

# NCPEA Exhibit Handbook

## 2020



Address: Wilmington Convention Center

GPS Address/Delivery: 10 Convention Center Drive

Wilmington, NC 28401

Mailing Address: PO Box 1379

Wilmington, NC 28402

Phone: (910) 251-5101

Facsimile: (910) 251-5102

Website: [www.businessmadecasual.com](http://www.businessmadecasual.com)

1. The North Carolina Police Executives Association (NCPEA) hereby authorized to assign exhibit space based on availability and in accordance with the Exhibitor's choice whenever possible. The NCPEA reserves the right to alter the location of exhibit spaces at its sole discretion and in the best interest of the exhibition.
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3. Conference badges have to be picked up before registration closes for the day, Conference badges will be available on July 12, 2020 starting at 12pm. It will not be possible to issue badges after the closure of the registration desk. Please ensure that delegates manning your booth are aware of these arrangements.
4. The NCPEA reserves the right to remove or prohibit any exhibit in whole, in part, or any Exhibitor or representatives that in its opinion are not in keeping with the character and purpose of the trade show. All vendors and sponsor will be in the Exhibit Hall, no vendors or sponsors may setup a booth in the hallway.
5. All exhibits confirmed by NCPEA will take place within the official Conference venue, at the Wilmington Convention Center.
6. The exact location of your exhibit booth will be indicated on site at check-in.

7. Vendors are encouraged to bring extra retractable banners so that NCPEA can promote your company throughout the conference (example classes, hallways and etc). We are inviting you to attend our Sunday evening reception which will be located at the Embassy Suite Hotel, please bring business cards with you to this. We are finalizing the details in our agenda, however a preliminary agenda is posted online. The event is designed to create an environment to promote networking between our attendees and YOU (our partners).
8. Vendor check in will be July 12, 2020, Sunday, 12pm to 5pm. Vehicles will be moved in every 30 minutes. Move out is: Tuesday, July 14th, 2020 starting at 2:00pm.
9. Per the convention center: Shipping of Exhibitor or conference related materials will be accepted no earlier than 4-days prior the [sic] first move-in day with the booth #/ name indicated on the labeling. All materials will be delivered to the Ticket Office. NCPEA will only be responsible for delivery of materials accordingly to booth or meeting rooms. NCPEA is not responsible for any broken items that are shipped.
10. Shipments should not be shipped for delivery before Thursday, July 9th, 2020. Further, all shipments must be shipped out by Tuesday, July 21th, 2020 end of day. The vendor/ shipper must provide a label for shipping the item, and secure the shipment (i.e., packaging tape) and call for pick-up with the shipping company. If you have any promotional items that you would like to share with the attendees please contact me at info@ncpea.org to further discuss this option. **There are shipment fees.** The Facility does not handle freight shipments. All event related freight must be addressed to Licensee or Contractor/Decorator. If Licensee does not have a Contractor or Decorator, the Facility will receive packages and standard handling fees will apply. Shipments must be addressed properly and must not arrive outside contracted License period. All shipments leaving the Facility will need to be called in to shipping provider as the Facility does not have any scheduled pickups. Please visit <https://www.wilmingtonconventions.com/wp-content/uploads/2019/10/WCCFacilityEventGuide-Rev.-2019.10.02.pdf> for more information.
11. Please note: Property left in or on the center grounds more than (5) five days will be considered to be abandoned by its Owner and Center reserves the express right to dispose of such abandoned property at its option without compensation to any party. In the next couple of days, you will be receiving

your vendor assignments. If you are a sponsor, you will receive additional email. This email does not confirm your payment; it only confirms your registration for the conference. If you have not made your payment, please do so by June 1, 2020.

Shipping Address:

515 Nutt Street  
Wilmington, NC 28412

**A. Loading Dock**

The interior loading dock makes off-loading easy. It features two (2) roll-up doors at Nutt Street. Each outside entry door is 21' wide by 13'6" height. Once entering the dock, two (2) electric dock levelers can provide easy access for off-loading tractor-trailers, smaller trucks or vans. Two (2) roll-up doors from the dock into the Exhibit Hall are 10' wide by 8' high

**B. Parking**

The WCC is attached to a convenient City of Wilmington owned public parking deck which can currently house up to 578 automobiles. The Parking Deck features ADA (Americans with Disability Act) accessible spaces and elevators leading into the WCC. The Parking Deck is used for event parking and public parking and is managed by Lanier Parking who can be reached at (910) 343-1119. All parking rates are regulated by the City of Wilmington. The daily parking fee is currently \$3.00 for the first hour, \$2.00 for the 2nd & 3rd hours each, and \$1.00 each hour thereafter with a maximum of \$13.00 for up to 24hrs. There are no available permanent parking spaces on Convention Center Drive as this is ingress/egress for emergency vehicles.

**C. Vendor and Employees**

Exhibits shall be staffed by technical, qualified individuals who are company employees or legitimate representatives. Exhibitors must open their exhibit on time each morning and staff it throughout each day until show closing. Exhibit personnel shall wear professional attire consistent with the conference decorum.

Paid vendor attendees are invited to attend the President's Reception on Sunday Night, July 12, 2020. The reception will create an intimate environment for you to network with potential clients and current clients.

