



# Exhibitor Packet



**DURHAM**  
CONVENTION  
CENTER



## **Welcome to the DCC!**

On behalf of the entire Durham Convention Center team, we look forward to welcoming you to our venue. Durham is a vibrant community, filled with plenty of opportunities to enjoy your stay. We hope you will take the opportunity to experience our community while you're here. On the last page of this document, we'll give you some tips to get started.

The following pages include our policies and procedures so you can make the best possible use of our facility and services. We have developed these policies and procedures to ensure that your event will be as safe and successful as possible. Not all situations will be covered in this guide, and some may need special consideration by management. Any questions regarding the below can be directed to your event manager or show manager. We will be glad to clarify any of the enclosed information.

Please enjoy your stay here in Durham!

*Rebecca Bolton*

General Manager

# POLICY AND PROCEDURES

## 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. This policy does not apply to all events. Please consult your event manager to see if this policy applies to your event.

## 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 Marriott City Centre Lobby located at 201 Foster Street. There are two (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 facility looking beautiful, 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.

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

## 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. *(See also Bulk Trash)*

## BULK TRASH

We ask you, the vendor, to take responsibility for removal of bulk trash including 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 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 to protect public safety. *(See Floor Plan Approval Policies)*

## CLEANING AND MAINTENANCE/REFUSE REMOVAL

The DCC provides janitorial services during the event in corridors, lobbies, concession areas and restrooms. The DCC provides removal of trash during show hours and immediately after daily show closing in exhibit hall aisles and spaces. Please help us stay green during your show. Many trash receptacles have a recycling and trash section to properly sort trash.

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. *(See also Bulk Trash)*

## **CRATE/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., can be stored in the booth area. All spaces are locked one hour after the show end time.

## **DEADLINE FOR SERVICES**

Service orders and payment in full must be received a minimum of seven (7) business days prior to the first scheduled move-in date of the show. Orders submitted without full payment and orders received after the 7-day cut-off date are subject to "day of" prices.

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

## **DAMAGES**

The organizer 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 have occurred during your event 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 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. Booth packages include 3' side drapes and 8' back drape, one skirted table, two chairs and a small wastebasket. DCC does not have aisle signs. Order forms for materials start on page 11. *(See Deadline for Services)*

For all audio-visual needs, the event manager can connect you with our preferred audio-visual production partner, Scott Brown Media Group.

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 inventory allows. "Day of" fees will apply if equipment is not requested and paid for (7) business 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 the show manager, rather than DCC directly. If needed, DCC staff can assist.

## **EXIT ACCESS**

Exit signs must always be visible. If 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, bronzer, paint, 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, which has a cost associated and is supplied by the DCC, may be required to protect the carpet. 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, unless written approval from a DCC event manager. 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**

Exhibit floor plans must be approved by the Durham Convention Center. All floor plans will be reviewed and approved by the event manager, who will then forward them to the Fire Marshal for review, if needed.

Neither show management nor service contractors are permitted to submit floor plans for events at the DCC directly to the Fire Marshal. It is important to note that the Fire Marshal will only accept floor plans that have been approved by management at the DCC. If you have an issue that needs to be addressed by the Fire Marshal, please speak to your event manager. A fee will be passed on to show management if special permits must be acquired.

Your event manager will provide an approved exhibit layout and assigned space. Do not publish any floor plan without written DCC approval.

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 8 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.
- At least 10' of clearance must be maintained in the prefunction hallway at all times.

## **FOG/SMOKE MACHINES**

For safety reasons, 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 without prior written approval of the General Manager or Food and Beverage Director. DCC produced 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**

Exhibitors may distribute food and beverage samples in authorized spaces but must not be in competition with products or services offered by DCC. 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 2 ounces of food.

Exact descriptions of sample and portion size must be submitted to the Event Manager for written approval at least 2 weeks before show move in. 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 NC Department of Health and posted at their booth during service. In addition, the sampling request form must be on file and approved by DCC (page 18). 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.

Candy bowls are exempt from this rule if candy is individually packaged and bite size.

## **GASOLINE, ELECTRIC, 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.

Vehicles are required to be first-in and last-out of the venue. If moving this type of equipment in, you must move 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 sales or event manager at DCC. Please ensure your contract reflects this time, otherwise the charge will be \$250 for each additional hour. Time change approval is based on room and staff 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 1 battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by the event manager for the duration of the event. Visqueen must be placed underneath the vehicle for any possible leakage. Please see the 'Floor Covering' section for more details.

No liquid fuel powered vehicles should be operated outside the exhibit halls due to noise, air pollution, and fire hazard. Forklifts and boom lifts are only permitted in specific areas, as approved by event manager (*see Loading and Unloading Procedures*).

