

The 2017 Carolina Postal Forum

Rules & Regulations

Exhibit Space Lease, Registration and Admission

A. Exhibit cost

The cost of the 8' X 10' booth is \$650.00. The cost includes exhibit materials mentioned in Section IA of the Rules & Regulations. It also includes two lunch tickets for each 8' X 10' Booth. Additional lunch tickets for booth personnel are available for \$30.00 each. The cost also includes name badges for exhibitor personnel who are working the booth. Each booth is limited to 3 personnel per booth.

B. Exhibit Space Lease and Payment Policy

To reserve exhibit space, a company must complete the online Exhibitor Registration and submit full payment by logging onto CarolinaPostalForum.com and creating a user account. To register offline, download the Vendor Registration and Sponsorship Form from CarolinaPostalForum.com. Submit the completed form and full payment to Regional PCC Show & Forum. If a space lease is received without payment, the Regional PCC Show & Forum will hold exhibit space for a period of two weeks. If payment is not received within that two-week period, the booth space will be released.

C. Cancellations and Refunds

To cancel an Exhibit Space Lease, the exhibitor must notify the Regional PCC Show & Forum in writing. Cancellations received before September 1, 2017 is subject to a refund less a 15% administrative fee. No Refunds will be provided on cancellations received after September 1, 2017.

D. Registrations and Admission

All persons desiring admission to the exhibit area, including without limitation, exhibitors and visitors are required to register online at CarolinaPostalForum.com. An official badge entitles the wearer to attendance during scheduled show hours. The badges are non-transferable. Exhibitor badges are distinguished by a different color from Attendee badges allowing Exhibitors access to the venue, the day of the event, prior to event registration opening hours and access to event identified exhibitor restricted areas.

PCC shall have sole control of admission policies at all times. Pre-registration is a MUST. There will be NO on-site registration.

I Arrangement of Exhibits

A. Booth Materials Provided with Exhibit

included in the exhibit space cost for each booth are draped sides and back walls, one skirted table, and two chairs. Exhibitor's logo will be displayed in the Exhibit Hall on the scrolling banner screens.

No telephone lines are allowed or provided in the booths.

Portable cellular telephones are permissible

B. Wi-Fi Availability

included in the exhibit space cost. Password will be given upon request

C. Continual Scrolling Banners

Exhibitor Logos, sponsorship banners, donor banners, will be displayed on two (2) side screens, to the left and right of the main stage in the Exhibit Hall. Email logo Lynn Taylor at lynn.o.taylor@usps.gov

D. Sound

Sound shall not be objectionable audible to neighboring exhibitors. If sound is/ or continues to be objectionable to neighboring exhibitors after due notice to the exhibitor, the PCC Director of Events shall have absolute and sole discretion in enforcing this regulation and the PCC Director shall have the sound eliminated.

E. Electrical

Vendor booths will be equipped with one (1) 110 volt electrical outlet, upon request. All equipment and displays, regardless of power source, must comply with all federal, state, and local safety codes. The venue will supply all extension cords. All exposed non-current carrying metal parts of fixed equipment which are liable to be

energized must be grounded. All spotlights and electrical cords must be UL approved. The Carolina Postal Forum reserves the right to remove any item that it deems unsafe or a hazard.

F. Exhibit Set-Up

The entrance will be open 1:00 PM – 5:00 PM on Thursday September 21, 2017 for exhibit setup. Exhibitors may enter the exhibit at 7:00 AM Friday, September 22, 2017. All booths must be set up completely and ready for viewing at 7:30 AM Friday, September 22, 2017.

G. Exhibit Tear Down

Exhibitors may begin tearing down exhibits after the show closes at 3:00 PM on Friday, September 22, 2017. Exhibitors cannot begin tearing down before the show closes, no exceptions. All exhibits must be dismantled and off the show room floor by 5:00 PM on Friday, September 22, 2017.

II Permissible and Non-Permissible Conduct

A. Permissible Conduct within Exhibitor's Booth

1. Product demonstrations are permissible. Actual use of the product to show how it is used in industry is encouraged for a lively display.
2. Masters of ceremonies, narrators, commentators, or professional performers may be used in conjunction with product demonstrations or presentations as long as these are "substantially related" to the exhibitor's product and in good taste. Determination of "substantially related" is within the sole judgment of the PCC Director of Events.
3. Signage or other materials to be displayed are limited to the interior 8' X 10' draped booth area.

B. Non-Permissible Conduct

1. Signs indicating the price or reference to sale of display equipment will not be allowed.
2. On-site sale and delivery of goods or equipment will not be allowed. Exhibitor will be responsible for all license fees and taxes incurred for violation of this rule.
3. Performers or comedians, live or on film, except as specified in item A2 above are prohibited.
4. Serving of alcoholic beverages is not permitted
5. Exhibitors are responsible for the entire area around booth including adjacent space. The area must be free and clear for attendee traffic
6. No double face tape or balloons of any type will be permitted inside the exhibit hall, nails, screws, hooks, tacks, or any similar items may not be driven into any decorations, adhesives or any other thing done which would mar or deface the premises. Exhibitors will indemnify and hold PCC harmless for any damage caused by violation of this rule.
7. Materials may Not be attached in or to the premises by means of cords, ropes or ribbons.
8. No transmission of recording for transmission for sale or permit sale by radio, television, motion picture, videotape, sound recording, or otherwise is permitted.
9. No explosive, gasoline, kerosene, acetylene, propane or other fluids or combustibles may be brought into the Exhibit Hall.

III Ejection

The Exhibit Hall and PCC reserve the right to refuse admission to or cause to be removed any undesirable person. The PCC Director of Events reserves the right to eject any exhibitor from the show who violates these Rules & Regulations

IV General

All matters and questions not covered by these Rules & Regulations and interpretations of these Rules & Regulations are subject to the discretion and decision of the PCC. These Rules & Regulations may be amended and/or interpreted at any time by the PCC Director of Events. All amendments, additions, or interpretations that may be so made shall be as binding on all parties as the original Rules & Regulations.

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I, the authorized representative of the Exhibitor, acknowledge that I have read the foregoing PCC Rules & Regulations and that my company agrees to abide by all Rules & Regulations, intending to be legally bound hereby.

Signature: _____

Your Name _____
(Please Print)

Company Name: _____

Date: _____