

Exhibiting Guidelines Annual Conference & Expo 2024:

1- Exhibitors may not load in booths until 12:00 Thursday 8/22/24; load-in must be complete and the Expo Hall vacated for fire marshal inspection by 3:15 PM.

2- Sampling and/or distribution of food or beverage by any exhibitor or vendor must be approved by both CAI-NC and the Convention Center Food and Beverage Director no less than one month prior to any function. Separately, alcoholic beverages may not be brought into nor removed from the premises, to include all areas of the Conference Center, parking deck, event lawn or Convention Center Drive.

3- Animals (with the exception of NC-approved service dogs for the disabled) are not permitted in the facility.

4- Staffing of Booths: Barring advance exceptions by CAI-NC, exhibit booths are to be staffed at all times during stated Expo hours:

- Thursday 4:15-5:30 PM; doors will be secured at 5:30 PM.
- Friday 8/23/24: 7:30-8:15 AM; 10:30-11:45 AM.

It is imperative that no exhibitor begin dismantling or packing their space until end of Expo hours on the final day of the event.

5- Exhibitors are welcome to remain in the Expo Hall at any time on Friday during these hours: 7:15 AM – 3 PM; doors will be secured at 3 PM.

6- Exhibitor team members are welcome to participate in all non-Expo Conference activities as described below:

- Thursday 8/22/24: Welcome Social at Brooklyn Arts Center 8-10 PM
- Friday 8/23/24:
 - President's Welcome and "PCAM Walk" (in the Expo Hall) 8:15-8:45 AM
 - Any learning session
 - Headshots station
 - LAC Update and Family Feud 12:30 – 2 PM

NOTE- box lunches for **registered** team members will be delivered to the Expo Hall at 11:45 AM.

Electrical power can be purchased with your booth order. Dedicated wi-fi is available for \$500 as a fee item separate from booth registration; contact office@cai-nc.org.

7- All exhibitor giveaways are to be conducted privately. Exhibitor is responsible for conveying any giveaway or prize directly to any privately-designated winner before leaving the Convention Center premises and no later than 5 PM; otherwise prize will be discarded.

7- It is considered bad form to conduct business outside of your booth, including talking to clients or prospects or handing out items or information in or in front of someone else's booth.