



Vendor Guidebook

North Carolina
Police Executives Association



The North Carolina Police Executives Association (NCPEA) is granted the authority to allocate exhibit space based on availability and in alignment with the Exhibitor's preferences whenever feasible. The NCPEA retains the discretion to adjust the location of exhibit spaces at its sole discretion, prioritizing the best interests of the exhibition.

Key points to note:

- Conference badges must be obtained before the daily registration closure. Badges will be accessible starting at 12 pm on Sunday, and no badge issuances will occur after the registration desk closes. It is essential to ensure that booth delegates are aware of these arrangements (subject to change).
- The NCPEA reserves the right to remove or prohibit any exhibit, exhibitor, or representatives not in line with the trade show's character and purpose. All vendors and sponsors will be situated in the Exhibit Hall, with no booths allowed in the hallway.
- All confirmed exhibits by NCPEA will be held within the official conference venue, the Wilmington Convention Center.
- The precise location of exhibit booths will be provided on-site during check-in.
- Carpeting is not provided as an option for vendors.
- The booth dimensions are 10 x 10 square feet, comprising a six-foot-one table and two chairs. Additional chairs and equipment are the responsibility of the attending vendor or sponsor.
- Vendors are encouraged to bring extra retractable banners for promotion throughout the conference, such as in classes and hallways. Attendance at the Sunday evening reception at the Embassy Suite Hotel is also invited.
- Vendor space assignments are at the discretion of NCPEA and subject to change at any time before the start of the conference.

- Vendor check-in is scheduled for Sunday from 12 pm to 4 pm, with vehicle movements every 30 minutes. Move-out begins on Tuesday at 2:00 pm.
- Shipping of exhibitor or conference-related materials must be arranged through the Wilmington Convention Center, with associated fees.
- Utility connections (electrical or internet wires, air/water/gas hoses, etc.) must be concealed for safety and a professional appearance.
- Vehicles/Boats must adhere to specific requirements, including the removal of keys from the ignition, taping or locking fuel tank openings, and removal of propellers.

Fire Prevention & Safety:

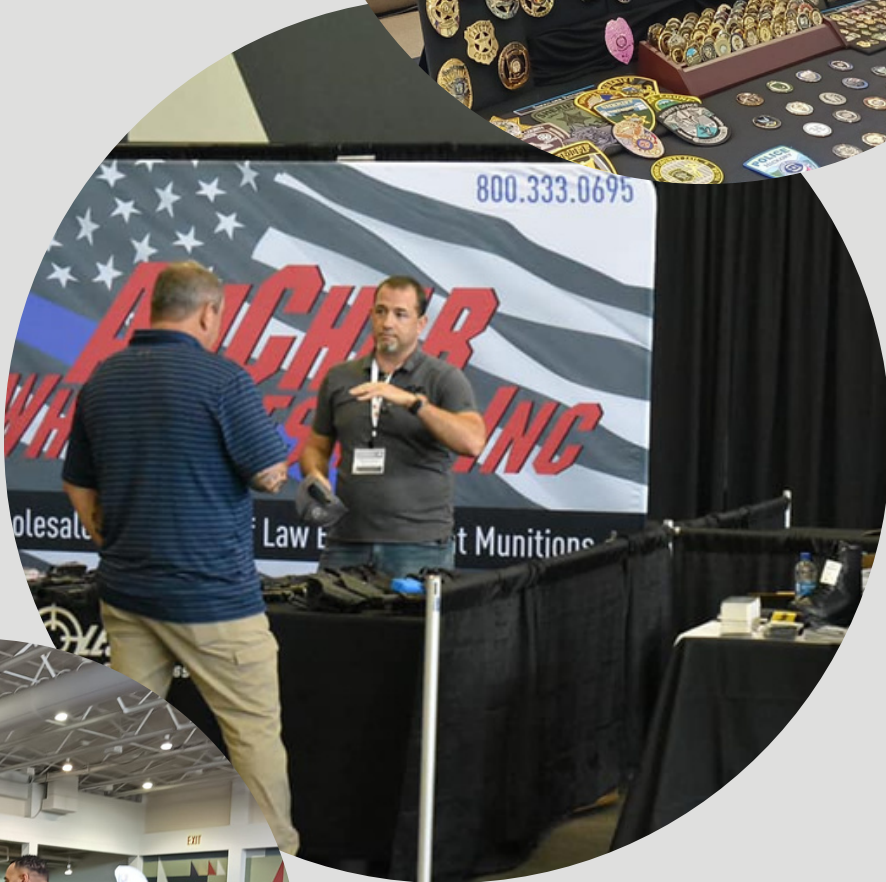
- All vehicles must comply with fire marshal regulations, including taping the gas caps, disconnecting the batteries, have less than a 1\4 tank of gas, leaving ample walkways by staying within your designated space, and other facility requirements.
- Compressed flammable gases are prohibited inside the facility, including acetylene, hydrogen, propane, LP gas, and butane.
- Demonstrations using certain gases require approval by permit under specific conditions and quantities set by the Fire Marshal.
- Flammable/combustible liquids, hazardous chemicals, and materials are prohibited inside the facility.
- Combustible materials (e.g., crates and boxes) are limited to a one-day supply and must be organized orderly.

Refunds and Exhibits of Vendors

- Refunds for vendors and sponsors will not be given after May 1.

- Only two attendees are included in the cost of vendors. Additional Conference attendees will be at an additional cost.
- Children are not allowed in the Exhibit Hall.
- Alcohols cannot be provided as a gift or raffle in the vendor hall, as it violates the NC general statutes.
- A list of conference attendees will be provided after the conference to vendors and sponsors.
- Only sponsors will be allowed at various classroom sessions throughout the conference.

VENDOR HALL SNAP





Thank You


We extend our heartfelt gratitude to you for your invaluable support and participation as a vendor/sponsor at the NCPEA. Your commitment and contribution played a pivotal role in making the event a resounding success.

Your [products/services] greatly enriched the experience for all attendees, and your presence added significant value to the overall event. We appreciate the effort and dedication you put into ensuring a seamless and engaging experience for everyone involved.

It is through partnerships like yours that we can continue to elevate and enhance the [Event Name]. Your support is instrumental in our mission, and we are truly grateful for the positive impact you've had on our event.

Once again, thank you for your generosity and collaboration. We look forward to the possibility of working together in future endeavors.

Contact Information :

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 www.ncpea.org