Terms & Conditions Page 1 *Updated 2/25/2026*

Booth Construction & Finishing
Ballroom booths will be provided with attractive, flame-retardant pipe and drape supported by metal or aluminum framework. Standard drape color is black.

Hallway and The View areas are designed as Open-Market Style booth spaces. Open-Market booths will be marked with tape at the corners to indicate booth boundaries.

To maintain a professional appearance, clear sightlines, and a positive experience for all vendors and attendees, the following guidelines apply:

Booth Boundaries & Courtesy
All vendors are required to remain within their assigned booth space.

For Open-Market booths:
- Booth boundaries are defined by floor tape markers.
- Displays, tables, and merchandise must remain within your designated space.
- Please be mindful of neighboring vendors and avoid extending displays into walkways or adjacent booths.

Respecting booth boundaries helps maintain clear aisles, good traffic flow, and fairness for all exhibitors.

Booth Height Guidelines
Inline / Back Wall Height: up to 8 feet
Perimeter Booth Height: up to 12 feet
Side Rails: 36 inches high along booth sides to respect neighboring exhibitors

Display Height & Line-of-Sight Policy
Vendors may extend display elements above the 36-inch side boundary within the back two-thirds of their booth, provided that:
- neighboring booths are not visually obstructed
- aisle sightlines remain open
- displays are finished, stable, and professionally presented

This policy allows vendors to create attractive, festive, and vertical displays while maintaining visibility and fairness for all.

Event management reserves the right to request reasonable adjustments to displays that significantly obstruct neighboring booths or aisle visibility.

Display Tips for Success
(These are gentle guidance points that improve the overall look and shopping experience.)

- Use height toward the back of your booth to create visual impact while keeping the front open and inviting.
- Keep front display areas lower to encourage easy browsing and conversation.
- Vertical displays, lighting, and seasonal décor are encouraged to help create a festive atmosphere.
- Avoid solid walls or tall fixtures along side boundaries that block neighboring booths.
- Well-lit, open, and welcoming booths tend to attract more shoppers.

Facility Policies
• Heavy carts or loads are not permitted through the main entrance
• Loads wider than a single doorway MUST use the loading dock
• No motorized vehicles containing gas or oil inside the facility
• No open flames, candles, propane, gasoline, oils, burning fluids, or kerosene
• No animals permitted (Service Animals only)
• No Mylar balloons permitted
• Helium balloons must be secured and may not be distributed unless weighted
• Do not attach items to walls without Convention Center approval. You may not use nails, tacks, duct tape, glitter, confetti, or silly string.
• The Convention Center charges vendors a $250+ pallet disposal and excessive trash removal fee if applicable.
• Do not pin, staple, or cut into drapes.
• Protective plastic or covering must be placed over carpet before placing dirt, bricks, ponds, landscaping materials, etc.

Vendors are responsible for any facility damage.

NC EXPOS

Assignment of Space
Contracts are dated as they are received. Assignment will be made by the event manager/staff based on package purchased, first right of refusal, and on a priority basis determined by availability of space at the time of payment and signed contract.

NC Expos LLC will make every effort to accommodate booth space requests with consideration, not guarantees. The show producer reserves the right to adjust assignments and rearrange floor plans in order to separate competitors. Should changes be deemed necessary, consideration to all parties will be made. Delay in payment may jeopardize placement.

NC Expos LLC does not allow businesses to choose their placement on the map before, during or after registering for a booth space. As stated above, we will take requests and determine placement in the show based on the 1st paragraph in this section.

Booth Space/Use
The exhibitor agrees to occupy the contracted exhibit space during all show hours and to sell, promote or advertise only the products and services described in the signed agreement. No booth shall be offered for use or sublet by a vendor.

Unoccupied Spaces
If the exhibitor fails to occupy space contracted one hour prior to the show opening, or fails to comply in any other respect with the terms of this agreement, the event manager shall have the right to use such space in any manner without releasing the exhibitor from paying the sum agreed upon with this contract. Use of open space may then be requested by others and will be subject to fees.

Limitations
Music or audio-visual sound must not be audible more than 8 feet from the booth. Displays, demos, mascots and/or distribution of advertising material and those staffing an exhibit are restricted to the confines of the exhibitor's assigned booth unless approved by the Event Manager.

NO WORKING THE AISLES.
Violators of these policies will receive one warning.

Payment of Exhibit Space
All booth space fees must be paid in full BEFORE an exhibit may be set up on the show floor. All booth payments are due 75 days prior to the start of the event. Contracts submitted within 75 days of the event must be accompanied by full payment. Contact your Event manager prior to the show if you think your exhibit is in jeopardy due to non-payment. The exhibiting company is ultimately responsible for the payment of all charges. In the event that an exhibitor fails to make payments in accordance with the payment schedule set out herein, or fails to appear at the show, NC Expos LLC reserves the right to cancel this agreement, retain any payment made as liquidated damages (not as a penalty) for breach of this agreement, and re-rent said space.

Refunds
Deposits (if applicable) are non-refundable and non-transferable. No refunds will be made if space engaged is not used or used only part of the time. Administrative charge of 25% if canceled 76 days or more prior to the event. No refunds will be made within 75 days prior to the show. All cancellations must be submitted in writing to the event manager, but do not guarantee a refund of any amount.

