



# PIANC 2010 Conference

## Trade Show Prospectus

There will be only 25 booths available for this event; making **early registration is a must** if you want to participate.

**Agent Attendance** PIA of North Carolina markets their Conference to members throughout the state. We anticipate approximately 100 agency personnel to attend, in addition to other registered participants, for an approximate total attendance of 125.

**Exhibit Fee, Size and Inclusions** The fee to exhibit in the Trade Show is \$300.00 for both days; *PIA Action Partners* will exhibit for free. The exhibit area includes one 6-ft draped table and a chair. Banners are allowed, but are the responsibility of the exhibitor. Please keep in mind; **NOTHING MAY BE ATTACHED TO THE WALLS**. You may want to consider a door prize to be given away at your booth.

**Exhibit Location** The location will be on a "first come" basis. PIANC does reserves the right to re-assign area location.

**Exhibit Set up, Take Down, Restrictions and Regulations** *Exhibit Area* set up is 7:30 AM – 8:00 AM on the first day of conference. Trade Show Exhibits should be open during non-class times of the conference. Take down may begin after 1:30 PM on the last day of the conference. Exhibition area must be clear of ALL exhibits by end of conference on the last day. No screws, nails or bracing wire may be attached to walls or floors. Combustible oils or gases are not permitted. Any property damaged or destroyed by the exhibiting firm must be replaced in its original condition at the exhibiting firm's expense. PIANC reserves the right to prohibit or require the removal of any display or exhibit or any part of an exhibit which it deems not suitable or in accordance with these regulations or in accordance with acceptable professional ethics or for other reason deemed necessary or appropriate by PIANC. PIANC reserves the right to make such other rules as is necessary to ensure the success of the Trade Show. All exhibits shall conform in all respects to applicable safety, health and fire codes of the County and the State of North Carolina and hosting facility.

**Show Decorator and Drayage Service** Additional furniture will be available through the hosting facility. If you need internet access or any other special electrical needs, you must let PIANC know at least two weeks in advance. These services are provided by hosting facility, will not be available unless requested, and there may be a charge for some additional services.

**Registration of Individual Exhibit Personnel** ALL exhibit personnel are required to register for the Trade Show. Registration provides the exhibitor name badge, Continental Breakfast, lunch, and refreshments that are served during the conference. Exhibitors wanting to attend the Education Sessions will be required to submit the Agents' Registration Form and any appropriate fees will apply. Registration allows up to two (2) exhibit personnel per booth.

**Hotel Information** The hosting facility has a block of rooms available for all days of the conference. See Conference Registration Form for rates and contact information. Be sure to tell reservations you are attending the Professional Insurance Agents of North Carolina Conference Trade Show.

**ADA Policy** In accordance with Title III of the Americans with Disabilities Act, we ask all exhibitors to advise us of any disability and any requests for accommodation to that disability. Please submit your request as far as possible in advance of the convention, but at least four weeks prior to the convention.

**Security and Insurance** Neither PIANC, the staff, officers and directors of the Association, the employees or members thereof, nor their representative will be responsible for any injury, loss or damage that may occur to the Exhibiting Company, the Exhibiting Company's employees or property prior to, during or subsequent to the period covered by the Exhibit Registration and Contract. The Exhibiting Company, on signing the Registration, expressly agrees to indemnify same against any and all claims for such loss, damage or injury. The hosting facility will use reasonable care in providing security in the Trade Show. However, PIANC does not insure the property of the exhibitor and/or the exhibiting firm.

**Confirmation** Confirmation of registration will be sent via email. Questions about the Trade Show should be directed to: Penny Rose, 877 401-6822 or Jim Kennedy, 877 987-4262.

**Cancellation Policy** A request to cancel exhibit space must be received in writing by PIANC. Cancellation of exhibit space on or after ten (10) calendar days prior to the event is subject to a cancellation fee of \$200. No refund will be given for no-shows.