

# **30th ANNUAL North Carolina Commodities Conference**



## **Exhibitor Registration Packet**

**JANUARY 9-11, 2019**

**SHERATON IMPERIAL CONVENTION CENTER**

**DURHAM/RTP**

Join over 1,000 farmers and ag industry professionals to feature your products and show your support at the annual event which highlights the Cotton, Small Grain, Soybean and Corn industries!

Please secure your package before November 30 to ensure all the possible recognition our partners can enjoy!

Southeastern Association Services

PO Box 58820

Ph: 919-782-3058

Raleigh, NC 27658

Fax: 919-882-8533

[www.nccommoditiesconference.com](http://www.nccommoditiesconference.com)

## General Information

You know the issues. You have at least some of the answers. Help make this Conference and Exhibit Show the best ever by showing off your new products, by offering your solutions to the challenges of farming in the 21<sup>st</sup> Century and by building and strengthening your relationships with the growers and those who provide them with information and education.

1. Exhibitor set-up is Wednesday, January 9, 2019 beginning at 1:00 p.m. until 5:00 p.m.
2. There will be an Exhibitors' Reception on Wednesday evening (5:30-7:00 pm) in the Exhibitor Hall at the Convention Center
3. The Conference begins Thursday, January 10, 2019 and concludes Friday, January 11, 2019. Exhibits **MUST** remain intact throughout the Conference. Dismantling of booths will be Friday morning.
4. No unmanned booths will be permitted. **PLEASE read** the Prohibitions section of the "Rules and Regulations" attached.

## Dates

January 9-11, 2019

## Location

Sheraton Imperial Hotel  
4700 Emperor Blvd., Durham, NC 27703  
Phone: 919-941-5050 800-325-3535

## Exhibitor Package Includes

All Booth Spaces are 8 x 10 & include:

- ◆ Draped Exhibit Booth
- ◆ Sign for Company Name 7' x 44'
- ◆ 8' Covered and skirted table
- ◆ (2) Chairs, (1) Wastebasket
- ◆ (2) Complimentary tickets for the Banquet on Thursday evening. Please indicate who will be using the Banquet tickets on the Exhibitor Staff form.

## Exhibit Cost

**\$625 for All Corner Booths Listed below**

**6,7,11,12,16,17,21,22,26,27,31,32,36,37,41**

**\$525 All Other Booths**

**\$325 For Additional Booth Spaces**

**(Additional Booths does not include corner booths)**

No refunds after November 12, 2018.

All booths must be manned throughout the Conference.

All exhibit personnel must be pre-registered to facilitate entrance into the Exhibit Hall. Please submit a copy of the Exhibit staff registration form for each person who will help work in your booth.

## Show Manager

Bonnie Holloman  
Southeastern Association Services  
PO Box 58220, Raleigh NC 27658  
Phone/Mobile: 919-607-1370  
Fax: 919-882-8533  
bonnie@seasag.com

## Convention & Event

### Coordinator

Cathy Price Horton  
Southeastern Association Services  
PO Box 58220, Raleigh NC 27658  
Phone/Mobile: 919-413-9544  
Fax: 919-882-8533  
cathy@seasag.com

## Hotel Accommodations

Sheraton Imperial Hotel, Reservation Office (919) 941-5050 or (800) 325-3535. Reservations must be received no later than **December 12, 2018**. Please mention that you are with the NC Commodities Conference so you will receive the preferred group rate of **\$135.00**. All reservation are based on availability.



# 2019 Exhibitor Registration Form

**Rental Cost:**  All Corner Booths \$ 625.00  All Other Booths \$ 525.00

Additional Booths \$ 325.00 **(Does not include a Corner Booth)**

List your preference of booth number (s) from the enclosed floor plan. Number of 8'x10' Booths \_\_\_\_\_

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> Choice: \_\_\_\_\_

No space assignment will be made until the Conference office receives fully executed contract and payment. We will honor

Type of product(s) to be exhibited \_\_\_\_\_

List any firm or types of exhibit you do not want to adjoin \_\_\_\_\_

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Please complete the following information below to be included in our meal functions.**

**Continental Breakfast** (Thursday, January 10th)

# attending \_\_\_\_\_

**Luncheon** (Thursday, January 10th)

# attending \_\_\_\_\_

## METHOD OF PAYMENT



**Card Type:**

Name of Cardholder: \_\_\_\_\_

Billing Address of Card \_\_\_\_\_

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

If paying by check, check must be made payable to:

