



**North Carolina Association of Rescue
and
Emergency Medical Services, Inc.**

P.O. Box 1914

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The **62nd Annual Convention** of the North Carolina Association of Rescue and Emergency Medical Services will be held at the Hickory Metro Convention Center in Hickory, North Carolina, September 6-8, 2018. Events during the convention this year include the annual meeting, directors meeting, training classes, rescue & EMS competitions, and trade show.

This year, we have arrangements for a minimum of 8 vehicle spaces (10' X 35'), 5 equipment spaces (10' X 20') and 48 booth spaces (10' X 10') but more can be added. Vehicle spaces will be available for \$350.00 each, equipment spaces \$300.00 each and booth spaces will be available for \$250.00 each. Fees include covered table, two chairs, wastebasket, single line sign and registration for two representatives. Electrical service (120v) will be available for an additional charge of \$40.00. **We ask a representative stay with your booth or vehicle until the 11AM Fire Inspection can be completed.**

There is the potential to have up to 400+ attendees visit the show over a two-day period. Exhibits will be held in the Hickory Metro Convention Center. All vehicle displays will be inside the exhibit area.

Please complete and return the enclosed contract with payment. Space will be issued on a first come, first served basis.

As a bonus, your organization will receive a web link from the NCAREMS web site directly to yours at no additional charge. This link will be in effect from the time payment is received; so several months of free advertising! We encourage you to take advantage of this special offer. Many exhibitors have taken advantage of this service in years past and have experienced great results!

Arrangements have been made with the Fairfield Inn, Host Hotel for sleeping rooms. Please contact the hotel directly to make your reservations 828-431-3000. Let them know that you're with the NC Rescue Association to receive the negotiated rates of \$112 plus taxes per night. Other hotels listed on our website.

Exhibits will set up on Friday, September 7, 2018 beginning at 8:00AM. No early move in will be allowed. Additional information regarding move-in and set-up will be provided with confirmations.

Please contact us with any additional questions.

Joel Faircloth, Executive Director
NC Association of Rescue & EMS
919 736-0506
jfaircloth@ncarems.org

General Information

Convention dates Location: Thursday, September 06 - Saturday, September 08, 2018 Hickory Metro Convention Center

Cost: \$250.00 per 10' x 10' Booth Space, \$300.00 per 10' X20' Equipment Space, \$350.00 per 10' x 35' Vehicle Space. Price includes draped table, two chairs, a one-line booth sign, and registration for two exhibit personnel. 120V Electrical outlet additional \$40.

Security: The exhibit hall will be secured each evening.

Additional Equipment: May be available for additional price please indicate on the registration the request.

Conference Registration: Booth fees include registration for two people to attend sessions and other functions. Please provide names in the appropriate space on the enclosed contract. Additional registrations may be purchased \$30 per person.

Deadline Confirmation: Contracts must be received and paid in full by no later than Friday, July 27, 2018. Late fees will be incurred after this date.

Reservations: Fairfield Inn, (Host Hotel), \$112/night plus tax. 828-431-3000. Other hotels listed on our website.

Payments & Contact: Checks for booth space and electricity should be made payable to:

NCAREMS
PO Box 1914
Goldsboro NC 27533

Contact: Joel Faircloth
Executive Director
919 736-0506
jfaircloth@ncarems.org

Trade Show Schedule

Friday, September 7, 2018 - 8:00AM-11:00AM Exhibit Set-Up
11:00AM Fire Inspections (See Information in packet)
12:00PM-5:00PM Exhibits Open
12:30PM-1:30PM Refreshments Vendors/Attendees

Saturday, September 8, 2018 - 8:00AM-1:00PM Exhibits Open
1:00PM-3:00PM Exhibit Break Down

NC ASSOCIATION OF RESCUE AND EMS
RULES AND REGULATIONS GOVERNING THE 2018 TRADE SHOW CONTRACT

1. RESERVATION FOR SPACE will be made in the order in which signed contracts and full payment are received. Available space will be on a first-come, first served basis. NC Association of Rescue and EMS (NCAREMS) reserve the right to relocate display areas for the benefit of the exhibitor and for the betterment of the trade show. The meeting manager reserves the right to deny applications for space.

2. BOOTH RATE, PAYMENT, AND CANCELLATION POLICY: A standard booth space, 10' x 10', price is \$250.00; a 10' X 20' equipment space is \$300.00, a 10' x 35' vehicle booth space is \$350.00. Each additional vehicle will require a separate booth. Full payment **must** be received with signed contract by **Friday, July 27, 2018**. Cancellations received in writing before **Friday, July 27, 2018** will receive a refund. No refunds will be given after **Friday, July 27, 2018**.

