



**AFCEA NORTH CAROLINA CHAPTER**  
**32nd Annual Conference & Exposition**  
**August 17-18, 2010**  
**Fort Bragg Officers' Club, Fort Bragg, NC**  
**Exhibit Space Application**

<b>OFFICE USE ONLY:</b>	
Check #:	_____
Amount:	_____
Date Rec:	_____
Rec By:	_____

**PRINT OR TYPE**

**Company:** \_\_\_\_\_  
*(Indicate here exactly how you want your company name to appear on the exhibitors' list in the program)*

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Company Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone:** (\_\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_\_) \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **(SHARING OF BOOTH SPACE IS NOT PERMITTED)**

**SPACE RENTAL FEES:**      *LaFayette Hall (10'W x 8'D): \$2,100.00 per Booth      \$2,400.00 per Premium Booth*  
    *Exhibit Hall# 2 (10'W x 8'D): \$2,100.00 per Booth      \$1,400 per Outside Booth (10x10 min.)*

**Number of Booths Needed** \_\_\_\_\_ **Booth Preference:** 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

<p align="center"><b>CANCELLATION PENALTIES:</b></p> <p>Through April 11, 2010 50% of total booth rental</p> <p>After April 11, 2010 100% of total booth rental</p> <p align="center"><i>It is understood and agreed that 15% administrative costs will be charged for all cancellations.</i></p>
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*Below, select choice of booth configuration (if needed).*

(A) \_\_\_\_\_  (B) \_\_\_\_\_ 

**Outdoor space available upon request. Rental fee based on footage needs.**

**Make Checks Payable to AFCEA NC Chapter**

**Total accompanying application: \$** \_\_\_\_\_

**100% of total booth cost due with application**

**Alternative Method of Payment: MasterCard and Visa accepted with an Administrative/Convenience fee of 3.8%**

*We agree to abide by the cooperative purpose and rules of the show as set by the AFCEA North Carolina Chapter. Acceptance of this application by the AFCEA North Carolina Chapter converts this into a contract for exhibit space.*

**Company:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
    (Signature)

**Date:** \_\_\_/\_\_\_/\_\_\_ **Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_\_) \_\_\_\_\_

**Exposition Management:**  
**Suggs Group, Inc. (SGI)**  
**Phone: (910) 483-2221**  
**Fax: (910) 483-8090**  
**E-Mail: kriggs@suggsgroup.com**  
**Or jsuggs@suggsgroup.com**

<p><b>APPLICATIONS MAY BE FAXED TO SGI FOR FASTER ACCEPTANCE</b></p> <p><i>Booth fees should be mailed to AFCEA NC Chapter c/o SGI address</i></p>
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**Mail Application with Payment To:**  
**AFCEA NC Chapter**  
**c/o SGI**  
**PO Box 88096**  
**Fayetteville, NC 28304**

**Accepted By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Thank You For Your Support**

## **DATES AND HOURS OF EXHIBIT HALLS**

Setup: Monday, 16 August 0800 - 1800

Exhibit halls will be open as follows:

Tuesday, 17 August 0900 - 1700

Wednesday, 18 August 0900 – 1530 Exhibits Open

Wednesday, 18 August – 1530 Exhibits Close

## **ADMISSION**

Admission to exhibit areas, program sessions and social functions at the 2010 AFCEA NC Chapter Annual Conference & Exposition will be limited to the following: AFCEA members, members and civilian employees of the US Armed Forces, designated representatives of exhibitor and member companies, invited guests of AFCEA and those who have an identifiable relationship to the US Armed Forces. Spouses and other members of the immediate family of any of the above persons are welcome at appropriate times.

## **BOOTH EQUIPMENT**

The price in this agreement includes a 10'W x 8'D booth consisting of a fabric backdrop 8' in height, divider rails 3' in height, and a 1-110 volt 2-plug outlet. **Chairs, tables and other booth equipment will be available to rent prior to the event.**

## **ADDITIONAL SERVICES AND SHIPPING AT EXHIBITOR'S EXPENSE**

Information regarding shipping instructions; cost of special booth furniture, labor and carpenters; receiving, handling and storage of crates; special electrical connections, lighting fixtures, etc., will be sent to you with our **Exhibitors' Service Kit approximately 60 days prior to move-in.**

## **INSTALLATION AND DISMANTLING**

Installation of exhibits will start at 0800 on Monday, 16 August. Prior arrangements for moving in your exhibit should be made with the OFFICIAL DRAYAGE CONTRACTOR. **All displays must be ready for operation by 0900, Tuesday, 17 August. Dismantling of indoor exhibits will begin Wednesday, 18 August at 1600.** All display material must be removed from Exhibit Halls by 2000, Wednesday, 18 August. **No dismantling of display will be allowed prior to 1600**

## **BOOTH SPACE COST**

The cost of an inside booth in LaFayette Hall or Exhibit Hall #2 is \$2,100.00. Premium booth fee in LaFayette Hall is \$2,400.00. Fees for outside booths will be determined by space required.

