

Durham Convention Center Exhibitor Packet



POLICY AND PROCEDURES

Welcome to the Durham Convention Center!

The purpose of this document is to let you know about our policies and procedures IN ADVANCE so you can make the best possible use of our facility and our services while you are here. We hope this information will assist you in planning your event and in communicating with our staff.

We have developed these policies and procedures to ensure that your event will be as safe and successful as possible. Of course, not all situations will be covered in this guide or may need special consideration by management. Any questions regarding policies and procedures not included here can be directed to the Durham Convention Center Director of Convention Services. We will be glad to clarify any of the enclosed information.

AIR CONDITIONING AND/OR HEATING

As full-time practitioners of energy conservation--and to keep our fees as low as possible-- we provide air conditioning and/or heating during show hours only. Air conditioning and/or heating is adjusted accordingly on move-in / move-out days.

ALCOHOL POLICY

Alcohol may not be served or sold to any persons less than 21 years of age or any person who is intoxicated. Alcohol may only be served by Durham Convention Center staff. No outside alcohol is permitted to be in the Durham Convention Center for any reason, violators will be asked to leave premise immediately and licensee will incur a \$250 violation fee.

AMERICANS WITH DISABILITIES ACT (ADA)

As a facility of public accommodation, the DCC is sensitive to those with special needs, and complies in all respects with the Americans with Disabilities Act (ADA) and regulations issued there under. We also require our Customers to comply with all provisions of the ADA. The ADA entrance is through the Marriot City Centre Lobby located at 201 Foster Street. There are 2 wheelchairs accessible as needed, based on availability.

ANIMALS

For the safety and comfort of all our visitors, animals are not permitted in the DCC except in conjunction with an approved exhibit, display or performance, which absolutely requires the use of an animal. The Customer is responsible for obtaining all appropriate permits. Guide, signal or service dogs (as defined by law) are allowed in the DCC with appropriate paperwork. All sanitary needs for animals are the responsibility of the Customer.

BANNERS/SIGNAGE

To keep our beautiful facility looking that way, banners, signs, pictures, notices or advertisements may only be placed in locations, and by methods, approved in advance by the DCC. Please communicate your signage needs with your event contact.

BOOTH CLEANING

Booths will be left *as is* during the event as to avoid any confusion. It will be the vendors responsibility to refresh their booths.

BULK TRASH

Somebody's got to take out the trash. In this case, we ask you, the vendor, to take responsibility for removal of bulk trash; crates, lumber, pallets, packing materials, oil and tape prior to show opening and following move-out. Boxes can be recycled by our staff if they are broken down and placed under the booth tables for removal. We appreciate all assistance in staying green. Recycling, composting and trash receptacles are located on the loading dock.

CAPACITIES

Public safety is our top priority. That's why all meeting rooms and exhibit halls have a maximum occupancy, which may not be exceeded. The DCC reserves the right to deny further entry into these spaces in order to protect public safety.

CLEANING AND MAINTENANCE/REFUSE REMOVAL

The DCC provides janitorial services during the course of the event in corridors, lobbies, concession areas and rest rooms. The DCC provides refuse removal during show hours and immediately after daily show closing in exhibit hall aisles. For your safety and security, DCC personnel do not clean and are not permitted to enter exhibit booths or show management areas such as registration without agreement.

CRATE STORAGE/BOOTH STORAGE

All cartons, crates, containers, and packing materials that are necessary for re-packing must be stored at the vendor booth unless otherwise arranged with DCC management. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the DCC. The DCC inspects all exhibits to ensure compliance. Items such as brochures, literature, giveaways, etc., within the booths can be stored in booth area. All spaces are locked one hour after show end time.

DEADLINE FOR SERVICES

Service orders and payment in full must be received a minimum of fourteen (14) days prior to the first schedule move-in-date of show. Orders submitted without full payment and orders received after the 14-day cut-off date are subject to "regular" & "day of" prices.

Orders are processed and installations completed on a first come, first serve basis, or as the Durham Convention Center determines most convenient.

DAMAGES

The Customer is responsible for all damages, except normal wear and tear. For accuracy in billing, DCC representatives will inspect all leased space prior to move-in and during move-out to determine existing conditions. You will be informed of all damages that occur, after your event with written reports as soon as they are documented. A final walk-through will take place at the conclusion of the event. Your show manager may will be charged accordingly and may pass that expense to the vendor as they see fit.