3. DIMENSIONS AND LIMITATIONS: Exhibits must not exceed 8 feet in height. Exhibits must be constructed so as not to obstruct the general view or the view of adjoining booths. Permission to display equipment taller than 8 feet must be obtained in writing from the Meeting Manager. The exhibitor will be advised of which booth locations will meet his/her requirements. Vehicle space must be used for vehicle display. Vehicles must not exceed space limitations.

4. LIABILITY: The exhibitor agrees to protect, save, and keep NCAREMS and the Hickory Metro Convention Center, and their representatives, employees and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or the representatives, agents or employees of the exhibitor or those persons acting under the express or implied authority of the exhibitor.

Exhibitor also agrees to comply with all applicable terms, conditions, rules and regulations of the Hickory Metro Convention Center.

The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of his/her property. Employees, agents and guests of NCAREMS and the Hickory Metro Convention Center, any officer, agent or employee thereof will not be liable for any loss, damage or destruction of exhibitor's property for theft, fire, accident or any other cause. The exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor its agents, representatives or employees.

The exhibitor will indemnify and hold harmless NCAREMS, Hickory Metro Convention Center, their members, directors, officers, agents, representatives, and employees against any and all liability whatsoever arising from any and all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees or any other such persons.

5. INSTALLATION OF EXHIBITS WILL BEGIN at 8:00AM on Friday, September 7, 2018 for all exhibitors. All exhibits **MUST** be completed no later than 11:00 AM on Friday, September 7, 2018.

6. SPACE NOT OCCUPIED BY 11:00 AM on Friday, September 7, 2018 will be forfeited by the Exhibitor and may be resold, reassigned, or used by NCAREMS without refund.

7. DISMANTLING: Displays must be dismantled at the close of the Trade Show on Saturday, September 08, 2018 at 1:00 PM. The Exhibitor authorizes NCAREMS to remove, at the Exhibitor's expense, any material in the exhibit area belonging to said Exhibitor after 3:00 pm on Saturday, September 08, 2018.

8. PROHIBITIONS: Subleasing or assigning of booths or a part of a booth is not permitted. Exhibits, signs, or displays are prohibited in any of the public rooms or elsewhere on the premises of the Hickory Metro Convention Center during the trade show. Aisle space may not be used for exhibit purposes, (including tables and chairs) displays or signs, solicitation or distribution of cards, circulars, samples, or other promotional materials.

9. EXHIBITORS and their representatives are expected to dress and conduct themselves in a professional manner.

10. SOUND DEVICES: The use of sound devices, megaphones, loudspeakers, or undignified methods of attracting attention is prohibited, where such methods interfere with other exhibitors.

11. AMENDMENT TO REGULATIONS: All matters and questions not covered by these regulations are subject to the decision of NCAREMS. NCAREMS shall have sole authority to promulgate, interpret, and enforce all rules and regulations, and to make any amendments necessary for the orderly conduct of the trade show.

**North Carolina Association of Rescue
and Emergency Medical Services, Inc
2018 TRADE SHOW EXHIBIT CONTRACT
(Please return this signed below with full payment)**

Based on full payment, the NC Association of Rescue and EMS (NCAREMS) hereby provides one display booth at the 2018 Trade Show at the Hickory Metro Convention Center during the exhibit hours of the annual conference, September 6-8, 2018; subject to the Rules and Regulations included in the exhibitor invitation, herein as part of this contract.

Exhibit booth spaces are ten feet by ten feet (10' x 10'); equipment booth spaces are ten feet by twenty feet (10' x 20'); vehicle booth spaces are ten feet by thirty-five feet (10' x 35'). Each exhibitor will receive one sign with the name of the firm, one draped table, and two chairs. Any additional equipment, electrical service, special lighting, water hook-up, or decorations are available at an additional charge. Fees include two exhibitors' representatives. Additional representatives may register for \$30.00 each, regardless of the duration of their attendance.

