

Vendor Hall Guidelines





- The North Carolina Police Executives Association (NCPEA) is 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.
- Conference badges must be picked up before registration closes for the day, conference badges will be available on Sunday, starting at 12 pm. 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. **Subject to change.*
- 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 sponsors will be in the Exhibit Hall, no vendors or sponsors may set up a booth in the hallway.
- All exhibits confirmed by NCPEA will take place within the official conference venue, at the Wilmington Convention Center.
- The exact location of your exhibit booth will be indicated on-site at check-in.
- Carpet will not be provided as an option for vendors.
- The booth is 10 x 10 square and that will consist of a six-foot-one table and 2 chairs. Additional chairs and equipment will be the responsibility of the attending vendor or sponsor.
- Vendors are encouraged to bring extra retractable banners so that NCPEA can promote your company throughout the conference (for example, classes, hallways, 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 on-line. The event is designed to create an environment to promote networking between our attendees and YOU (our partners).
- Vendor check-in will be Sunday, 12 pm to 5 pm. Vehicles will be moved in every 30 minutes. Move out is Tuesday, starting at 2:00 pm.

- Per the convention center: Shipping of exhibitor or conference-related materials arrangements must be made through the Wilmington Convention Center located at 10 Convention Center Drive, North Carolina, 28401. There is a fee.
- Utility connections (electrical or internet wires, air/water/gas hoses, etc.) must be hidden from view to maintain a high level of safety and professional appearance
- Vehicles/Boats must be indicated and adhere to the following requirements:
 - ✓ Keys are removed from the ignition
 - ✓ All fuel tank openings shall be taped shut or locked to prevent the escape of vapors
 - ✓ The hot lead battery cable shall be disconnected from the terminal and remain disconnected while the vehicle is inside the Facility. Loose cable ends shall be taped to t cover all the exposed metal.
 - ✓ Fueling or de-fueling is prohibited
 - ✓ Fuel tanks shall be filled to not more than ¼ capacity or five gallons, whichever is less
 - ✓ Propellers shall be removed

FIRE PREVENTION & SAFETY

- Fire Prevention and public safety are of paramount and overriding importance in the Wilmington Convention Center. Clients and contractors are advised no event will be permitted to open or continue while a fire or safety hazard exists on the floor.

Below are some basic requirements:

- Compressed flammable gases are prohibited inside the Facility. This includes acetylene, hydrogen, propane, LP gas, and butane.
- Demonstrations using certain gases may be approved only by permit under certain limited conditions and quantities approved by the Fire Marshal.
- Flammable/combustible liquids are prohibited inside the Facility (gasoline, kerosene, cleaning solvents, and other petroleum-based materials).

Facility Event Guide

- Hazardous chemicals and materials are prohibited inside the Facility (pool chemicals, pesticides, herbicides, poison, etc.).
- Combustible materials (i.e., crates and boxes) shall be limited to a one-day supply and shall be maintained in an orderly fashion.