury or damage to persons or property resulting from any event originating from or occurring within the exhibit space assigned to the exhibitor.

**Nature of Contractual Agreement:** The provisions set out on the pages called “2026 Triangle Apartment Association Trade Show Exhibitor Agreement” shall be binding upon the Exhibitors who submit the application and are assigned exhibit space.

**To submit your Exhibitor Agreement, please complete the form below and email it to:**  
**[tradeshow@triangleaptassn.org](mailto:tradeshow@triangleaptassn.org)**

To ensure the form is legible and the correct information is received, we recommend that you **do not** complete the form in handwriting. The form is a fillable PDF so you can type directly into the document, save it, and email it.

## 2026 Triangle Apartment Association Trade Show Exhibitor Agreement

I have read the 2026 Triangle Apartment Association Trade Show Exhibitor Agreement in total and hereby understand and agree to all the terms and conditions contained within.

**Company Name:** \_\_\_\_\_

**Company Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Company Billing Address (if different):**

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Office Phone Number:** \_\_\_\_\_

**Email Address for Invoice:** \_\_\_\_\_

**Point of Contact Name:** \_\_\_\_\_

**Point of Contact Phone Number:** \_\_\_\_\_

**Point of Contact Email Address:** \_\_\_\_\_

**NAME OF AUTHORIZED SIGNATORY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Please indicate which exhibit booth space you would like:**

_____ 10' x 10' Inline Booth	\$975	
_____ 10' x 10' Corner Booth	\$1,125	
_____ 10' x 20' Inline Booth	\$1,425	(Created with (2) 10'x10' Booth Spaces)
_____ 10' x 20' Corner Booth	\$1,525	(Created with (2) 10'x10' Booth Spaces)
_____ 20' x 20' Island Booth	Available for 2026 Strategic Business Partners Only	

**Please review the 2026 TAA Trade Show Floor Plan and indicate your preferred exhibit booth number (include your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> choice).** If a 10' x 20' booth is requested, list both booth numbers together on the same line. No "End Caps" permitted. *Booth space will be assigned on a first-come, first-served basis.*

1<sup>st</sup> choice: \_\_\_\_\_

2<sup>nd</sup> choice: \_\_\_\_\_

3<sup>rd</sup> choice: \_\_\_\_\_

4<sup>th</sup> choice: \_\_\_\_\_

**Do you wish to order electricity in your booth space for an additional fee of \$55?** This purchase is non-refundable.

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Not at this time: \_\_\_\_\_

**Ensure this Agreement is completed and signed, then email it to:** [tradeshow@triangleaptassn.org](mailto:tradeshow@triangleaptassn.org).

**DEADLINE TO SUBMIT EXHIBITOR AGREEMENT: March 16, 2026**

TAA Use Only:

Booth(s): \_\_\_\_\_ Booth Fee: \_\_\_\_\_ Power Fee: \_\_\_\_\_ Total Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_ Invoice #: \_\_\_\_\_