Company Information:

Name of Company (as it will appear on the sign)

Mailing Address, City, State, Zip

Primary Contact Name / Phone / Email

Web Address

#	Registration Type	Unit Amount	Total
	10'X10' Booth	\$250.00	
	10'X20' Equipment Booth	\$300.00	
	10'X35' Vehicle Booth	\$350.00	
	Electrical 120v	\$40.00	
	Additional Representatives	\$30.00	
		Total	

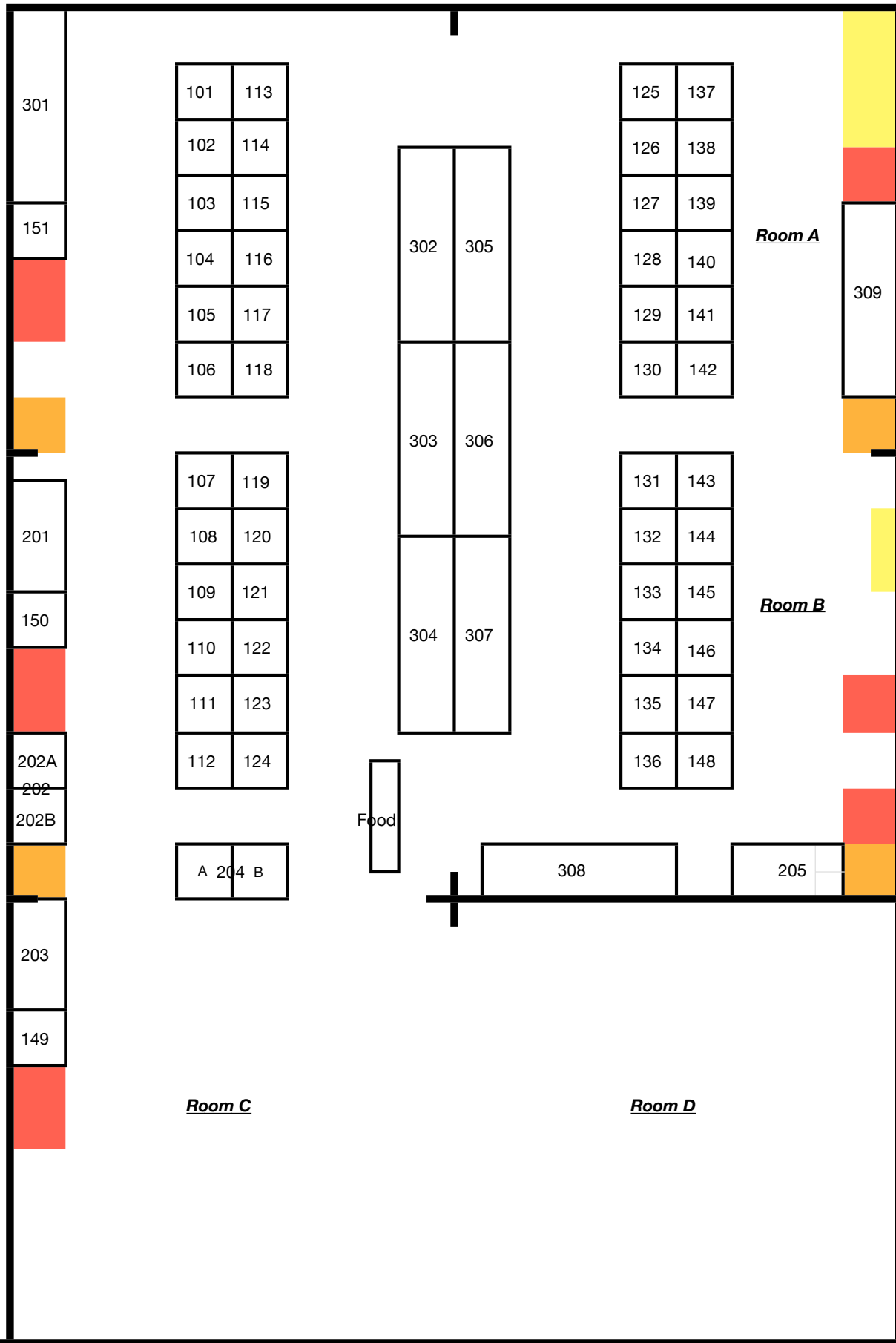
Booth Preference: _____ / _____ / _____ / _____

I will need the sign that is provided I will not need the sign that is provided

This contract, including the enclosed incorporated Rules and Regulations, embodies the whole agreement of the parties hereto. There are no promises, terms, conditions, understandings, or obligations other than those contained herein. This contract shall supersede all previous communications, representations, and agreements whether verbal or written between the parties. I have read, understand, and agree to the above stated terms and the Rules and Regulations governing this contract and am authorized to do so.