## **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-proof 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 Marshal's 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, AEDs, 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.

## **HAZARDOUS MATERIALS LABELING**

The use of hazardous materials is not permitted without the written approval of the Durham Convention Center. Hazardous materials allowed onsite must be properly labelled according to OSHA and safety data sheets must be submitted to the event manager at least 30 days in advance of event.

## **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 is controlled by Durham Convention Center dock personnel at prevailing labor rates.

Exhibitor loading and unloading may only be done at loading dock entrances and only during scheduled move-in and move-out times. 4 cars are allowed inside the dock at one time. Use of the Marriott entrance, or any other pedestrian entrances, for load-in/out is prohibited except for hand carried materials. Street parking for loading and unloading is prohibited.

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. Parking is available on the street or at the Durham Centre Parking Deck on W. Morgan St. See the parking information page at the end of this document.

The loading dock is floor level and there are no stairs or ramps. The doors are 13' high. Street closure may be necessary if your vehicle won't fit. Please consult with your event manager regarding requesting a street closure.

If mechanical/motorized equipment such as forklifts, pallet jacks, or lifts are required to unload any vehicle, DCC staff operator must be used at prevailing rates. Only pallet jacks are allowed on the carpet areas of the convention center. Policy may change under event manager discretion. If the carpet or facility is damaged, your event manager will provide pricing on repairs. *(See Damages section)*

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 the terms of that contract, and it is show management's responsibility to inform exhibitors accordingly. There may be certain instances where Durham Convention Center employees must be used.

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. *(See Page 21 for Sample Procedure)*

## **MAIL/PACKAGES**

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. Detailed shipping information can be found on page 15-17.

## **PACKAGE INSPECTION**

For your safety and security, cartons, packages, 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 five parking garages within a 5-minute walk to the convention center. Please see the parking map on page 19 for details or visit [parkdurham.org](http://parkdurham.org).

## **PAYMENT FOR SERVICES**

Advance payment is required for all exhibitor services. Payment may be made via Visa, MasterCard, Discover, or AMEX. *(CC Authorization Form on page 14)*

## **PERSONAL BELONGINGS**

Personal belongings are the responsibility of the item's owner. The Durham Convention Center is not liable for any lost, damaged, or stolen items.

## **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.

## **SECURITY**

The DCC requires minimum levels of security coverage in any leased space and other areas that will be billed at prevailing labor rates. Your event manager will determine security needs. All other security requests must be submitted 21 days in advance to your event and are subject to DCC approval.

## **SIGNS & POSTERS**

We require posters to be mounted on easels and/or individual holders. No posters, playbills, or any other signage can be taped, stapled, or affixed to any surface in the building without event manager approval. 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. *(See Banners and 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, STICKERS, TACKS, AND TAPE**

Staples and 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. (*See Damage section*)

Tape on carpet or other building surfaces must be approved by the event manager. It is the responsibility of the vendor/show manager to acquire approval, supply tape, and remove tape during move-out.

## **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.  
301 W Morgan St, Durham, NC 27701

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: \_\_\_\_\_



## Exhibitor Packages

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

Exhibitor Services	QUANTITY	ADVANCE	DAY OF
Booth Package – 8’ x 10’ Booth, Cloth and Skirted Table, 2 Chairs, Wastebasket - ROS		\$80	N/A
Exhibit Tabletop – 8’x30” table, 2 chairs, wastebasket - ROS		\$40	\$45
120 V-Single Phase 20 AMPS		\$50	\$75
208 Volt-100 AMPS (Requires Electrician)		\$225/day	N/A

*Advance rates are valid until 7 business days in advance of move-in with full payment required before installation. If orders are received within 7 business days of event move-in, day of pricing will be applied. If cancellation is received prior to installation, a 50% refund will be issued. If cancellation is received after installation, no refund will be given.*

Total	
Service Fee 22%	
Tax 7.5%	
<b>Grand Total</b>	



## A La Carte Items

Items ordered are in addition to services ordered on the "Exhibitor Packages" form, not in lieu of a package.