## **ASSIGNMENT & PAYMENT FOR SPACE**

Exhibit space will be allocated by AFCEA NC Chapter. **Your check for 100% of cost for space requested must accompany application.** Any fees or charges not paid when due shall bear interest at the rate of 18% per annum, computed daily, and the exhibitor shall bear the full cost of any collection effort required including legal fees, court costs and related charges. It is understood and agreed that 15% administration costs will be charged for all cancellations. **NO REFUND WILL BE MADE FOR SPACE CANCELLED AFTER APRIL 11, 2010.**

## **AFCEA REGULATIONS**

No exhibit will be permitted which obscures or interferes with an adjoining booth. Backdrop height is restricted to 8'. Sidewalls exceeding 36" in height may extend no more than 4' (1/2 depth of booth) from back wall before dropping to 36" height.

## **RESALE/SUBLEASING OF EXHIBIT SPACE**

Exhibitors may not assign, sublease or otherwise share all or a portion of their exhibit space with any party except a wholly-owned subsidiary, a sister corporation or a company represented by an exhibitor and registered as such with AFCEA NC Chapter without the express written consent of AFCEA NC Chapter. This prohibition will be

strictly enforced. Exhibitor may not permit non-exhibiting company representatives to operate from his booth.

## **OCCUPANCY DEFAULT**

**The North Carolina Chapter AFCEA reserves the right to reassign booth space as they see fit if an exhibitor fails to occupy a contracted space by the time set for completion of installation of the display no later than 0900 August 17. Exhibitors will not be relieved of their obligation of paying the full rental charge of that space.**

## **RELOCATION AND FLOOR PLAN REVISIONS**

The North Carolina Chapter AFCEA maintains the exclusive right to revise the exhibition floor plan and/or move assigned exhibitors as deemed necessary.

## **LIABILITY**

AFCEA NC Chapter and the "Official Contractor," their management, and all organizations and individuals who are employed by them in connection with this exposition will not be responsible to exhibitor for damage or loss to exhibitor property, or personal injury during the exposition period resulting from any cause whatsoever. The "Official Contractor," their management, and all organizations and individuals who are employed by them in connection with this exposition shall bear no responsibility or liability for damages or loss of property or personal injury resulting from the activities of exhibitor, regardless of negligence. The exhibitor is solely responsible for his/her product and exhibit material and should insure against damage or loss from any cause.

## **NO SALE CLAUSE**

To ensure full compliance with IRS rulings, exhibitor will not make sales, or solicit, or accept orders for any product or service including advertising space, in the exhibit halls or within other facilities of the exposition.

## **FIRE REGULATIONS**

Federal and local fire laws must be strictly observed. Wiring must comply with fire department and underwriters' rules. Aisles and fire exits cannot be blocked by exhibitors. No decoration of paper, pine boughs, leafy decorations or tree branches are allowed. All muslin, velvet, or any other cloth decorations must stand a flameproof test as prescribed by the fire ordinance of Fort Bragg, North Carolina.

## **SECURITY MEASURES**

AFCEA NC Chapter will provide security to patrol the exhibit areas during the hours when the exhibits are closed. **However, exhibitors are responsible for the security of their own exhibits.** Additional security may be arranged for with a security agency, if exhibitor deems it necessary. (Exhibitor will inform AFCEA NC Chapter of any such additional security measures.)

**The North Carolina Chapter AFCEA may, at any time, amend or add rules to these rules and those amendments shall be required of the exhibitor equally with the foregoing rules and regulations.**

### **FOR FURTHER INFORMATION, PLEASE WRITE OR CALL:**

*AFCEA NC Chapter Annual Conference and Expo*

*Janice B. Suggs*

*PO Box 88096*

*Fayetteville, NC 28304*

*Telephone: (910) 483-2221 Fax: (910) 483-8090*

*E-mail: [abartos@suggsgroup.com](mailto:abartos@suggsgroup.com) or [jugsjs@suggsgroup.com](mailto:jugsjs@suggsgroup.com)*