

CAPCA FALL 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: Power will be supplied for all booths. It is the exhibitor's responsibility to furnish needed electrical cords to receive power to the booth. Convention Makers will rent you a cord. See "Additional Supplies" form.

SAFETY AND FIRE LAWS: All applicable fire and safety laws of the State of South Carolina must be strictly observed by exhibitors. No decorations of flammable materials are permitted. Wiring must comply with local Fire Department and Underwriters Rules. No cooking of food products is allowed inside the Exhibit Hall.

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 CAPCA 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.

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.

MEETING MATERIALS: If you plan on shipping meeting materials to the hotel, you must ship them to yourself. These materials must arrive while you are registered as a guest of the hotel.

EXHIBIT SHIPMENTS: The hotel does not have adequate facilities to accept or store any delivery of booths or exhibit materials. Any boxes shipped to the Hilton will be returned to the shipper. The exhibitor must use the following drayage company for shipping:

CONVENTION MAKERS - CAPCA • 4501 Highway 544 • Myrtle Beach, SC 29588 • (843) 650-6300
(Please use the provided storage & drayage form)

PLEASE NOTE:

Any exhibits shipped to the Hilton prior to the show will not be accepted. They will be returned to the shipper.

NOTE: CAPCA reserves the right to make adjustments and modify exhibit space if necessary.