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

A La Carte Items	QUANTITY	ADVANCE	DAY OF
8'x30" Cloth and Skirted Table		\$35	\$40
6'x30" Cloth and Skirted Table		\$35	\$40
6'x18" Cloth and Skirted Table		\$25	\$30
36" Round Clothed Table (High or Low Table)		\$25	\$35
66" Round Clothed Table		\$35	\$45
8'x30" (No Cloth or Skirt) Table		\$20	\$25
6'x30" (No Cloth or Skirt) Table		\$20	\$25
6'x18" (No Cloth or Skirt) Table		\$15	\$20
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		\$35	\$45
Chairs		\$1	\$5
Dance Floor, 3'x3' Sections		\$10	\$20
Pipe and Drape, Black Banjo		\$10/foot	\$12/foot

*Advance rates are valid until 7 business days in advance of move-in with full payment required before installation. If orders are received within 7 business days of event move-in, day of pricing will be applied. If cancellation is received prior to installation, a 50% refund will be issued. If cancellation is received after installation, no refund will be given.*

Total	
Service Fee 22%	
Tax 7.5%	
<b>Grand Total</b>	

301 W Morgan St, Durham, NC 27701

Phone: 919-956-9404

durhamconventioncenter.com



## Other Services

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

Add-On Services	QUANTITY	ADVANCE	DAY OF
Multi-Purpose A Frame Easel		\$10	\$15
Extension Cord		\$5	\$10
Power Strip Surge Protector		\$5	\$10
Podium		\$70	\$80
Hard Phone Line		\$150	\$160
Hard Internet Line		\$150	\$160
Black and White Copies		\$0.50 each	\$0.50 each
Color Copies		\$1.50 each	\$1.50 each

*Advance rates are valid until 7 business days in advance of move-in with full payment required before installation. If orders are received within 7 business days of event move-in, day of pricing will be applied. If cancellation is received prior to installation, a 50% refund will be issued. If cancellation is received after installation, no refund will be given.*

Total	
Service Fee 22%	
Tax 7.5%	
<b>Grand Total</b>	



# CREDIT CARD CHARGE AUTHORIZATION

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

PHONE: (919) 956-9404

To complete this form, please have your event manager send this to you via DocuSign or give us a call.

ORGANIZATION NAME: \_\_\_\_\_

CREDIT CARD BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

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 services ordered. 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 #: \_\_\_\_\_





## Shipping Information

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

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

Packages should be shipped with the following delivery label:

Durham Convention Center  
ATTN: *Event Manager's Name*  
*YOUR COMPANY NAME (as would appear on the booth)*  
*EVENT NAME*  
301 W 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 the client. Shipments under 100lbs will have no fee. Any total shipments over 100lbs will be charged a portage fee of \$50.00 per 100lbs.

**Example:** 4 boxes weighing 60lbs each and 1 pallet weighing 150lbs have a total weight of 390 lbs. The formula to calculate cost is:  $\$50 \times (390/100) = \$195$ .

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 CC Authorization Form on page 14)

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

- Drayage Handling Form (page 16)
- Credit Card Authorization Form (page 14)

Please complete the following form and return to your event manager, or leave at your booth, during event move out:

- Outgoing Drayage Form (page 17)

There are no storage rooms onsite nor shipping tape, so determine a plan prior to the event on where to store and how to ship out items.

### INSURANCE

DCC is not responsible for any lost, damaged, or stolen packages/materials shipped to or from the center. The DCC is also not liable for any damage or stolen packages during or after they have been placed in the exhibit area. By shipping package(s) to the DCC, the exhibitor agrees to hold DCC harmless for concealed and/or apparent damage to uncrated and/or non-shrink-wrapped exhibit material. The exhibitor should make certain all materials are 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.



## Drayage Handling Form

Packages can be received up to 3 business days in advance of the event and will be delivered to assigned tables after the rented space has been set up. Please note, the Durham Convention Center is not responsible for any lost, misplaced, or damaged freight. Fill out the form below and email to the event manager no later than 7 business days prior to the event. Packages will not be accepted if no 'Drayage Handling Form' is on file.

Your Company Name: \_\_\_\_\_

Onsite Contact Name: \_\_\_\_\_

Onsite Contact Number: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Booth Number: \_\_\_\_\_ Number of Packages: \_\_\_\_\_

Estimated Weight: \_\_\_\_\_

Shipping Company: \_\_\_\_\_

I hereby understand and agree to all drayage handling rules and regulations set forth by the Durham Convention Center.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## Out Going Drayage Form

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.
- Creating and adhering correct outbound shipping label(s) to package(s).
- Placing outbound packages on top of the vendor table or in front of table. *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. The address for pick-up is 301 W Morgan St, Durham, NC 27701.

