

DATES AND HOURS OF EXHIBIT HALLS

Setup: Tuesday, 21 February 2012

Exhibit halls will be open as follows:

Wednesday, 22 February 2012: 0700 – 1700

Thursday, 23 February 2012: 0700 - 1700

ADMISSION

Admission for military and exhibitors is 100% free to exhibit areas, program sessions and social functions. Attendees are limited to the following: FOCA members, members and civilian employees of the US Armed Forces, designated representatives of exhibitor and member companies, invited guests of FOCA 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 10'D booth consisting of a fabric backdrop 8' in height, and divider rails 3' in height. **Electricity, carpet, audio visual and all other booth equipment must be rented. The Exhibitor Kit will be emailed 60 days before 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.**

******* Freight sent to the Pinehurst Resort will incur a charge from the Resort and the OFFICIAL FREIGHT CARRIER, no exceptions.**

INSTALLATION AND DISMANTLING

Installation of exhibits will start at 0800 on Tuesday, 21 February 2012. Prior arrangements for moving in your exhibit should be made with the OFFICIAL DRAYAGE CONTRACTOR. **All displays must be ready for operation by 0700, Wednesday, 23 February; Dismantling of indoor exhibits will begin Thursday, 23 February 1700.** All display material must be removed from Exhibit Halls by 2100, Thursday, 23 February. **No dismantling of display will be allowed prior to 1700.**

BOOTH SPACE COST

The cost of an inside booth is \$2,300.00. Premium booth fee is \$2,600.00. Fees for outside booths will be determined by space required.

(SHARING OF BOOTH SPACE IS NOT PERMITTED. DOING SO MAY RESULT IN DENIAL TO EXHIBIT WITH NO REFUND)

ASSIGNMENT & PAYMENT FOR SPACE

Exhibit space will be allocated by FOCA. Your payment for the total 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. Failure to occupy booth space 15 minutes after Exposition opens may result in the management company selling the space allowing no refund. **NO REFUND WILL BE MADE FOR SPACE CANCELLED AFTER NOVEMBER 9, 2011.**

FOCA 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 3' 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 FOCA without the express written consent of FOCA. This prohibition will be strictly enforced. **Non-exhibiting company representatives will NOT be allowed to sit, stand or to operate from any booth, floor or any area of this event without paying an ATTENDEE fee.**

OCCUPANCY DEFAULT

FOCA 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. Exhibitors will not be relieved of their obligation of paying the full rental charge of that space or rental items.

RELOCATION AND FLOOR PLAN REVISIONS

FOCA maintains the exclusive right to revise the exhibition floor plan and/or move assigned exhibitors as deemed necessary.

LIABILITY

FOCA 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. Security may be hired at your expense; please contact Angela Bartos for more information, 910-483-2221 or abartos@suggsgroup.com

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 FAYETTEVILLE, North Carolina.

SECURITY MEASURES

FOCA 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.** Security may be hired at your expense; please contact Angela Bartos for more information, 910-483-2221 or abartos@suggsgroup.com

The Friends of Civil Affairs may, at any time, amend this contract and those amendments shall be required of the exhibitor equally with the foregoing rules and regulations.

FOR FURTHER INFORMATION, PLEASE CALL OR EMAIL

**Angela Bartos: OFFICE: (910)483-2221 CELL: (703)232-4799 abartos@suggsgroup.com
Or Joy Presley: OFFICE: (910)-483-2221 jpresley@suggsgroup.com Fax: (910) 483-8090**