DECORATING SERVICES PROVIDED BY DCC

Durham Convention Center offers limited decorating services to show organizers. DCC maintains an inventory of approximately (120) 10'x10' booths in the color scheme of White and Black. Booth packages include 3' side drapes and 8' back drape, 1 skirted table, two chairs and a small wastebasket. DCC does not have aisle signs. If you require aisle signs you should plan on providing them or working with a local decorating vendor. Please inquire with the Durham Convention Center for local preferred vendor information.

EQUIPMENT INVENTORY

For your convenience, DCC equipment such as tables, chairs, staging, etc. is available on a first-call basis as available in our current inventory. "Day of" fees will apply if equipment is not requested 14 days out.

EXHIBITOR INFORMATION PACKETS

To get the most out of our services, an exhibitor information packet should be supplied to your provided event contact thirty (30) days prior to the event. The DCC service order forms are available and should be included in the exhibitor information provided to the show's management. Individual vendors should coordinate with show manager, rather than DCC directly. If needed, DCC staff can assist.

EXIT ACCESS

Exit signs must always be visible. If determined, a booth or booths blocks visibility of exit sign(s), the vendor will be required to provide temporary signage or move their booth. Access to restrooms, public food stands, janitor and utility closets, etc. should always be maintained as posted.

FLOOR COVERING

Displays including, but not limited to, those utilizing soil, humus, water or other landscaping materials and displays containing live animals must take appropriate steps to protect the Facility surfaces and equipment and will require prior authorization from the Durham Convention Center. A protective coating must be used on the floor, such visqueen or similar strength material and does have a fee associated. Please inquire with your show manager for more information.

Displays containing glitter, confetti, sand, dirt, moss, mulch, or any similar items are not permitted in any carpeted areas. Any such use will incur a fee of \$500 charged to the show manager who may pass along such fees to vendors.

FLOOR PLAN APPROVAL POLICIES

All floor plans for exhibits must be approved by the Durham Convention Center.

The Director of Event Services will review and approve all floor plans and forward to the Fire Marshal for review if necessary.

Your show manager will provide you with an approved exhibit layout and assigned space.

The Fire Marshal will not accept floor plans for events at the DCC that are directly submitted by show management or by service contractors. The Fire Marshal will only accept floor plans that have been approved by DCC Management. Please consult your show manager if you have an issue that needs to be addressed by the Fire Marshal. If special permitting needs to be acquired, fees will be passed on to show management.

All changes to approved floor plans must be discussed with your Event Manager and the final floor plan re-submitted to the Durham Convention Center.

Safety guidelines for acceptable exhibit floor plans are as follows:

- A person should have to travel no more than 200 feet from any point in the hall to the nearest exit.
- All aisles in the exhibit hall shall be maintained at a minimum of eight feet clearance.
- Dead-end aisles may be no longer than 50 feet.
- All fire hose connections, extinguisher cabinets, and alarm call stations must be visible at all times.
- Under no circumstances is an exit door to be blocked or covered at any time.

FOG/SMOKE MACHINES

For public safety, fog/smoke machine usage is prohibited.

FOOD & BEVERAGE

Absolutely no food or beverage of any kind will be permitted to be brought into the facility by the patron or patron's guests or invitees without prior written approval of the general manager or food and beverage director. Food items may not be taken off the premises; however, at the Durham Convention Center's sole discretion, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

FOOD & BEVERAGE SAMPLING

Durham Convention Center exhibitors may distribute food and beverage samples in authorized space, but must not be in competition with products or services offered by DCC food services. Samples must be representative of products manufactured or sold by the exhibiting company. Free samples are limited to 2 ounces of non-alcoholic beverages and 1 ounce of food. Exact descriptions of sample and portion size must be submitted to the

Event Manager for written approval 14 days prior to the opening of the event. Absolutely no alcoholic samples may be distributed. Any exhibitor giving away and/or selling food in their booth must have a permit and all appropriate fees on file with the North Carolina Department of Health and posted at their booth during service. Any sampling or serving done without these permits and permission will be shut down immediately and the show manager will incur a \$250 violation fee.