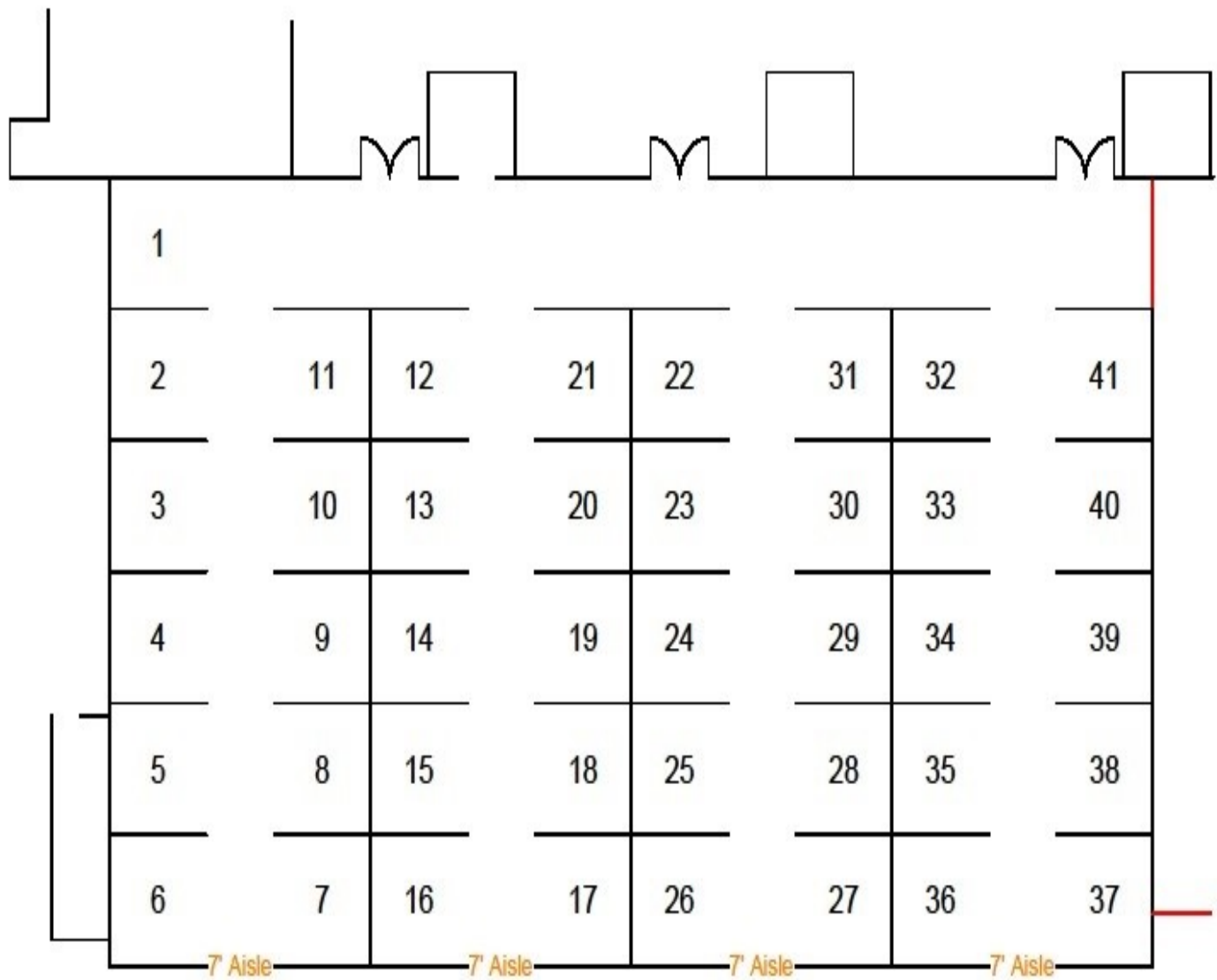
**NC Joint Grains Conference - Tax ID 90-0930466**