Vendor Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Number of Outgoing Packages: \_\_\_\_\_

Shipping Company (*Please Circle*):

FEDEX EXPRESS      FEDEX GROUND      UPS FREIGHT (*Please complete Freight Section*)

Scheduled Pickup Confirmation Number: \_\_\_\_\_

Tracking Number: \_\_\_\_\_

### **Additional Freight Information (*if shipping via freight*):**

Freight Company Name: \_\_\_\_\_

Company Contact Number: \_\_\_\_\_

Scheduled Pick-up Date & Time: \_\_\_\_\_

(*Please ensure Bill of Lading is attached to box(es)*)

I hereby understand and agree to all drayage rules and regulations set forth by the Durham Convention Center.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Food and Beverage Sampling Form

Distribution of food and/or beverage samples by exhibitors requires approval by a DCC representative. Exhibitors may request permission to distribute samples that are manufactured and distributed in the normal course of the exhibitor's business. Filling out and returning this form will be considered agreement to the following restrictions:

- Beverage and food samples may not exceed a 2 ounce tasting cup.
- Sample distribution is limited to the exhibitor's booth area.
- Distribution of alcoholic beverages is unlawful and prohibited.
- Samples may not be in competition with DCC products.
- Sampling is only permitted for exhibit shows.

All exhibitors wishing to distribute samples must fill out this form and email to your event manager at least 2-wks before show move in. The event manager will issue approvals via email.

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Onsite Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Description of Sample Items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved By: \_\_\_\_\_ DCC Representative, Oakview Group

# Durham Convention Center Parking Map



*Click the Image to Go to Park Durham's Website*

- 1. Durham City Centre:**  
300 W Morgan St, Durham NC 27701
- 2. Durham ID:**  
325 Roney 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