GASOLINE AND DIESEL-POWERED VEHICLES AND EQUIPMENT

These include, but are not limited to, automobiles, boats, recreation vehicles, lawn mowers and other power equipment. Before space is assigned, a floor plan showing vehicle displays must be submitted to the Durham Convention Center.

If moving this type of equipment in, you must move it in 6 hours prior to event start time to allow for proper room ventilation. It will be the show manager's responsibility to secure the extra time with their event manager at DCC. Please ensure your contract reflects this time, otherwise the charge will be \$250 per hour in addition for 6 hours to properly accommodate. This is based on room availability.

All vehicles on display inside the facility shall have no more than ¼ tank or (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Visqueen must be placed underneath the vehicle for any possible leakage which will be provided by DCC at a fee that will be charged to the show management.

No liquid fuel powered vehicles should be operated outside the exhibit halls due to noise, air pollution, and fire hazard. Forklifts are not permitted in the ballroom, pre-function space, or meeting rooms. There is a forklift on site that can be rented for usage and operated only by the DCC operations staff. Inquire with event manager if needed.

GENERAL SAFETY REQUIREMENTS

Fire and Safety Requirements must be in accordance with 2018 North Carolina State Building Codes.

- a) All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
- b) All exits, hallways, and aisles are always to be kept clear and unobstructed.
- c) A 20' foot roadway shall be maintained for fire equipment access to all parts of the building, clear loading dock.
- d) No part of a stairway, whether interior or exterior, hallway, corridor, or bridge leading to a stairway or exit, shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.
- e) Storage of any kind is prohibited behind the back drapes or display walls or inside display area. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The DCC inspects all exhibits to ensure compliance.
- f) Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the DCC.
- g) All outside displays that are under the cover of the building roof or extension of the roof or porch area shall be governed by the same rules of an inside display and will require written consent from the DCC.
- h) No exit doors shall be locked, bolted, or otherwise fastened or obstructed at any time, the DCC is open to the public. Moreover, it shall be unlawful to obstruct or reduce passageway or other means of egress as directed by the Durham City Fire Marshals Office. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
- i) Sawdust, shaving, hay and straw are not allowed in the Durham Convention Center.
- j) Compressed cylinders shall be used, handled and stored in accordance with applicable fire code requirements stated in the 2018 North Carolina State Building Codes.
- k) No unauthorized persons are to alter, remove, deface or tamper with any required fire safety equipment within the Durham Convention Center. These items include the fire sprinkler system, fire alarm system, emergency lights or exit signs, portable fire extinguishers, exit doors, AED's or other related safety equipment.
- l) The use of Liquefied Petroleum Gases (LPG) inside building, tents or other areas is strictly

prohibited, except for demonstration purposes when approved by the DCC and the City of Durham Fire Marshal.

- m) All standpipe and fire hose cabinets shall always be kept clear and unobstructed.
- n) All hydrants and fire department connections shall always be unobstructed.
- o) The DCC along with City of Durham Fire Marshal shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
- p) There shall be no obstruction blocking exit doors from the outside of the DCC, such as vehicles parked in front of doorways or barricades across sidewalks, etc.
- q) No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs.
- r) No vehicles shall be parked on the loading dock of the Durham Convention Center.
- s) No person shall interfere with the City Fire Rescue Department when performing emergency and non-emergency functions at the DCC. All orders issued by a member of the Fire Rescue Department shall be obeyed immediately.
- t) No overcrowding of any area of the DCC will be allowed. Persons shall not be in excess of posted occupant loads, nor can persons stand in aisles, or block exits.
- u) The City Fire Chief or Fire Marshal has the authority to require Fire Rescue personnel to stand-by during certain events at the DCC.
- v) Explosives and blasting agents shall be prohibited. Ammunition and pyrotechnics are also prohibited

HANGING SIGNS

Fire safety laws demand that all electrical and neon signs must conform to national and state electrical codes that will be required by the DCC. The DCC graphic, signs or advertising displays may not be blocked in any manner. During move-out following the event, all wires, hooks, screws and hanging materials used to hang signs must be removed.

HAZARDOUS MATERIALS LABELING

The use of hazardous materials is not permitted without the written approval of the Durham Convention Center.

LOADING AND UNLOADING PROCEDURES

To ensure your show is successful, we advise giving your vendors specific load in and load out times. During scheduled move-in and move-out, freight can be loaded and unloaded at the dock area on the east side of the facility, 152 E. Chapel Hill Street. The dock must be controlled by Durham Convention Center dock personnel at prevailing labor rates.

