

PAST. PRESENT. FUTURE.

**EXPERIENCE IT ALL AT THE
30TH ANNUAL AENC TRADE SHOW**

DECEMBER 8, 2011

AENC

ASSOCIATION EXECUTIVES OF NORTH CAROLINA

**RALEIGH
CONVENTION
CENTER
RALEIGH, NC**

Register
to exhibit
today!

**AENC Trade Show
December 8, 2011
12:30 pm - 4:30 pm
Raleigh Convention Center
Raleigh, NC**

Theme: Past Present Future

Attendees ▶

Nonprofit association management professionals and meeting planners from nonprofit; corporate; educational; health; and government entities.

Tentative Schedule ▶

Wednesday, December 7, 2011

- 1:00 - 8:00 pm Exhibitor Setup
- 6:00 - 8:00 pm Exhibitor Reception-Marriott

Thursday, December 8, 2011

- 7:00 - 9:30 am Exhibitor final setup
- 9:30 - 10:30 am Booth inspection
- 9:00 - 10:00 am Attendee Breakfast
- 10:00 - 11:30 am Attendee Seminar
- 11:30 - 12:30 pm Attendee & Exhibitor Lunch
- 12:30 pm - 4:30 pm Show Open
- 4:30 pm - 7:30 pm Booth Breakdown

Best Booth Competition ▶

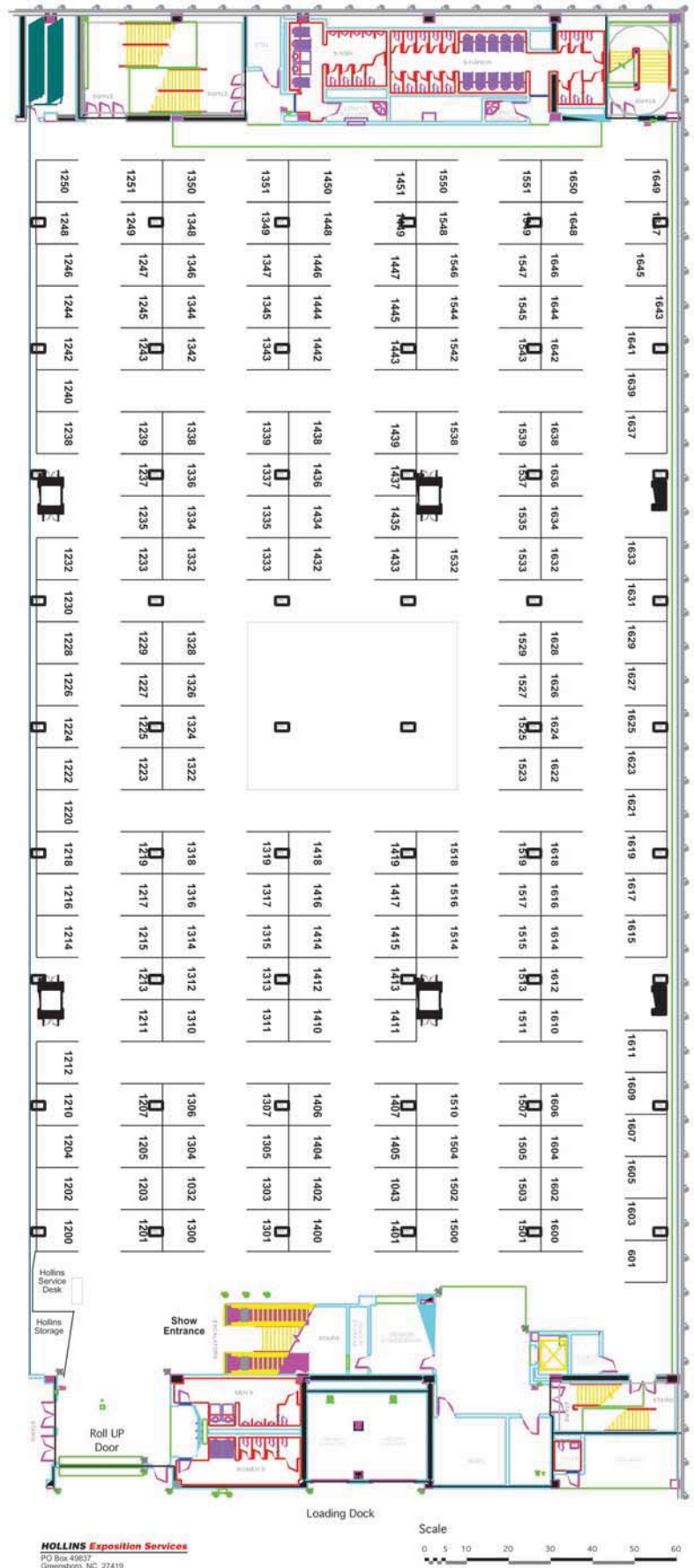
Categories:

