

CAPCA SPRING EXHIBITION

Rules & Regulations

EXHIBITORS: CAPCA limits those companies offering products or services of specific interest to the attendees. CAPCA reserves the right to determine the eligibility of any company for participation.

ADMISSION: Exhibits are open to all registrants. Admission will be limited to those with a specific interest in the subject matter of the exhibition.

BOOTH SIZE: Standard size is a minimum 8 x 10 foot space. A floor layout is enclosed.

EXHIBIT DESIGN: No exhibit shall be permitted to interfere with a neighboring exhibit. No exhibitor is permitted to move any side-dividers. Booth walls cannot exceed eight (8') feet in height.

Exhibitors are not permitted to block the entrance to the booth area and are encouraged to design the booth to allow full access by meeting attendees.

Exposed/unsightly or oversized portions of booths may be ordered "masked" by CAPCA. The removal expense is the sole responsibility of the exhibitor.

ELECTRICAL: Electricity is provided if requested in advance (Spring only). In the Fall, electricity will be supplied for all booths. It is the exhibitor's responsibility to furnish needed electrical cords to receive power to the booth. The hotel may furnish an extension cord to the back of each exhibit; however, it will be the exhibitor's responsibility for arranging.

SAFETY AND FIRE LAWS: All applicable fire and safety laws of the State of North Carolina must be strictly observed by exhibitors. No decorations of flammable materials are permitted. Wiring must comply with local Fire Department and Underwriters Rules.

PROMOTIONAL ACTIVITIES: Companies exhibiting at the CAPCA Conference that plan and host outside activities during daily conference functions will not be invited to exhibit at any future CAPA Conferences. All promotional activities must be confined to the exhibitor's booth area. Distribution of literature or promotional material in the aisles, meeting rooms, registration lobby, parking lots or any area other than the booth is strictly prohibited. No cooking of food products is allowed inside the Exhibit Hall.

LOSSES: CAPCA cannot and does not accept any responsibility for any damage, injury, theft or loss incurred or caused by an exhibitor prior to, during, or subsequent to the CAPCA meeting. Damage, injury, theft or loss is solely the exhibitor's responsibility.

EXHIBIT AND MEETING MATERIALS SHIPMENTS: The Omni Grove Park Inn does not have storage facility available to receive or store exhibits, displays and boxes prior to a convention. The Omni Grove Park Inn has appointed Convention Makers, Inc. to assist exhibitors in your shipping arrangements.

Their services include:

- Storage of displays and boxes up to the date of the convention, at no cost to the exhibitor.
- Delivery of displays and boxes to the Omni Grove Park Inn.
- Pick up of materials at the end of the convention for return shipping.
- Convention Makers • 150 Westside Drive • Asheville, NC 28806 • (828) 215-2254
Please use the provided storage and drayage form.
- NOTE: CAPCA reserves the right to make adjustments and modify exhibit space if necessary.

**CAPCA
Group Coordinator:
Connie McElroy-Bacon**

Arrival Date: _____