



**Pembroke Area Chamber of Commerce**  
410 E. 3<sup>rd</sup> Street  
Post Office Box 1978  
Pembroke, North Carolina 28372  
910.521.0647  
910.521.3122 fax

<http://www.pembrokechamber.com>

Potential Exhibit/Sponsor:

The Pembroke Area Chamber of Commerce (PACC) would like to invite you to participate in our Spring 2008 Trade Show/Exposition, *"Building Communities Through Partnerships."* The Trade Show is one aspect of this unique event held by the Pembroke Area Chamber of Commerce, in the great Tar Heel State!

**Location and Times:**

The PACC Spring Trade Show will be held at the Jones Health Physical Education Center's Gymnasium on the campus of the University of North Carolina at Pembroke, 1 University Drive, Pembroke, North Carolina, on Saturday, May 10, 2008 10 a.m. until 3 p.m. On that Friday, May 9<sup>th</sup> from 6 – 9 p.m., we will host a Vendor/Sponsor Social in the Dobb's Enterprise Lobby (inside of the Jones Physical Education Center).

**Set-Up:**

Load in will begin on Friday, May 9 from 3pm-7pm. In order to facilitate the safe and efficient unloading of any necessary equipment and/or materials, the above times are assigned for unloading. As for space designation, we will operate on a first come basis.

Other load in times will be allowed on Saturday, May 10, 2008, 8 am- 10 a.m. In order to be ready at 10am on Saturday, we encourage vendors/exhibitors to set up the day before at the designated times.

**GENERAL INFORMATION**

**TYPES OF EXHIBITS SOUGHT:**

1. Commercial Exhibits which advertise and promote equipment, supplies and services generally used by and appropriate to a wide variety of businesses.
2. Commercial, Educational and Interest Group Exhibits which are reflective of the types of products and activities generally associated with said parties of interest.

NO distributor exhibits will be admitted to the expo trade show, but distributors may work with dealers and assist in assembling and staffing a commercial exhibit. The intent of this is to insure that

potential customers are in direct contact with the individuals and firms with whom they will be dealing in the event they wish to purchase said products or services. It is also intended to prevent redundant displays of the same brand of equipment by both a distributor and one or more dealers.

## **BOOTH INFORMATION**

### **BOOTH SIZE AND CONDITIONS OF USE:**

The Trade Show furnishes each vendor/exhibitor with a 10 x 10 booth, one 8' custom draped table, one booth ID sign (This is affixed to the booth back wall for each exhibitor who requests such a sign identifying the name of the firm or sponsoring group. The sign contains one line of print. An additional charge of \$7, should your company/organization need a two line ID sign), one wastebasket, and two folding chairs. The Trade Show registration form is attached. Vendors/Exhibitors are welcomed to bring their own personalized table displays/dressings and any other materials, which will be beneficial to their company/organization. Extra chairs, extension cords will be the responsibility of the exhibitor/vendor. *The Trade Show encourages exhibits that foster interaction and education.*

### **ELECTRICITY:**

110V electricity is available in your booth, but must be requested on the application form. Electrical orders received less than seven (7) days prior to set up will be subject to a \$20 late charge. Orders taken on set up day will be subject to a \$70 late charge. The Pembroke Area Chamber of Commerce reserves the right to decline floor orders.

### **BOOTH CHARGES:**

Between <b>January-April 10</b>	\$200/booth Commercial Exhibitor \$100/booth Educational Exhibitor
After <b>April 10, 2008</b>	\$250/booth Commercial Exhibitor \$150/booth Educational Exhibitor

## **REQUIREMENTS OF SHOW**

### **CERTIFICATE OF INSURANCE:**

We request a Certificate of Insurance be provided. This is a simple (one page) document which is issued as a matter of information only off your general liability insurance policy. This should be at no extra cost to you from your insurance company. This Certificate of Insurance must contain the following information on the certificate.

Dates: May 9 & 10, 2008 and Pembroke Area Chamber of Commerce Trade Show.

For those educational or non-profit organization that do not normally carry an insurance policy, participation in the Trade Show is still possible—contact 910.521.0647 for more information.

**FOOD HANDLING REQUIREMENTS:**

Give-away samples are allowed. If you are planning to give away food samples, or sell packaged food items you must have paperwork on file with the Chamber Office ASAP.

**STAFFING:**

All booths shall be staffed during the hours that the Trade Show is open to the public—10 a.m. until 3 p.m. on Saturday, May 10, 2008. Strict enforcement of booth staffing and staying the duration of the show will be enforced.

**SALES:**

While the main focus of the Trade Show will always remain educational, the Pembroke Area Chamber of Commerce will allow direct sales.

**SELLING:**

If at any time during the show the Board of Directors deems a selling item inappropriate for the Trade Show, they will immediately stop the selling of the item and have the exhibitor remove it from the show. Therefore, if you are uncertain as to the acceptance of a selling item, call 910.521.0647 or email the Chamber at [pembrokechamber@aol.com](mailto:pembrokechamber@aol.com).

*Remember:* Your mode of selling is your responsibility. The safety of your cash box is also your responsibility.

**HOTEL RESERVATIONS:**

Hotel reservations may be made with the Holiday Inn in Lumberton, North Carolina, Fayetteville Road, I-95, exit 22. Special Expo rates are available by contacting the hotel directly at 910.671.1166, and identifying yourself as an attendee of the Pembroke Area Chamber of Commerce Trade Show. Reservations must be made prior to March 7, 2008 and are subject to the rules as set forth by the Holiday Inn in Lumberton.

We look forward to seeing you on May 9 & 10. And should you have any questions, please email me at [canida@uncp.edu](mailto:canida@uncp.edu).

Sincerely,

*Robert L. Canida, II*

Robert L. Canida, II  
President/CEO  
Pembroke Area Chamber of Commerce