- Best Theme – professionally decorated
- Best Theme – independently decorated
- Best Food

Trade Show Contact ▶

Jovita Mask, Event & Sales Manager
(919) 848-8255 or jovita@aencnet.org

Association Executives of North Carolina
7511 Mourning Dove Road, Suite 102
Raleigh, NC 27615 www.aencnet.org





Association Executives of North Carolina - Exhibit Contract

2011 Trade Show - December 8 - Raleigh Convention Center - Raleigh, NC

Association Executives of North Carolina (AENC), based on full payment, hereby provides display area in the 2011 Trade Show at the Raleigh Convention Center, Raleigh, NC, for the duration of the Trade Show, Thursday, December 8, 2011, subject to the Terms and Agreement on the reverse hereto and incorporated herein as part of this contract.

Booth Information/Selection – Booths will be assigned on a first come basis and confirmed upon receipt of payment.

AENC USE ONLY:

Date Received _____
 Booth(s) _____
 Payment: _____

SAME PRICES AS 2010!

| | Before Feb. 15, 2011 | Before July 31, 2011 | After July 31, 2011 |
|-----------------------------------|-------------------------|-------------------------|------------------------|
| Booth Prices – AENC Member | | | |
| Corner Booth (no carpet) | \$775 | \$830 | \$885 |
| Aisle Booth (no carpet) | \$695 | \$745 | \$800 |
| Booth Prices – Non Members | | | |
| Corner Booth (no carpet) | \$1,025 | \$1,080 | \$1,135 |
| Aisle Booth (no carpet) | \$945 | \$995 | \$1,050 |

PRICE INCLUDES: one 10' x 10' booth, with pipe & drape, one 6' table with white top & skirt, two chairs, sign with name of exhibitor and registration for 3 representatives. Drape colors are blue. Aisles will be covered with gray carpet.

PRICE DOES NOT INCLUDE INDIVIDUAL BOOTH CARPET or ELECTRICITY or any other services/equipment. Any booth carpet, additional equipment, furnishings, lighting or decorations can be arranged directly with the official Trade Show decorator. Information on these services will be included in the exhibitor confirmation packet sent with confirmation upon receipt of payment for the booth(s).

List preference for **type(s)** of booth(s): () Aisle () Corner () Wall

List **specific** booth number preferences using the layout. If you are requesting more than one booth, list each booth number separately.

First choice _____ Second Choice _____ Third Choice _____

List any company that you would prefer NOT to be located near your booth(s) _____

TOTAL NUMBER OF BOOTHS REQUESTED: _____ **TOTAL AMOUNT DUE: \$** _____

Agreement, Payment & Cancellation Policy - Booth space will be confirmed only after receipt of payment.
Exhibit fees must be paid in full by July 31, 2011 or be submitted with exhibitor contract for booth purchases after July 31.
CANCELLATIONS or reduction in booths must be received in writing on or before September 1, 2011 to receive a 50% refund.
 No refunds will be given for notice of cancellation or reduction after September 1, 2011. Any entity purchasing more than one booth must include a list of companies participating in those booths by July 31 and payment must be made with one check or credit card charge. AENC reserves the right to make any necessary changes in booth location. This contract, including the Terms and Agreement on the reverse embodies the whole agreement of the parties. There are no promises, terms, conditions, understandings, or obligations other than those contained herein. This contract shall supersede all previous communications, representations, and agreements whether verbal or written between all parties. I have read and understood and agree to the above stated terms and the Terms and Agreement as they appear on the reverse side, governing this contract and I am authorized to do so.

Signed _____ Date _____

Print Name of COMPANY contracting for the booth(s): _____

Print name of company as you wish it to be listed _____

Print Address _____

City _____ State _____ Zip Code _____

Phone (_____) _____ Fax (_____) _____

Print Name of PERSON who is the main contact to receive information: _____

Email _____ Phone (_____) _____

Cell Phone (for emergency use) (_____) _____ Is the address same as above? () YES () NO

PAYMENT: Amount \$ _____ **Payment by:** () Check payable to AENC () MasterCard/Visa () American Express

Card # _____ Exp Date _____ Security Code _____

Print Name on card _____ Signature _____

Billing Address for card: _____

City _____ State _____ Zip Code _____

Email for credit card receipt _____

AENC 2011 Trade Show – Exhibitor Terms and Agreement

Reservation for Space: Exhibitors from 2010 Trade Show will have the first option of booth selection until February 15, 2011, at which time booths will be open to all potential exhibitors. Booths will be assigned on a first come/first served basis. CVBs purchasing a block must submit one check or credit card payment for the full amount of the block with the completed contract. Please indicate a list of companies participating in your block.