**Mailing Address:** NC Commodities Conference  
PO Box 58220, Raleigh, NC 27658

# 2019 NC Commodities Conference Rules and Regulations Governing The Trade Show Exhibit

1. **ASSIGNMENT OF SPACE:** No space assignments will be made until executed contract and full payment are received by the North Carolina Cotton Producers, Corn, Small Grain & Soybean Associations of North Carolina (hereafter referred to as The Associations). Available space will be on a first-come, first-served basis. The Associations reserve the right to relocate display areas for the benefit of the exhibitor or for the betterment of the Trade Show.
2. **BOOTH RATE, PAYMENT AND CANCELLATION POLICY:** All corner booths are \$625 each. Other 8'x10' booths are \$525 each, 2nd booth is \$325 (**2nd booth does not include Corner Booths**). Exhibit fees must be paid in full with signed contract. Cancellations received in writing on or before November 12, 2018, will receive a 50% refund. **NO REFUND AFTER** November 12, 2018.
3. **DIMENSIONS AND LIMITATIONS:** Exhibits must not exceed 8 feet in height. Exhibits must be constructed so as not to obstruct the general view or the view of adjoining booths. Permission to display equipment taller than 8 feet must be obtained from the Show Committee. **NO SIGNS, BANNERS, OR ARCHWAYS WILL BE PERMITTED TO HANG IN OR OVER THE TRADE SHOW AISLES.** Any equipment exhibited in the hall must fit within the dimensions of exhibit space reserved; access to the exhibit floor is via a drive-up ramp through an overhead door 10' wide and 14' high.
4. **LIABILITY:** Exhibitor agrees to protect, save, and keep The Associations, The Sheraton Imperial Hotel, and the conference pipe and drapery company, and their representatives, employees, and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or the representatives, agents, or employees of the exhibitor or those persons acting under the express or implied authority of the exhibitor. Exhibitor also agrees to comply with all applicable terms, conditions, rules and regulations of Sheraton Imperial Hotel and the conference pipe and drapery company. Exhibitor assumes complete responsibility and liability for all loss, damage or destruction of his/her property, employees, agents, and guests. The Associations, Sheraton Imperial Hotel and the conference pipe and drapery company, and any officer, agent, or employee thereof will not be liable for any loss, damage or destruction of exhibitor's property from theft, fire, accident, or any other cause. Exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor, its agents, representatives, or employees. Exhibitor will indemnify and hold harmless The Associations, Sheraton Imperial Hotel and the conference pipe and drapery company, Inc., their members, directors, officers, agents, representatives, and employees against any and all liability whatsoever arising from any or all damage to property or personal injury or loss caused by Exhibitor, its agents, representatives, employees, or any other such persons.
5. **EXHIBIT INSTALLATION AND DISMANTLING:** Exhibit installation hours Wednesday, January 9, 2019, 1:00 pm -5:30 pm. **ALL EXHIBITS MUST BE IN COMPLETE READINESS BY 5:30 pm** Wednesday, January 9, 2019. Exhibitor will forfeit space not occupied by Wednesday, January 9, 2019, and his/her space may be resold, reassigned, or used by the Committee without refund. Displays may be dismantled after close of the trade show at 10:30 am Friday, January 11, 2019. All exhibits must be dismantled and removed from the exhibit area by 3:00 pm, Friday, January 11, 2019.
6. **PROHIBITIONS:** Subleasing or assigning of booths or part of a booth is NOT permitted. **No Unstaffed Booths will be permitted; booths without exhibit personnel present during exhibit hours will be dismantled and reassigned or used by the exhibit committee.** Exhibits, signs or displays are prohibited in any of the public rooms or elsewhere on the premises of Sheraton Imperial Hotel during the Trade Show. Aisle space may NOT be used for exhibit purposes, displays or signs, entertainment, solicitation or distribution of cards, circulars, samples, or other promotional materials. The use of sound devices, megaphones, loudspeakers, or undignified methods of attracting attention is prohibited, where such methods interfere with other exhibitors. No exhibitor shall play music of any kind at any time within the exhibit hall. **Individual exhibitors will dispense NO food or beverages. This will be STRICTLY ENFORCED.**
7. **AMENDMENT TO REGULATIONS:** All matters and questions not covered by these regulations are subject to the decision of The Associations. The Associations shall have sole authority to promulgate, interpret, and enforce all rules and regulations, and to make any amendments necessary for the orderly conduct of the Trade Show.

# 2019 NC Commodities Conference Exhibit Hall Layout



## Pre-Function Lobby

