

TAA's 2024 TRADE SHOW

Exhibitor's: Know Before You Go!

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



EXHIBITOR MOVE-IN

Wednesday, April 3 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, April 3 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.



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 QR CARD

You will find the card at your booth with show information, including the Wi-Fi password.

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.

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.

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.**



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 2025 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 Hibachi Xpress (Japanese), Moe's (Tex-Mex), Santo Pietro Deli (Italian), and Jasmin & Oliv (Mediterranean)!



BAR

There will be a cash/credit card bar in **Booths 157/159 and 458/460**. The bar will be open between 3pm - 8pm to purchase beer/wine/water. Drink tickets will be available for sale in **Booth 508** from 12pm - 4:30pm 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.

TRADE SHOW **DELUXE** (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.




Triangle Apartment Association
— HOSTED BY THE TAA —
**EDUCATION
COMMITTEE**



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 Sale: 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 27 on the TAA website or at the show beginning at 2pm. Proceeds benefit the TAA Education Foundation Scholarship Fund, a Copper Circle program.

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