

Exhibitor Guidelines

Applying to be a Sponsor at the NC PMI 2010 Annual Event

Please read these guidelines and the application form carefully. Upon the submission of your Sponsorship or Exhibitor application form for the NC PMI 2010 Annual Event, these guidelines and rules will be part of your agreement and contract with NC PMI. Booth space will be assigned based on the level of sponsorship purchased. Your space assignment will be confirmed and forwarded to you upon receipt of your signed contract and 100% payment. Once the exhibit space sells out, all contracts submitted will be placed on a waiting list in the order in which they were received.

Sponsor and Exhibitor Fees

The following fees and major benefits apply to the sponsorship and exhibitor categories available at the NC PMI 2010 Annual Event. Full benefits are listed earlier in this brochure.

Booth Layouts, Construction and Limitations

NC PMI reserves the sole and exclusive right to insist on a properly conducted and operated display in the interest of all participating exhibitors. All exhibits must be confined to the spatial limits of their respective booths as indicated on the floor plan and in accordance with the guidelines. All exhibits must be freestanding and self-supporting; linear configurations may not be designed to obstruct the view of nearby booths or to block exits or doorways. Exhibits shall not project beyond the space allotted nor obstruct the light, view or space of others.

Exhibitors shall be responsible for damage to property. Displays not conforming to NC PMI specifications and limitations may be dismantled or modified, at the exhibitor's expense, at the sole judgment and discretion of NC PMI.

Height Limitations

All exhibits will be limited to 8 feet in height and not extending more than 3 feet from the back wall. Permission to exhibit equipment with abnormal heights must be obtained from NC PMI.

Exhibitor Registration

NC PMI will extend free registration and lunch passes to the highest level sponsors, as appropriate. Free passes will be extended once sponsor registration forms have been processed and confirmation letters sent to the sponsors. Sponsors and exhibitors should pick up name badges upon arrival to the exhibit hall. All sponsor and exhibitor personnel will be required to wear a name badge at all times. Information contained on these badges will be collected on a pre-event form. Please be sure to fill out this form completely and accurately.

Logo Specifications For Cvent Website

.jpg and .gif files only. .gif preferred. Dimensions cannot exceed 200x200
Logo Banner: cannot be wider than 750 pixels, no height restrictions; File size - no larger than 150 KB. Logo Banner: for Web Invite & Email page: cannot be wider than 590 pixels, no height restrictions.

Payment, Cancellation and Reduction Terms

Payment of 100% of fees is due upon submission of the application form.

Exhibit space cannot be allocated until full payment is received. For your convenience all major credit cards are accepted for payment during the registration process online at www.ncpmi.org as well as checks made payable to **NC PMI**, in U.S. Dollars, drawn on a U.S. Bank, Mail To:

NC PMI 2010 Annual Event Sponsorship Chair

Project Management Institute
North Carolina Chapter
P.O. Box 13137
Research Triangle Park, NC 27709-3137 USA

In addition, email or fax a copy of your application and check to:

Camille Spruill, PMP
NC PMI 2010 Annual Event Sponsorship Chair
Fax: 866-593-0759

If your payment is made online, you may upload your logos online or you may email a copy of your logo to: AESponsor@NCPMI.ORG. This will enable us to get your logo and company information on our website as quickly as possible.

Additional Contact Information:

Dana Merrill, PMP
NC PMI 2010 Annual Event Director
Email: AEDirector@NCPMI.ORG

Notification of an exhibitor's decision to cancel exhibit space must be submitted in writing to the NC PMI 2010 Annual Event Sponsorship Chair.

Cancellation Schedule

Up to Jul 31, 2010 a full refund will be issued.
Aug 1 - 31, 2010, NC PMI will refund 50% of the exhibitor fees.
After Aug 31, 2010, the sponsoring or exhibiting company will remain liable for the full cost of the original registration.

Exhibit Regulations

Installation of Exhibits: All exhibits must be in place by 8:00 a.m. on the day of the event. No exhibit may be erected after the NC PMI 2010 Annual Event opens.

Staffing of Exhibits: The exhibits must be staffed, and operational, at all times during exhibit hours.

Booth Activities: No sponsor or exhibitor may operate in a manner that violates the rights of another sponsor or exhibitor. Exhibits must not project beyond the space allotted, and may not obstruct the view or interfere with the traffic of other exhibits. All exhibits are to be conducted in a dignified manner. No soliciting of attendees in the aisle or high-pressure sales pitches of any kind is permitted. Demonstrations and the distribution of literature and samples should take place inside the assigned booth. Booths are to be kept clean and in good order. No part of any exhibit, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors, or other parts of the facility, in any way. Damage arising from failure to observe these rules shall be payable by the exhibitor.

Selling: Demonstrations, samples, materials, and sales activities are permitted only within the confines of a sponsor or exhibitor's rented space. Samples or souvenirs may not be sold and may not be distributed in a manner that, in the sole and exclusive judgment of NC PMI, blocks the aisles or in any way handicaps other sponsors or exhibitors or impairs the flow of attendees. No sales transactions are allowed on the exhibit hall floor; however, exhibitors are permitted to take orders for later fulfillment.

Changing/Expanding Booth Space: On the day of the event, sponsors or exhibitors must set up and use only the booth to which they are assigned. Any request for change or additional booth space must be made to the NC PMI 2010 Annual Event Sponsorship Chair at least 15 days in advance of the event.

Contests/Giveaways: As long as consistent with applicable state and local laws, prize contests and drawings are permissible. Notice of any contests, giveaways or drawings must be given to the NC PMI 2010 Annual Event Sponsorship Chair at least 72 hours prior to the event. Exhibitors will provide the list of winners to NC PMI and announcement of winners will be made during the event. Microphone announcements by sponsors or exhibitors are not permitted in the exhibit hall.

Visit our website at:

www.ncpmi.org