

TAA's 2018 Trade Show

Important Information for Exhibitors



Wednesday, April 18, 2018
5pm – 8:30pm
NC State Fairgrounds
Exposition Center
1025 Blue Ridge Road, Raleigh

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

- **EXHIBITOR MOVE - IN SCHEDULE:** Wednesday, April 18 between 8am and 3:30pm. We ask that all booths are completely set up by 3:30pm.
- **EXHIBITOR MOVE - OUT SCHEDULE:** Wednesday, April 18 between 8:30pm and 11:30pm. We ask that you 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.
- **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 Exposition Center 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' above the floor or outside of the booth dimensions. **Booths may not extend over 8' 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 main doors, between 10:00am – 4:00pm on the day of the show. Each individual company employee representative must pick up his/her individual name badge. **THIS IS NEW FOR 2018. All exhibitors on the trade show floor will be required to wear their TAA issued name badge beginning at 4:00pm.**
- **EXHIBITOR PACKET:** Your packet will contain important show information, including the Wi-Fi password. Your packet will be located at your booth. **THIS IS NEW FOR 2018.**
- **TRADE SHOW BOOTH CONTEST:** Judging will be held between 5:15pm and 6:45pm. 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 towards the 2019 Trade Show and the ability to pre-select a booth. If you would like to participate in the contest, please note it on your Needs Assessment Form.
- **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. Extension cords will be available for sale the day of the show for \$20.00 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 4pm so that exhibitors may eat prior to the start of the show.
- **CASH ONLY BAR:** The Murphy House Restaurant will be selling beer and wine. This year, beer and wine tickets will be sold between 3pm - 8:30pm. Bar hours are 4pm - 8:30pm. The cost is \$5.50 per ticket. Please bring cash. There is an ATM located on the Fairgrounds.
- **DON'T FORGET TO BRING CASH OR DEBIT/CREDIT CARDS FOR TAAEF's Education Scholarship Fundraiser:** Participate in the "Battle of the Baskets" Fundraiser at the TAA Booth (#702/703). Buy tickets to win your favorite basket. Tickets are \$5 each or 5 tickets for \$20. Tickets for the Education Committee basket are \$25 each or 5 tickets for \$100.
- **WIRELESS INTERNET:** The Fairgrounds has guest Wi-Fi. Your Exhibitor Packet will include details so that you may access Wi-Fi on the day of the show.

**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.**

**Thank you again for your support of TAA and the 2018 Trade Show.
Let's make this our best show yet!**