If mechanical/motorized equipment such as forklifts, pallet jacks, or lifts are required to unload any vehicle, DCC staff operator must be used. The Registered Exhibitor may perform all set-up/tear-down of their booth, displays, and/or product materials (including the use of power tools) subject to safety policies established by the Center. However, shows which have contracted with a decorator may be bound by terms of that contract, and it is show management's responsibility to inform exhibitors accordingly. In addition, there may be certain instances where Durham Convention Center employees must be used.

Exhibitor loading and unloading may only be done at loading dock entrances, and only during scheduled move-in and move-out times. Use of passenger elevators or pedestrian entrances for load-in/out is prohibited except for hand carried materials. Damage to the facility caused by exhibitors violating this policy is charged to show management.

Due to space constraints in the loading area, targeted move-in and move-out procedures are required. To ensure a smooth, speedy move-in/out, be sure to inform exhibitors about your show's procedures and the importance of exhibitors' complete cooperation.

The Durham Convention Center has no storage space for exhibitor or show materials. See your show decorator regarding storing materials off-site.

There is no parking on the loading dock at any time. No vehicle can stay on the loading dock for more than the time needed to load/unload. Vehicles left on the dock will be towed at the owner's expense, no exceptions.

MAIL/PACKAGES

Exhibitor or Show Management mail should be addressed in care of the event and when applicable, booth number. As a customer service, mail will be held until the first day of the client move-in date at which time it will be delivered to the show office. Mail and packages will only be received by the Convention Center during established times that are detailed in your exhibitor packets. (3 days prior to event).

Durham Convention Center is not responsible for any lost or stolen packages.

Durham Convention Center does not supply shipping labels, please have these with you upon arrival. Each package must be properly packaged, address label affixed on package, and appropriate pick up arrangements should be made with the selected courier.

ORDERING SERVICES FOR EXHIBITS

The pages that follow contain sample order forms for services available to exhibitors.

PACKAGE INSPECTION

For your safety and security, cartons, package or other containers brought in or removed from the DCC by show personnel, exhibitors or service contractors may be subject to inspection.

PARKING

Durham Convention Center does not directly manage any parking in downtown Durham, however your show manager may have arranged parking accommodations with the convention center. There are 5 parking garages within a 5-minute walk to the convention center. Please see attached parking locations and map for details.

PAYMENT FOR SERVICES

For your convenience, DCC equipment such as tables, chairs, staging, etc. is available on a first-call basis as available in our current inventory. "Day of" fees will apply if equipment is not requested 14 days out.

Advance payment is required for all exhibitor services. Payment may be made via Visa, MasterCard, or AMEX.

PERSONAL BELONGINGS

Personal Belongings are the responsible of the item's owner. The Durham Convention Center is no liable for any lost, damaged or stolen items. Please inquire with your show manager if you need things securely stowed away.

PYROTECHNICS

Pyrotechnics are PROHIBITED at the Durham Convention Center.

RIGGING

All rigging will be done by the Durham Convention Center and partners. All rigging in the DCC shall be in accordance with all national, state and local safety codes, including, but not limited to, OSHA, BOCA and DCC policy.

SALES TAX

Customer is required to adhere to all North Carolina State Laws regarding sales tax issues.

SECURITY

The DCC requires minimum levels of security coverage in any leased space and other areas (i.e.: loading docks, exhibit area, or parking lots, etc.) that will be billed at prevailing labor rates. The DCC may require security during move-in and move-out to monitor traffic flow on the dock and freight elevators. No doors may be obstructed or locked when the area is occupied. Event security requirements are subject to DCC approval and must be submitted prior to your event. The DCC does require security if you have a bar at your event per 150 attendees, at prevailing labor rates. The DCC is not responsible for any items left in the building after an event has moved out.

SIGNS & POSTERS

We require posters to be mounted on easels and/or individual holders. Also, no posters, playbills or any other signage can be taped, stapled or affixed to any surface in the building. All signage must be of a printed nature

and meet with the approval of the management. At move-out, the service contractor and/or Customer must remove all posted signage.

SMOKING

As designated under the State of North Carolina law, the Durham Convention Center is a non-smoking facility. This includes E-cigarettes and any vaping devices.