Payment and Cancellation Policy: Exhibit fees must be paid in full by July 31, 2011 and fees paid with all contracts submitted after July 31, 2011. Cancellations on or before the September 1, 2011 will receive a 50% refund. NO refunds after September 1, 2011.

Liability: The exhibitor agrees to protect, save, and keep the Association Executives of North Carolina, the Raleigh Convention Center and the official trade show decorator, and their representatives, employees and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or the representatives, agents, or employees of the exhibitor or those persons acting under the express or implied authority of the exhibitor. Exhibitor also agrees to comply with all applicable terms, conditions, rules and regulations of the Raleigh Convention Center and official trade show decorator. The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of his/her property, employees, agents and guests. The Association Executives of North Carolina, The Raleigh Convention Center, and official trade show decorator, any officer, agent, or employee thereof will not be liable for any loss, damage, or destruction of exhibitor's property from theft, fire, accident or any other cause. The exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor, its agents, representatives, or employees. The exhibitor will indemnify and hold harmless the Association Executives of North Carolina, the Raleigh Convention Center, and the official trade show decorator, their members, directors, officers, agents, representatives, and employees against any and all liability whatsoever arising from any or all damage to the property or personal injury or loss caused by the exhibitor, its agents, representatives, employees, or any other such persons. Please have your insurance agent or company provide proof of general liability coverage by issuing a certificate of insurance and naming Association Executives of North Carolina Inc. (AENC), as an Additional Insured. Liability limits shall be at least \$500,000. A certificate of insurance must be in the AENC office on or prior to October 1, 2011 for each exhibit booth or block of booths. Exhibitors are responsible for insuring their own property.

Booth Dimensions and Limitations: Standard booths (10' x 10' in a straight line) may not exceed 8' in rear height. Dividers may not exceed one half of depth of booth (from rear to front) at 8' in height. Remaining divider may not exceed 4' in height. No exceptions. Island exhibits with aisles on all four sides have an automatic separation from neighboring exhibits. Height is restricted to 8' with an exception for foliage/balloons used as decorations. No other exceptions.

Wall Booths: Any booth with a height above 8' will only be allowed adjacent to the permanent wall and must be approved by the committee at least 30 days in advance with a sketch of planned decorations and a height not to exceed 10' in the back half of the 10' x 10' booth. Exhibitors are responsible for informing booth designers about these restrictions.

Line of Sight Limitations: Exhibits must be constructed so as not to obstruct the view of adjoining booths. Absolutely no booth design will be permitted which incorporates a height above 4' on an aisle (as designated by the show decorator in the official show floor plan). In addition, no signs, banners, or archways over the aisles will be permitted. Exhibitors will not be allowed to alter the traffic flow as outlined by the show decorator in the enclosed diagram.

Entertainment: All entertainment within a booth must have prior approval of the Trade Show committee by November 1, 2011. Noise from any type of entertainment must not affect neighboring booths.

Exhibit Installation Hours: Wednesday, December 7, 2011 - 1:00 PM – 8:00 PM; Thursday, December 8, 2011 – 7:00 AM – 8:00 AM. All exhibits must be set up for an inspection by the Trade Show Committee at 8:30 AM on Thursday, December 8. No exceptions allowed. (Hours subject to change by AENC).

Forfeiture of Space: If the exhibit booth is not set by 8:00 AM on Thursday, December 8, it will be forfeited by the exhibitor, and the space may be resold, reassigned, or used by the Trade Show Committee without a refund to the exhibitor.

Dismantling of the Booth: Displays must not be dismantled until after the close of the Trade Show on December 8, 2011. A \$200 penalty will be assessed to any exhibitor that dismantles their booth prior to the close of the show. All exhibits must be dismantled and removed from the exhibit area by 7:00 PM, Thursday, December 8, 2011. The exhibitor authorizes AENC to remove (at the exhibitor's expense) any material in the exhibit area belonging to said exhibitors after 7:00 PM on Thursday, December 8.

Prohibitions: Subleasing or assigning of booths or a part of a booth is not permitted without prior authorization from AENC. Only 2 (two) companies/organization may share one (1) 10' x 10' booth. Representatives are limited to 4 people per 10' x 10' booth. There is a charge for additional representatives.

Trade Show Booth Representatives: There is a limit of 4 representatives per booth at no charge. The 5th and additional persons are \$25 each.

Sound devices: The use of sound devices, megaphones, loudspeakers, music or other amplified methods of attracting attention is prohibited.

Amendment to Regulations: All matters and questions not covered by these regulations are subject to the decision of AENC. The Association Executives of North Carolina shall have sole authority to promulgate, interpret and enforce all rules and regulations and to make any amendments necessary for the orderly conduct of the Trade Show. ED 12012010