Likewise, any personnel hired by an Exhibitor, such as models, performers, musicians, or entertainers, must be properly attired and not dressed (or undressed) in a lewd, suggestive, offensive or obscene manner. NCPEA strongly encourages booth personnel to be registered in advance. Exhibit staff who register on-site will require a government picture ID and proof of employment. The following are the only acceptable proofs of employment: company business card, company ID, written letter on the exhibiting company's letterhead, or an email from the exhibiting company's Primary Booth Contact.

For the safety and consideration of all guests enjoying their time at the WCC and NCPEA, children are prohibited during the event as part of a vendor booth.

No person under 18 years of age will be permitted on the floor during move-in or dismantle. The children under the age of 16 are allowed to work booths. Employee 16 -17 years old must be accompanied by an adult to work the booth.

Exhibits are to be set up during assigned times, and the "take down of booth" by 2:00 p.m. on Tuesday, July 14<sup>th</sup>, 2020. Exhibit space left empty as of 5:00 can be resold or reassigned by the NCPEA without obligation on the part of NCPEA for any refund whatsoever.

All balances must be paid in full before check-in.

#### **D. BALLOONS, CONFETTI, & STICKERS**

Helium balloons are not permitted on the premises unless approved by NCPEA. Helium balloons are not to be used as giveaways. Helium tank storage is not permitted inside Wilmington Convention Center. Retrieval of a helium balloon which becomes unanchored and trapped within the ceiling or structure at Wilmington Convention Center will be at the expense of the exhibitor.

Confetti is not permitted in the Exposition Hall or common areas of Wilmington Convention Center.

Stickers are not permitted in the Exposition Hall or common areas of Wilmington Convention Center.

#### **E. EXHIBIT BOOTH NOISE/LIGHTING**

NCPEA is a professional show. In general, Exhibitors may use sound equipment in their booths provided the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be

positioned so as to direct sound into the booth rather than into the aisle. The noise level and content of exhibits will be monitored by NCPEA staff.

Profanity of any sort is not permitted as part of displays, simulators, video or presentations. Failure to comply with these regulations may result in the loss of ability to display audio features in the violating booth or expulsion from the show.

The NCPEA shall not in any manner for any cause (including any cause of action) be liable or responsible to any exhibitor or any other person for any injury (including death) loss or damage to any person, business or property in any way related to or arising in connection with the exhibition; any and all claims for such injuries or damages are hereby waived and each Exhibitor agrees to defend, indemnify and hold harmless the NCPEA and its directors, officers, employees and agents (the "Indemnified Parties") against any and all claims, liabilities, losses and expenses, including reasonable attorney's fees, imposed on, incurred by or asserted against the indemnified parties caused by any act or omission of that exhibitor, or occurring within the exhibit space leased by that exhibitor or arising in connection with the activities conducted by that exhibitor in connection with the exhibition.

#### **F. Vendor Additional Standards**

No tents/canopies of any sort.

Any vehicle inside the building must:

Have 1/8 tank of gas.

Have battery disconnected.

Have fuel tank taped or locked shut.

Have keys outside of vehicle at all times.

Must be noted on floor plan.

All power must be purchased through client or WCC prior to arrival – any onsite power requests will incur an extra fee.

No drones or flying objects are permitted.

No outside food and beverage is permitted.

Vendors who wish to sample food at booth must fill out the proper paperwork provided by WCC in advance.

Any vendors that wish to bring combustibles/flammable objects/weapons must have their booth noted on floor plan and be able to provide detail on objects if requested by WCC.

Any combustible/flammable objects are subject to inspection by Fire Marshal and must be present at the time of the inspection determined by client.

The Center does not handle freight shipments. We ask that all event related freight be addressed to the Licensee or Contractor/Decorator.

If Licensee does not have a Contractor or Decorator, the Center will receive packages and standard handling fees based on the rates and stipulations listed below. Center asks that all shipments be addressed properly and do not arrive outside contracted License period. All shipments leaving Center will need to be called in to shipping provider as Center does not have any scheduled pick up times.

No carts with more than 2 wheels are permitted on facility concourses.

Any vendors with larger carts will need to load-in/out through the vehicle access ramp.

No vendors will allowed to be in the space during a time when the client is not present on the property for any reason.

Effective Year-2020 WCC charges a handling fee for any items shipped to the building. Please visit WCC at <https://www.wilmingtonconventions.com/wp-content/uploads/2019/10/WCCFacilityEventGuide-Rev.-2019.10.02.pdf>

\$20.00 per box delivered

\$100.00 per half pallet delivered

\$200.00 per full pallet delivered

\$40.00 moving fee

\$20.00 per day storage fee

Any packages shipped to the center without prior notice of their arrival will be denied.

Vendors should contact Sami (sblank@wilmingtonconventions.com) to arrange their package delivery and payment.

### **G. Sponsors**

NCPEA is requesting that all sponsors submit a one page ad for the program booklet by June 1, 2020.

### **H. Advertisement for all vendors**

All marketing material, booklets, pens, etc. must be received by June 1, 2020. Items must be mailed to the following address:

Attention: Captain Joyce

467 Hay Street

Fayetteville NC 28301



## SETUP Display

- Vendor booths are subject to change at the discretion of NCPEA.



These pictures are for your reference.

