Booth Rental

2014 Holiday Show contracts will be included in the exhibitor packages – $100 per booth non-refundable deposit will be required to reserve your current space. This can be handled before you leave the show or at any time during the show. The deposit is due no later than January 1, 2014.

On January 2, 2014 spaces not secured by a deposit will be made available to current exhibitors wanting to re-locate or to the public – No Exceptions.

All balances are to be paid in full by June 1, 2014. No courtesy phone call reminders will be made. On June 2, 2014 booth spaces with a balance due will be sold – No Exceptions.

Show Hours

Friday – 10:00 a.m. – 7:00 p.m.

Show Office & Exhibitor Entrance will be open at 7:00 a.m.

Saturday – 10:00 a.m. – 7:00 p.m.

Show Office & Exhibitor Entrance open at 8:00 a.m.

Sunday – 10:00 a.m. – 5:00 p.m.

Show Office & Exhibitor Entrance will be open at 7:00 a.m.

NO EXHIBITORS WILL BE ALLOWED TO ENTER THROUGH THE FRONT OR SIDE DOORS ON SHOW DAYS AFTER 9:15 A.M. – SECURITY WILL BE MONITORING THESE ENTRANCES.

Change

The Show Office does not provide change. The WoodForest Bank in Wal-mart is open Monday-Friday from 9:00 a.m. – 7:00 p.m.; Saturday from 10:00 a.m. – 4:00 p.m.; Sunday from 12:00 noon – 4:00 p.m.

Check-in, Move-In & Set-Up

Wednesday – November 5th – 1 p.m. – 7 p.m. 2 or more booths ONLY – NO EXCEPTIONS

Upon arrival at the convention center – check in at the show office before beginning set-up

Thursday – November 6th – 10 a.m. – 9 p.m.
Single booths and tabletops. Upon arrival at the Convention Center, check in at the show office before beginning set-up. If you have not checked in and set-up by 7:00 p.m. on Thursday, you forfeit your booth space for the following year.

Lunch will be available for purchase on Thursday only in the show office. Other days, you will have to purchase food/beverages from the Convention Center concession stands, outside the center, or bring your own.

Please unload your vehicle quickly and move away from the building so others can unload. Booth sizes are 10’ x 10’ and 10’ x 8’. Booth set-up includes 3’ curtains on the sides and an 8’ curtain backdrop and carpet. The booth also includes one 8’ covered and skirted table, two chairs, and electrical hook-up if you requested it on your contract. Trash cans are not provided in your exhibit; however large trash cans are located throughout the center.

All items for your booth to include merchandise, displays, chairs, cash registers, etc. must be set-up within your booth boundaries. The Fire Marshal and the Holiday Show committee will be strictly enforcing these boundaries. Please adhere to them from the beginning, as it is often difficult to move your items after set-up. (10×8 spaces around the perimeter of the facility will be marked with tape. Any vendor not in compliance with time or space restraints (no moving tape) will be refused show participation next year.) Table top exhibitors – tables will be skirted and must remain against the wall. NO MERCHANDISE RACKS CAN BE PLACED IN FRONT OF THE TABLE Exhibitors MUST have someone in their booth space at all times during the show hours.

Questions about set-up/move-in – Contact the PCC Foundation office at
(252) 493-7773.

Questions about extra tables, phone lines and other information – contact the Office of Institutional Advancement at (252) 493-7287.

All additional fees must be handled and paid for at check-in.

Greenville Convention Center

303 SW Greenville Blvd.
Greenville, NC 27834
Telephone: 252-321-7671
Fax: 252-321-7861

Hotels

City Hotel & Bistro (walking distance) 252-355-8300

The Hilton (walking distance) 252-355-5000

Hampton Inn (walking distance)252-355-3861

Comfort Inn 252-355-0070

Wingate Inn 252-355-4283

Microtel Inn & Suites 252-758-7282

East Carolina Inn 252-752-2122

Holiday Inn Express 252-754-8300

Move out

Sunday, November 9th – 5:00 – 7:00 p.m.

Exhibits must remain until 5:00 p.m. on Sunday.

Do not dismantle exhibits prior to 5:00 p.m. – exhibits that dismantle prior to 5:00 p.m. on Sunday forfeit the option of reserving their current exhibit location

All exhibits **must** be removed by 12:00 noon on Monday, November 4th.

Name Tags

Name tags are distributed in your exhibitor packets. These must be worn throughout the show – the lanyards/neck cords will be collected on Sunday by a PCC Foundation staff member/volunteer Name tags are not to be passed out as "free entry" to the show – your guests should purchase a show pass – any exhibitor found violating the name tag policy are risking forfeiture of their booth space next year.

We would not shoplift from you, however when you allow customers and guests to enter without paying the entry fee, you are defeating our fund raising efforts! The monies we collect for tickets are used for student scholarships at PCC. PLEASE DO NOT ALLOW CUSTOMERS AND GUESTS TO ENTER WITHOUT PAYING!!!

Table top exhibits receive 2 name tags

1 exhibit space receives 4 name tags

2 or more exhibit spaces receive 6 name tags

Additional name tags will be available for $5 each

Parking

Exhibitors and volunteers must park behind the Convention Center or behind the Hilton. Please reserve all other parking areas for customers attending the show. DO NOT PARK AND LEAVE VEHICLES/TRAILERS AT THE END OF THE LOADING DOCK!! Exhibitor Entrance Exhibitors and volunteers must enter the building through the Exhibitor Entrance at the back of the Convention Center. The front and west side entrances are reserved for customers. After 9:15 a.m. on show days all loading, restocking, etc. should be done through the Exhibitor Entrance at the back of the center for everyone's safety. Customer Parking and Entrances Customers may park in the front of the Convention Center, on the west side of the Convention Center, and behind the Hilton. Please help us reserve these preferred parking areas for your customers. Customers will enter the building at the front entrance. On Friday and Saturday mornings or peak show hours, customers will also be allowed to enter the west-side entrance.

Security

All exhibitors should wear Holiday Show Nametags at all times prior and during the show. Please enter and exit at the designated exhibitors' entrance. Keep all exits closed. Stay alert at all times and notify the Holiday Show office or show security if you notice unusual or unlawful activities. Holiday Show Office phone number – 252-493-7287