Durham County Board of Health Smoking Rule bans smoking, and e-cigarette use in many public outdoor spaces, including: parks, trails, public sidewalks, and bus stops. You must be at least 50 feet away from any building entrances to smoke.

STAPLES, TACKS & STICKERS

Staples & tacks are prohibited and not to be used on any building surface or equipment.

No stickers (tacky or otherwise) will be distributed. Applicable damage fees may apply if violated.

TAPE REMOVAL

It is the responsibility of the vendor to remove all tape from the floors during the final move-out of the event. If this is not done, the show manager will be billed at the prevailing hourly rate for removal of the tape.

If the tape is on a floor that must be stripped and refinished, the charges to return the floor to its original finish also will be billed to the show manger.

Tape of any type is prohibited in all areas of the building. Tape should not be placed on tables, chairs, walls, etc.

TRASH REMOVAL

Our team will be emptying trash receptacles throughout your show. We ask that you do your best to help us stay green. We have recycling, composting and trash receptacles that are available throughout the show.

WATER, WASTE DISPOSAL, WARE WASHING

No oils, combustibles, or any liquids other than water may be poured in the DCC drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed, or rinsed in DCC restrooms. Fountains, aquariums, cookware, pools, etc., may not be filled from DCC restrooms.



NOTIFICATION OF INTENT TO USE “NON-OFFICIAL” SERVICE CONTRACTOR

Deadline Date: «ARR_DATE»

In the event an exhibitor plans to use a firm other than DCC, the EXHIBITOR ONLY must advise the DCC, in writing via mail or fax.

301 West Morgan Street, PO Box 691 Durham, NC 27702; Fax number 919-956-9507

In the event we are not notified by «ARR_DATE», the “nonofficial” contractor will not be permitted to service your exhibit.

In addition, your “nonofficial contractor” must submit a certificate of insurance showing general liability coverage and workman’s compensation valid in North Carolina, to DCC no later than 21 days prior to move in date, or they will not be allowed on the floor.

The exhibit floor, aisles, loading dock, service, and storage areas are under the sole control of the DCC and its designated sub-contractor.

It will be the responsibility of the Non-Official Contractor to remove from the floor all tape installed and any trash from the booth floor. Additionally, all trash associated with the exhibit must be removed from the exhibit hall, or they will be billed accordingly by DCC for the labor expenses.

These requirements will be strictly enforced.

EVENT NAME: _____

EVENT DATE: _____ BOOTH NUMBER: _____

ON SITE CONTACT: _____



CREDIT CARD CHARGE AUTHORIZATION

The DCC will gladly accept credit card information via fax or over the phone (Please DO NOT email).

PHONE: (919) 956-9404

FAX: (919) 956-9507

MAILING ADDRESS: 301 West Morgan St., Durham, NC 27701

Please complete the information required below and return this form with your order(s).

ORGANIZATION NAME: _____

CREDIT CARD BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

ORDERED BY: _____ DATE: _____

PHONE: _____ FAX: _____

EMAIL: _____

NAME AS IT APPEARS ON CARD: _____

SIGNATURE: _____

EVENT NAME: _____

EVENT DATE: _____ EVENT CONTRACT #: _____

PURCHASE ORDER NUMBER & DEPT (IF APPLICABLE): _____

By signing above, I authorize the Durham Convention Center to charge my credit card in accordance to the deposit schedule outlined in Section G of the license agreement.

Unless a different payment method is received, any remaining balance will be charged to the card seven business days prior to the event date.

Miscellaneous add-on expenses incurred the day of the event will be charged same day.

CARD TYPE (PLEASE CIRCLE): VISA MC AMEX DISC

CARD NUMBER: _____

EXPIRATION DATE: _____ CVC/CVV CODE: _____

DATE RECEIVED: _____ CONTRACT #: _____



A La Carte Items

EVENT:	COMPANY NAME:
EVENT DATE:	MAILING ADDRESS:
EXHIBIT LOCATION/BOOTH:	CITY: STATE: ZIP:
ORDERED BY:	PHONE: FAX:
ON SITE CONTACT:	EMAIL:

