

# 2024 Triangle Apartment Association Trade Show Exhibitor Information & Agreement



 Please read carefully, complete electronically, and email to: [tradeshow@triangleaptassn.org](mailto:tradeshow@triangleaptassn.org)

## EVENT DETAILS

**Event Date:** Wednesday, April 3, 2024

**Time:** 4:00 pm – 8:00 pm

**Venue:** Jim Graham Building, NC State Fairgrounds

**Address:** 1025 Blue Ridge Rd, Raleigh, NC 27607

## BOOTH DETAILS

### Booth Displays

- Single Booth
  - 10' X 10'
  - 8ft. High Back Drapes
  - 3ft. High Side Drapes (10' Deep x 10' Wide)
- Double Booth
  - Two (2) 10' X 10's side-by-side
  - 8ft. High Back Drapes
  - 3ft. High Side Drapes
    - Available locations are against a wall or in a vertical location
    - Only forty (40) maximum 10' x 20' Booths are available

## BOOTH PRICING

Single Booth		Double Booths	
10' X 10' Booth	\$925	10' x 20' Booth	\$1,350
10' X 10' Corner Booth	\$1,030	10' x 20' Corner Booth	\$1,450

## WHAT'S INCLUDED

Booth	Included Company Employees	Max. Booth Capacity*
Single 10' x 10'	3 Company Employees	5 Company Employees
Double 10' x 20'	5 Company Employees	8 Company Employees

▶ \*Additional Working Company Employee Representatives: **\$35 per representative if registered by March 25 / \$60 per representative** if registered on-site as a Walk-in.

\*\***Note:** Additional chairs and tables or carpeting may be ordered from Hollins Exposition Services. Also, electricity may be secured at the cost of \$55 per Exhibiting Company.

- Professionally Draped Booths
- (1) One sign with Company Name **if registered by March 22**
- (1) 6ft. Skirted table and (2) chairs per 10' X 10' Booth
- The included registrations must be received by **March 25**, or the Walk-In fee will be charged for each employee attending.

### **Additional Booth Items**

Should an exhibitor need additional booth equipment and/or services, including carpeting, it will be the responsibility of the exhibitor to contact **Hollins Exposition Services directly**. Payment for such additional goods and services shall be made directly to Hollins Exposition Services.

All Exhibitors will have access to an Exhibitor Kit (to include information on ordering additional booth equipment and/or services) from Hollins Exposition Services, on the TAA website. Booths will not have carpeting while the lobby and aisles will be carpeted. If you would like to order carpet for your booth, you may do so.

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## PAYMENT

TAA will invoice your company for payment of booth space. All booth spaces must be **PAID IN FULL by Monday, March 25**, or you will not be permitted to exhibit at the Trade Show. **To participate in the 2024 Trade Show, your company must be a member in good standing with 2024 TAA Supplier dues paid in full.**

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## EXHIBIT INFORMATION

### **Character of Exhibits**

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.

### **Care of Building and Equipment**

Exhibitors or their agents shall not injure or deface the walls, floors, carpeting or ceilings of the building or parts of the booth piping, drapes or tables provided by the decorating company. 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.

## Installation of Exhibits

Hollins Exposition Services will set up booths (piping and drapes) on Tuesday, April 2. Exhibitors may set up their own equipment in the booths from 8:00 am until 3:00 pm on Wednesday, April 3. **All booth setups must be completed by 3:00 pm on April 3.**

## Exhibitor Limitations

Exhibitors shall not display or place any product, sign, partition, apparatus, shelving or other construction which extends higher than 8' above the floor or more than 4' forward from back wall of the booth. **Booths may not extend over 8' high and 4' forward without prior approval from the Triangle Apartment Association.** Exhibits that exceed these dimensions will be limited to certain booth numbers. 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.

## Exhibit Layout and Assignment

Exhibits will be in the Jim Graham Building on the North Carolina State Fairgrounds. The booth floor plan is updated online for download. Exhibitors will be assigned the booth of their choice on a first come, first served basis. 2024 Business Partner booths will be assigned first. Exhibitor Agreements will be accepted beginning January 25, 2024, at 11:00am, and will be time and date stamped. Exhibitors will be notified of their booth assignment by email.

## Removal of Exhibits

Dismantling of exhibits from booths can begin immediately following the conclusion of the Trade Show, but **not before 8:00 pm**. All exhibit equipment must be removed from the Exposition Center at the conclusion of the Trade Show. Cost of removal will be charged to the exhibitor. **All shipping arrangements are to be made in advance by the exhibitor.** All exhibits must be removed by 11:00 pm on April 3. If an exhibit is not removed at this time, the exhibitor will be responsible for any costs incurred.

## Cancellation of Exhibit Space and Refunds

Cancellation of an exhibit space after February 28, will result in a cancellation charge of 50% of the booth fee which will be retained by TAA. After March 15, absolutely no refunds will be awarded for any cancellation and payment is due in full. All cancellations must be received in writing. If TAA postpones or cancels the trade show, exhibitors will have the option of a full refund or to apply the credit to your account.

## Liability

TAA, 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 damages 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 "2024 TAA Trade Show Exhibitor Information & Agreement" shall be binding upon the exhibitors who make application and are assigned space.

**Please download the fillable PDF in the next page, complete electronically, save and email to**

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

- Exhibitor Agreements will be accepted beginning January 25, at 11am and will be time/date stamped.
- Booth assignments will be made in the order received (first come, first served basis).
- Booth space cannot be confirmed without receipt of the completed, signed agreement.
- Please provide a cell phone number in the event there are questions, or your preferred choices are not available.

**FILLABLE PDF NEXT PAGE**

I have read, in total, the 2024 Triangle Apartment Association Trade Show Exhibitor Information & Agreement and hereby understand and agree to all terms and conditions contained within.

**CONTACT NAME:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**OFFICE PHONE NUMBER:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**CONTACT EMAIL:** \_\_\_\_\_

**EMAIL ADDRESS FOR INVOICE:** \_\_\_\_\_

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

**ARE YOU THE PRIMARY REPRESENTATIVE IN CHARGE OF EXHIBIT ARRANGEMENTS?**  Yes  No  
(If not, please provide the contact's name, mailing address, email address and cell phone number.)

**CONTACT NAME:** \_\_\_\_\_

**CONTACT MAILING ADDRESS:** \_\_\_\_\_

**CONTACT EMAIL ADDRESS:** \_\_\_\_\_

**CONTACT CELL PHONE:** \_\_\_\_\_

**Indicate 1st, 2nd, 3rd, and 4th choice of booth location. If a double booth (10' x 20') is requested, list both booth numbers together. Additionally, please indicate your electricity needs.**

Booth(s) will be assigned on a first come, first served basis.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Electricity Needed:

- Yes (\$55 per Exhibitor)
- No

**Note: TAA reserves the right to re-assign booths for the betterment of the Show. Also, if booth sales necessitate a reduction in the show floor, TAA reserves the right to adjust the floor plan and re-assign booths.**

 **EMAIL SIGNED EXHIBITOR AGREEMENT TO: [tradeshow@triangleaptassn.org](mailto:tradeshow@triangleaptassn.org)**

Deadline to reserve and pay for space is March 25. If you have any questions, please contact [tradeshow@triangleaptassn.org](mailto:tradeshow@triangleaptassn.org)

FOR TAA STAFF USE ONLY

Booth(s): \_\_\_\_\_ Date Received: \_\_\_\_\_

Booth Fee: \_\_\_\_\_ Electricity Fee: \_\_\_\_\_

Total Fee: \_\_\_\_\_ Invoice #: \_\_\_\_\_

Notes: \_\_\_\_\_