

Carolina Postal Forum



Presented by:



FAQ

What are the Important Dates and Times?

- Register Cut Off August 25
- Load in Date for Vendors is Thursday September 21 – 1pm to 5pm and Friday at 7am to 7:30am.
- Event times for attendees is Friday September 22 – 7:30 to 3:30pm
- Load out time for Vendors Friday 3:30pm to 5pm

How many attendee / Vendors are you expecting?

- Last event we had over 300 Attendees. We are expecting to grow this year.
- We had 26 Vendors – our goal is to limit to around 28 Vendors so please register early.

Why do people attend this event?

- This event is as close as you can get to the National Postal Forum at a Regional Level.
- This is truly a Carolina Event with the combined support of 6 PCC – Greater Triad NC, Greater Triangle Area NC, Greater Charlotte NC, Low Country of Greater SC, Columbia SC, and Upstate of Greater SC.
- We will have 2 Keynotes – from both USPS Executive level and Industry Executive level.
- We will have 12 breakout training sessions utilizing USPS and Industry experts.
- New this year is the MDP – Mail Design Professional Course. Where attendees can start the process of earning this certificate.

Can I pre-ship materials to the venue?

- Unfortunately not. Most of our vendors were shipping to their hotels or bring the materials themselves.

Can I load in early?

- Yes – the venue will be officially open for vendor setup Thursday from 1pm to 5pm on Thursday. We will also allow vendors in at 7am Friday. Official doors open to attendees at 7:30 am Friday. For the safety and comfort of our guests we ask that all vendors be setup before doors open Friday. If special needs are required please reach out to lynn.o.taylor@usps.gov.

What time do I have to be out on Friday?

- The event will be complete by 3:30pm Friday. Our goal will be to have all the vendors loaded out by 5pm. If special needs are required please reach out to lynn.o.taylor@usps.gov.

Will there be a Break Out / quiet room available to meet with our prospects?

- Yes as an added bonus this year we will have an area for you to meet your prospects.

Are the hotels in the area?

- TownePlace Suites by Marriott Charlotte University Research Park
8710 Research Dr, Charlotte, NC 28262
(704) 548-0388
- SpringHill Suites Charlotte University Research Park
8700 Research Dr, Charlotte, NC 28262
(704) 503-4800
- Courtyard Charlotte University Research Park
333 W WT Harris Blvd, Charlotte, NC 28262
(704) 549-4888
- Hilton Charlotte University Place
8629 J M Keynes Dr, Charlotte, NC 28262
(704) 547-7444

What address for GPS / Uber –

8105 IBM Drive, Charlotte NC 28262

Will there be Wifi

Yes

Will there be electricity

Yes – but very limited. There may be only 1 standard 110 outlet per booth. To ensure we can meet your needs register and pay for your booth early. If you need additional power please reach out ASAP.

How many people can I bring with my booth?

With each booth you get 2 tickets and the option to purchase additional tickets.

What is the cutoff date for vender registration?

Aug 25 – to ensure you are on promotion materials.

Is there a loading dock?

No – This year’s venue only has street level access. If special needs are required please reach out to lynn.o.taylor@usps.gov.

Is there any moving equipment?

Sorry – if you need hand trucks or moving carts please make other arrangements. If special needs are required please reach out to lynn.o.taylor@usps.gov.

Can I tour the facility ahead of time?

If you are looking to setup multiple booths and have special electrical and move in needs – please reach out to lynn.o.taylor@usps.gov to setup a walk thru of the facility.

Can I supply a door prize?

- To reduce the amount of time at the end of the event we are asking vendors to consider sponsoring one of our main 3 door prizes and Grand Prize. We are trying to reduce the amount of time spent at the end of the event.
- This year we will be giving away TV, Trip to Charleston SC, Trip to Asheville NC, and the Grand Prize of ticket to 2018 National Postal Forum.

How far from airport?

- CLT – Charlotte Douglas International Airport is only 15 miles or 18 Minutes (American, Air Canada, Delta, Frontier, JetBlue, Lufthansa, Southwest, United and ViaAir)

- USA – Concord Regional Airport is only 8 miles of 14 Minutes (Allegiant Air)

Where do I send my logos?

- lynn.o.taylor@usps.gov

Acceptable file formats for my logo?

- PDF, AI, JPG, TIFF – for print quality vector images are best or 300 Pixels Per Inch if necessary.

How do I register?

- Please start at our website www.CarolinaPostalForum.com any additional questions please reach out to lynn.o.taylor@usps.gov or ?

Participating PCCs

Visit our participating PCCs:



Greater Charlotte PCC

2901 Scott Futrell Dr
Charlotte, NC 28228
(704) 393-4438

<http://www.charlottepcc.com>



Greater Triad PCC

PO Box 27499
Greensboro, NC 27498-9661
(336) 668-1376

<http://www.greatertriadpcc.com>



Greater Triangle Area PCC

1 Floretta Place
Room 88
Raleigh, NC 27676-9998
(919) 420-5148

<http://www.triangleareapcc.com>



Low Country PCC

7075 Cross Country Rd
Charleston, SC 29423-9998
(843) 760-5401



Midlands PCC

PO Box 2135
Columbia, SC 29202-2135
(803) 733-4612

<http://www.midlandspcc.com>



Upstate PCC of Greater SC

600 W Washington St
Greenville, SC 29602-9998
(864) 282-8302

<http://www.upstatepcc.com>