A La Carte Items	QUANTITY	ADVANCE	DAY OF
8'x30" Cloth and Skirted Table		\$35	\$45
6'x18" Cloth and Skirted Table		\$25	\$35
36" Round Clothed Table (High or Low Table)		\$20	\$25
66" Round Clothed Table		\$35	\$45
8'x30" (No Cloth or Skirt) Table		\$20	\$35
6'x18" (No Cloth or Skirt) Table		\$15	\$25
36" (No Cloth or Skirt) Table		\$15	\$25
66" (No Cloth or Skirt) Table		\$25	\$35
Rope and Stanchion		\$10	\$20
Riser, 6'x8' Sections		\$30	\$40
Chairs		\$5	\$7
Dance Floor, 3'x3' Sections		\$10	\$20
Pipe and Drape, Black Banjo		\$10/foot	\$12/foot

Advance rates are valid with full payment received prior to the first day of the scheduled move-in. If cancellation is received prior to the installation a 50% refund will be received. If cancellation takes place after installation no refund will be given.

Total	
Tax 7.5%	
Grand Total	

Payment Type: MC / VISA / AMEX	Make checks payable to Durham Convention Center		
Credit Card Number:	Exp. Date	CVV # (on back of card):	
Name:	Phone:		
Billing Address:	City:	State:	Zip:
Signature:		Date:	

301 West Morgan Street PO Box 691 Durham, NC 27702

Phone: 919-956-9404 Fax: 919-956-9507

www.durhamconventioncenter.com



Exhibitor Services

EVENT:	COMPANY NAME:
EVENT DATE:	MAILING ADDRESS:
EXHIBIT LOCATION/BOOTH:	CITY: STATE: ZIP:
ORDERED BY:	PHONE: FAX:
ON SITE CONTACT:	EMAIL:

Exhibitor Services	QUANTITY	ADVANCE	FLOOR
Booth Package – 8’ x 10’ Booth, Cloth and Skirted Table, 2 Chairs, Wastebasket - ROS		\$70	N/A
120 V-Single Phase 20 AMPS		\$50	\$75
208 Volt-100 AMPS (Requires Electrician)		\$480	N/A
Other AMPS Available by Special Order			
		Total	
		Tax 7.5%	
		Grand Total	

Advance rates are valid with full payment received prior to the first day of the scheduled move-in. If cancellation is received prior to the installation a 50% refund will be received. If cancellation takes place after installation no refund will be given.

Payment Type: MC / VISA / AMEX	Make checks payable to Durham Convention Center		
Credit Card Number:	Exp. Date:	CVV # (on back of card):	
Name:	Phone:		
Billing Address:	City:	State:	Zip:
Signature:		Date:	

301 West Morgan Street PO Box 691 Durham, NC 27702
 Phone: 919-956-9404 Fax: 919-956-9507
www.durhamconventioncenter.com



Meeting Aid Services

EVENT:	COMPANY NAME:
EVENT DATE:	MAILING ADDRESS:
EXHIBIT LOCATION/BOOTH:	CITY: STATE: ZIP:
ORDERED BY:	PHONE: FAX:
ON SITE CONTACT:	EMAIL:

Meeting Aids	QUANTITY	ADVANCE	FLOOR
Flipchart, Pad, Markers		\$30	\$35
Post-it Flip Chart Package		\$45	\$55
Multi-Purpose A Frame Easel (13)		\$10	\$15
3'x4' Whiteboard, Markers		\$30	\$40
Extension Cord		\$5	\$10
Power Strip Surge Protector		\$10	\$15
Podium		\$70	\$80
Hard Phone Line		\$75	\$85
Hard Internet Line		\$75	\$85
Black and White Copies		\$0.15 each	\$0.15 each
Color Copies		\$0.25 each	\$0.25 each
Height Adjustable Cart with Electrical Strip		\$40	\$60
		Total	
		Tax 7.5%	
		Grand Total	

Advance rates are valid with full payment received prior to the first day of the scheduled move-in. If cancellation is received prior to the installation a 50% refund will be received. If cancellation takes place after installation no refund will be given.

