

# TAA's 2023 Trade Show - Exhibitors: Know Before You Go!

Wednesday, March 29: 4pm – 8pm at the NC State Fairgrounds, Jim Graham Building

PLEASE REVIEW THIS INFORMATION TO ENSURE YOUR EXHIBITOR EXPERIENCE IS THE BEST IT CAN BE.

Please share this information with everyone who is attending from your team!



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- **EXHIBITOR MOVE - IN:** Wednesday, March 29 between 8am and 3pm. Booths must be set up by 3pm. Please bring something to help you transport your items. TAA will be using their wagons and rolling carts throughout the day and are unable to loan them out.
  - **EXHIBITOR MOVE - OUT:** Wednesday, March 29 between 8pm and 11pm. **Do NOT begin dismantling of displays or packing of product until the show has ended at 8pm.** The Exhibitor Hall must be cleared by 11pm and all items removed. Removal costs will be charged to the exhibitor. Please make shipping arrangements in advance.
  - **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 is on the TAA website. 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 permitted.** Exhibitors shall not display or place any product, sign, partition, apparatus, shelving or other construction which extends higher than 10' above the floor or outside of the booth dimensions. **Booths may not extend over 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 at **Exhibitor Registration**, located in the center of the lobby, between 10am – 3pm on the day of the show. **Each individual company employee representative must pick up his/her own name badge. All exhibitors on the trade show floor will be required to wear their TAA issued name badge beginning at 3pm.**

- **EXHIBITOR PACKET:** You will find it at your booth with show information, including the Wi-Fi password.
- **TRADE SHOW BOOTH CONTEST:** Judging will be held for those who requested to participate in the contest. Booths will be judged for Best Overall, Best Use of Theme and Best Costume. Winners will be notified at the show, receive a trophy, and receive a 2024 booth discount.
- **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, \$29.00 each.
- **FOOD:** This year's menu includes small bites with a Grab-N-Go design for individual packaging and convenience. Food is included in your booth price and will be set up by 3pm so that exhibitors may eat prior to the start of the show. Please eat between 3pm – 4pm. Options include Chelsea Café, Hibachi Xpress Catering, Moe's Southwest Grill, and NY Hot Dog & Catering.
- **BAR:** There will be a cash/credit card bar in Booths 506/507. The bar will be open between 3pm – 8pm to purchase beer/wine/water. Beverage tickets will be available from 10am – 3pm for Exhibitors to purchase at a discounted price. Please be sure to have your Exhibitor badge on if you would like to pre-purchase tickets.
- **BATTLE OF THE BASKETS FUNDRAISER.** Participate in the fundraiser at Booth #117 / 119 / 121 / 123 / 125. Buy raffle tickets to win your favorite basket(s). Tickets are \$10 each or 3 tickets for \$20. Tickets for the Education Committee basket are \$20 each or 6 tickets for \$100. You can pre-purchase tickets through March 22 on the TAA website or at the show beginning at 2pm. Proceeds benefit the TAA Education Foundation Scholarship Fund.
- **AFTER PARTY:** This requires a separate ticket. If you are attending the trade show and plan to attend the After Party, please pre-register by March 20 at [tradeshow@triangleaptasn.org](mailto:tradeshow@triangleaptasn.org).

**Thank you again for your support of TAA and the Trade Show.  
Let's make this our best show yet!**