Exhibitor Signature & Date:

NCAREMS Convention / Annual Meeting Vendor Area September 6-8, 2018
 Hickory Metro Convention Center



Hickory Metro Convention Center
Permitting Requirements
Special Events

Events that must meet special event permitting requirements are events that include, but not limited to, boat shows, camper shows, furniture sales, gun shows, home shows, rummage sales, trade shows, rock and mineral displays, concerts, circuses, rodeos, wrestling, and any other large special gathering of the public.

Pre-event planning is a necessary part of permitting requests; therefore layouts should be pre-approved by the Hickory Metro Convention Center Event Staff thirty days prior to the event. The following will be included in all special event requests. Additional information may be required.

- *Detailed physical layout*
 - Dimension of main aisles (length and width)
 - Location and width of cross aisles
 - Exit locations and access
 - Booth layout to scale of the entire show
 - Size and location of all staging (associated seating capacity)
 - Location and accessibility of all fire alarm pull stations, fire extinguishers, and stand pipes.

- *Special Conditions*
 - Displays and operation/use of any open flame, candles, lamps, cooking, etc.
 - Requests for use of Liquefied Petroleum Gases.
 - Storage/display of ammunition, black powder, primers, etc.
 - Temporary membrane structures, tents, canopies, or covered exhibit booths.
 - Display of vehicles and/or fuel powered equipment

- *Ceiling coverings (i.e. tents and/or canopies)*
 - Ceiling coverings such as tents and/or canopies shall be flame retardant with the flame retardant tag affixed to the fabric. Non-complying ceiling covering will not be approved.
 - Tents or canopies are not approved for display/storage of flammable/combustible liquids, hazardous materials, cooking, or any type of ammunitions or powders.
 - A single group of ceiling coverings such as tents or canopies shall not exceed 300 square feet of floor space without a separation of a minimum of 10 feet.
 - No open flame shall be permitted underneath any ceiling covering.
 - A separation of 20 feet shall be provided between tents or canopies from open flame or cooking equipment.
 - Combustible material stored under ceiling coverings such as tents or canopies shall be limited to a one day supply.
 - Ceiling coverings such as tents or canopies shall not be installed or operated to interfere in any way with required exit or with the visibility of any required exit or exit signage; nor any display block access to firefighting equipment.

- *Vehicles*
 - Vehicles are permitted inside the Hickory Metro Convention Center during show hours for display only. No vehicle will be started or operated during show hours.
 - Fuel will not exceed one quarter of the tanks capacity or five gallons whichever is less.
 - All batteries must be disconnected.
 - All fuel openings must be locked or sealed
 - Keys will remain with the operation's department while on display.
 - Adding or removing fuel on-site is prohibited.
 - LPG/CNG tanks shall meet one of the following. 1)purge tank, 2)remove tank, 3)disconnect and cap tank. The intent is; there will be no use during a show.
 - Vehicles or motorized moving equipment used in placing large displays are permitted only during move-in and move-out and will be removed from the building upon placement of a display. Prior approval from Hickory Metro Convention Center Event Staff is required.
 - Vehicles carrying display materials that can be off loaded onto dollies or hand carts are prohibited.
 - All forklifts, platform lifts, boom lifts, and other motorized equipment utilized for move-in and move-out of events will use cleaner burning fuels other than gasoline or diesel fuel.

- *Cooking/Warming and Heating Devices*
 - Cooking/Warming devices should be isolated from the public.
 - Cooking/Warming devices should be located 4 feet from the front and back of a booth.
 - Surfaces should be of sturdy construction and protected from the potential of high heat.
 - Fire protection will be provided by the exhibitor at any booth utilizing cooking/warming devices with no animal or vegetable oils and fats. This will include a smothering device and/or a 20B-C fire extinguisher.
 - Fire protection will be provided by the exhibitor at any booth utilizing cooking devices with animal or vegetable oils and fats not to exceed one gallon. Each device must meet one of the following: 1) Class K fire extinguisher and a lid for smothering, or 2) approved automatic smothering system.
 - Other special cooking/warming request must be listed on the permit request and are subject to approval by Hickory Fire Inspections.

All fees will be billed, by Hickory Fire Inspections, to the client as listed on the final permit. If you have additional questions please call the Hickory Metro Convention Center Event Staff at 828-324-8600 or Hickory Fire Inspections at 828-323-7522.

This document serves only as a guide for special event permitting request at the Hickory Metro Convention Center. It is not intended to solely represent or replace any Local, State, National or International codes, laws, ordinances and/or requirements.