Payment Type: MC / VISA / AMEX	Make checks payable to Durham Convention Center		
Credit Card Number:	Exp. Date:	CVV # (on back of card):	
Name:	Phone:		
Billing Address:	City:	State:	Zip:
Signature:			Date:

301 West Morgan Street PO Box 691 Durham, NC 27702
 Phone: 919-956-9404 Fax: 919-956-9507
www.durhamconventioncenter.com



In-House Visual Presentation Services

EVENT:	COMPANY NAME:
EVENT DATE:	MAILING ADDRESS:
EXHIBIT LOCATION/BOOTH:	CITY: STATE: ZIP:
ORDERED BY:	PHONE: FAX:
ON SITE CONTACT:	EMAIL:

Visual Presentation Services	QUANTITY	ADVANCE	FLOOR
8' Front Projection Screen		\$125	\$135
5'7" x 10' Fast Fold Deluxe Front or Rear Projection Screen System with Cotton Drapery Kit		\$250	\$275
9' x 16' Fast Fold Deluxe Front or Rear Projection Screen System with Drapery Kit		\$350	\$375
5000 ANSI Lumen XGA Projector		\$650	\$700
55" Monitor with Stand		\$375	\$400
75" Monitor with Stand		\$550	\$575
HDMI Cord		\$15	\$20

Advance rates are valid with full payment received prior to the first day of the scheduled move-in. If cancellation is received prior to the installation a 50% refund will be received. If cancellation takes place after installation no refund will be given.

	Total	
	Tax 7.5%	
	Grand Total	

Payment Type: MC / VISA / AMEX	Make checks payable to Durham Convention Center		
Credit Card Number:	Exp. Date:	CVV # (on back of card):	
Name:	Phone:		
Billing Address:	City:	State:	Zip:
Signature:		Date:	

301 West Morgan Street PO Box 691 Durham, NC 27702
 Phone: 919-956-9404 Fax: 919-956-9507
www.durhamconventioncenter.com



SHIPPING INFORMATION

Portage Handling Fees

Below you will find directions and information on how vendors may ship their needed materials to our building. Also attached to this email, are the forms that should be completed and returned.

All packages that are being shipped to the Durham Convention Center can only arrive **3 Business Days** from the first day of the event.

Packages should be shipped with the following items on the delivery label.

Durham Convention Center
ATTN: *Event Manager's Name*
YOUR COMPANY NAME (as would appear on the booth)
EVENT NAME
301 West Morgan St.
Durham, NC 27701

Packages will be received and delivered to assigned booths after the entire vendor space has been set up, if such information is provided by client.

Please note, the convention center is not responsible for any lost, misplaced, or damaged freight.

Shipments under 100lbs will have no fee.

Any total shipments over 100lbs will be charged a portage fee of \$50.00 per 100lbs.

The portage fee will need to be paid before shipments can be delivered to the booth and for movement from the vendor table to the package pick up area. *This fee must be paid via credit card.* (See Attached)

The first is a Portage Handling Form which has additional shipping information and a couple of package related questions to complete.

The second is the credit card authorization form.

Please complete these forms and return to your event manager at the Durham Convention Center.

For outbound packages, vendors are responsible for:

- Repacking and sealing their boxes for shipment. This includes *wrapping pallets* as needed.
- Providing their own Shipping Labels; DCC does not have shipping labels on site.
- Packages without labels will not be handled or shipped out by the Durham Convention Center.
- You must properly affix your label to your shipping items.
- Placing outbound packages on top of the vendor tables or in front of table. ***We ask that you do not leave any package under or behind the table.***
- Scheduling a pick-up time with the shipping company. Packages need to be picked up between the hours of 8:30AM-4:30PM, Monday-Friday.

Insurance

DCC will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, or prior to taking physical count and possession in preparation to move such materials.

The exhibitor agrees to hold harmless DCC for responsibility for concealed and/or apparent damage to uncrate and/or non shrink-wrapped exhibit material.

The exhibitor should make certain all material is properly insured against “ALL RISK” while in transit to and from your point of origin, to and from your booth, and through the duration of the show.

Durham Convention Center Parking Map



Parking Decks:

1. Durham ID:

325 Roney St., Durham NC 27701

2. Durham City Centre:

300 W. Morgan St., Durham NC 27701

3. Morgan Riggsbee:

109 W. Morgan St., Durham NC 27701

4. Corcoran St.:

110 E. Corcoran St., Durham NC 27701

5. East Chapel Hill St:

326 E. Chapel Hill St., Durham NC 27701

6. Church St.:

109 S. Mangum St., Durham NC 27701

301 West Morgan Street PO Box 691 Durham, NC 27702

Phone: 919-956-9404 Fax: 919-956-9507

www.durhamconventioncenter.com