NC EXPOS

Installation & Load-Out
Vendor information packets will be emailed 4 weeks prior to the event. Exhibitors must check in at the Information Desk prior to load in. Please unload in a timely manner. Vehicles may not remain in unloading areas while setting up.After unloading, promptly move vehicles to the North Parking Lot across South Front Street to allow access for other vendors.

All exhibits must remain intact until the close of the show. Exhibitors will have until 5:00 p.m. Sunday to complete removal of exhibits. During load-out, be packed and ready to move out before bringing your vehicle to the loading dock.

Care of the Facility and Exhibits
Exhibitors will be responsible for any damage done to the building by them, their agents, or employees. All property destroyed or damaged by Exhibitor must be returned to its original condition by the Exhibitor at the Exhibitor's expense. Walls, doors, dividing partitions, sidewalks, walkways, garage doors and the floor of the building must not be defaced or altered in any manner whatsoever. No nails or bracing wires used in erecting displays may be attached to the building. Exhibitors will be required to keep their booth displays neat and orderly, with due regard to the safety of the public throughout the Show. Use of unapproved materials (i.e. duct tape residue, or materials mentioned above) will also result in the exhibitor to be responsible for any and all repair and labor costs.

Exhibitor Safety
Standing on chairs, tables or other rental furniture is prohibited. NC Expos LLC nor the Riverfront Convention Center will not be responsible for injuries caused by improper use of furniture. If assistance is required, please notify the information desk or Convention Center Staff member.

Parking
Exhibitors must park in the parking lot north, across the road, from the Convention Center after unloading. Absolutely no parking allowed in fire lanes or handicapped spaces (permit pending). You will be towed. Company vehicles are prohibited from parking around the building and driveways without reservation. These spaces are for the public. Company vehicles should otherwise use the north lot as a courtesy to the public. Violators will be asked to move and/or pay fees for front display. Downtown parking space is limited. Carpooling is reccomended as is not bringing your trailer on Saturday.

Liability
Exhibitor shall at all times (move-in, show days, move-out) protect, indemnify, save and hold harmless Management, against and from any and all loss, cost, damage, liability, or expense arising from, or out of, or by reason of any accident, or other occurrence to anyone, including Exhibitor, its agents, employees, and business invitees, which arises from or out of, or by reason of, Exhibitor's acts or omissions, or occupancy and use of the exhibition area or hall or a part thereof. It is understood that all Exhibitor's property shall remain under the Exhibitor's custody at all times. At no time will Management be responsible for Exhibitor's property. Exhibitor shall, at its expense and as a material part of this Agreement, obtain insurance to cover its exhibit material against damage and loss, and public liability insurance against injury to the person and property of others. This insurance shall name Management as an additional insured. Copies of such insurance shall be provided to Management upon request.

Cancellation or Postponement of Show
In the event that any unforeseen occurrence shall render the fulfillment of this Contract impossible or inadvisable by Show Management this Contract shall be amended or terminated as determined by Show Management to be appropriate. Exhibitor hereby waives any claim against Show Management for damages or compensation in the event of such amendment or termination. As it determines to be appropriate, Show Management may return a portion of the amount paid by Exhibitor for space after deduction of amounts necessary to cover expenses incurred in connection with the Show. Such expenses shall include, but not be limited to, all expenses incurred by Show Management as a result of contracts with third parties for services or products incidental to the Show, including out of pocket expenses incidental to the Show, and overhead expenses attributable to the production of the Show. No monies will be returned should the dates or location of the Show be changed by Show Management, but Exhibitor will be assigned space, which Exhibitor agrees to use under these same Rules. Show Management shall not be financially liable in the event the Show is interrupted, canceled, moved, or dates changed, except as provided herein.

Copyrighted Materials, Observance of Laws
Exhibitor shall not play or permit the playing or performance of, or distribution of any copyrighted material at the Show, unless the Exhibitor has obtained all necessary rights and paid all required royalties, fees and other payments. Exhibitor shall abide by and observe all federal, state and local laws, codes, ordinances, rules and regulations, and all rules and regulations of the Exhibit Hall.

NC SALES TAX
All vendors collecting payment must provide a current NC Sales & Use Tax Number or Certificate of Registration.
New Bern Sales Tax Rate: 6.75%

If you have not provided your registration number to NC Expos, please email it to:
NCExpos@gmail.com

To apply (Form NC-BR):
https://www.ncdor.gov/taxes-forms/sales-and-use-tax
Online applications provide immediate registration. Mail applications may take up to 10 days.

Be sure to keep a copy of your NC Sales Tax # or EIN Number at your booth.

Enforcement of Regulations
Show Management has sole control over all admission policies. Show Management has full power to interpret and enforce all the Rules and the power to make amendments and/further rules or regulations, orally or in writing, that are considered necessary for the proper conduct of the Show. Such decisions shall be binding on Exhibitor. Failure to comply with these or any other rules or regulations may be sufficient cause for Show Management to requrie the immediate removal of the exhibit and/or offending Exhibitor at the expense of the Exhibitor. In addition, Exhibitor agrees to be bound by the terms of Show Management's agreement with the Exhibitor Hall in which the Show is held. Failure to comply with all applicable rules may also result in the forfeiture of all fees paid. Show Management may lease any space so forfeited to another exhibitor and retain all revenues collected without any liability to Exhibitor.