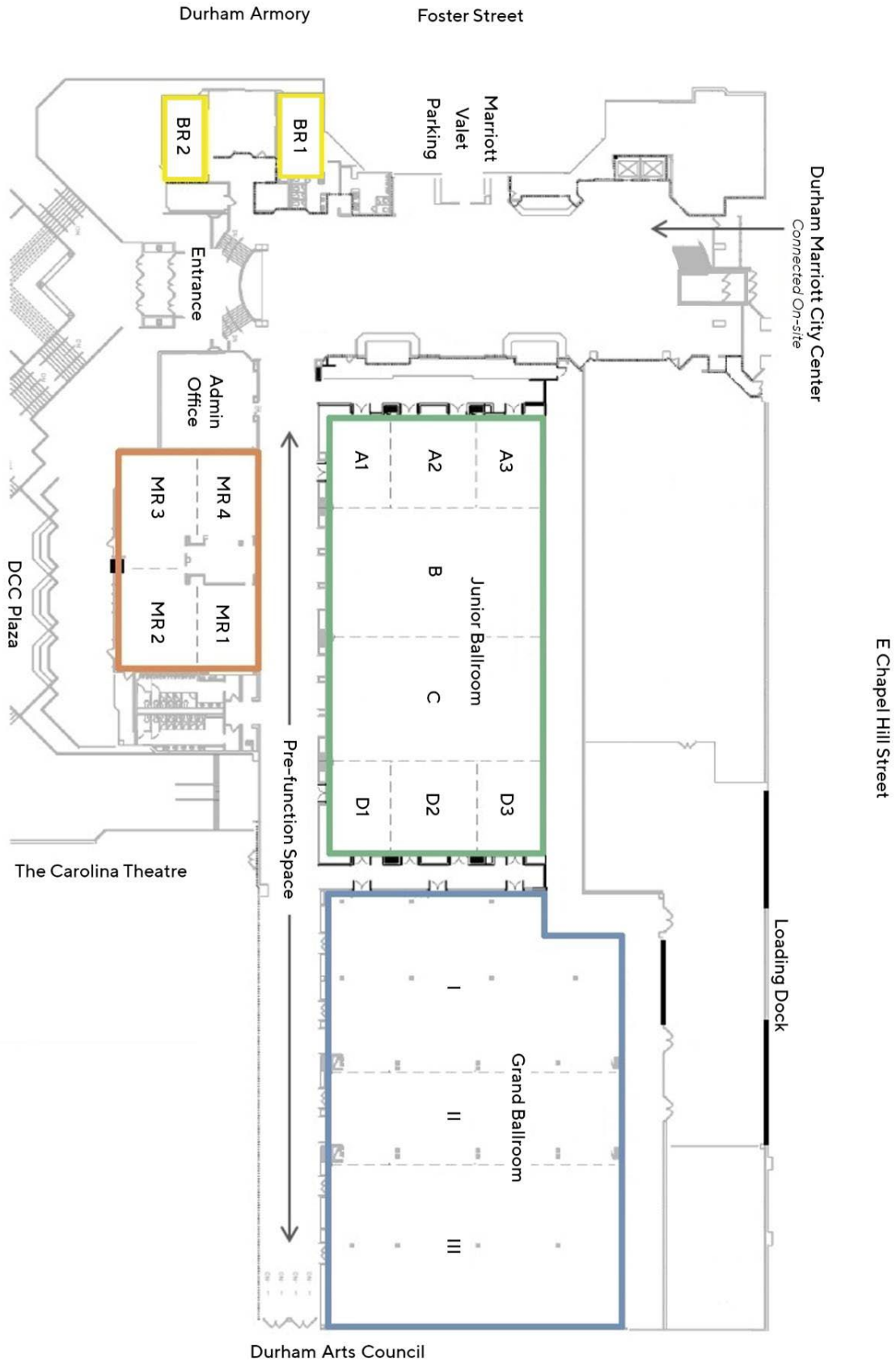
*Scan to Visit Park Durham's Website*

301 W Morgan St, Durham, NC 27701

Phone: 919-956-9404

durhamconventioncenter.com

# Durham Convention Center Building Map



# Loading Dock Procedures - Sample



Thank you for being here! We appreciate you and look forward to having you at the Durham Convention Center.

For this event's move-in, there will be two lanes of cars coming through the loading dock to ensure a quick and efficient load-in. Please keep in mind, no parking is allowed inside the loading dock. Once you have finished unloading, move your car from the dock and park one of the recommended parking garages.

The convention center will have a very limited quantity of carts available, so bringing your own is highly recommended.

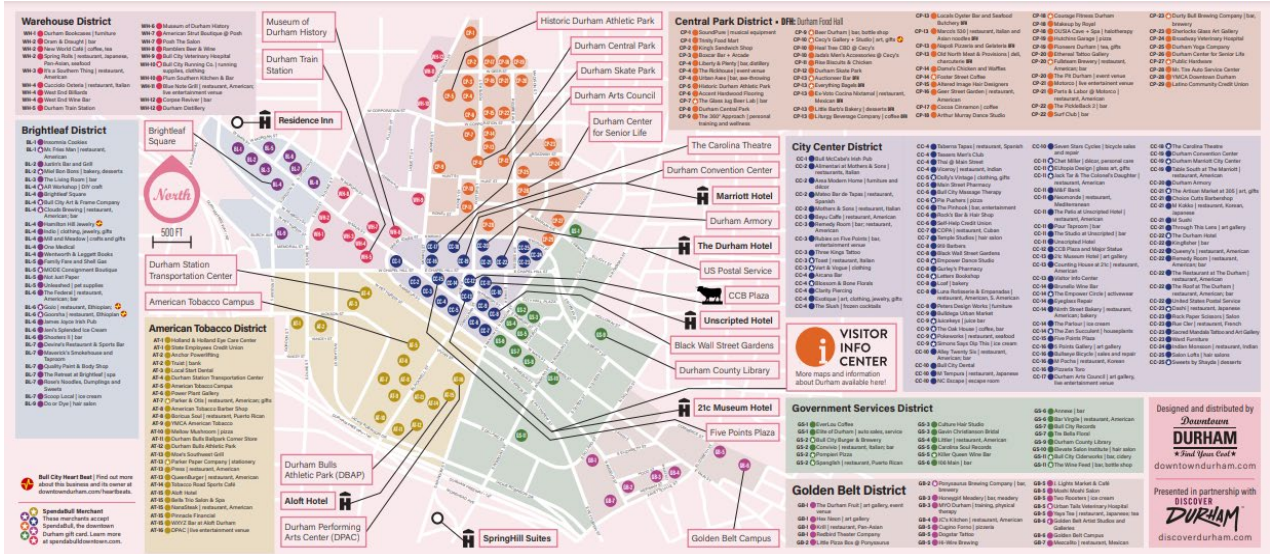
For move-out, there will be one lane of cars queued inside the loading dock. This will allow more vendors to quickly pack and leave, ensuring a speedy exit.

Thank you for your assistance in making this process smooth and easy!

*Please note - the above is an example. Loading dock procedures may change depending on the number of exhibitors.*

# The Downtown Durham Experience


We are so excited to welcome you to the vibrant downtown Durham. The convention center is centrally located in the revitalized and walkable City Center District (blue area on the map). The area is packed with historic charm, fantastic restaurants and bars, and fascinating art galleries all within a few minutes' walk.




Click the Image to Download Discover Durham's Maps and Guides

## Team Favorites –


Durham is a foodie town, and the scene is nationally applauded. See our local recommendations to the left. Don't be afraid to ask for more recommendations!




**Rebecca Bolton**  
Dinner: Mateo or Dashi  
Drinks: Pour Taproom or Alley Twenty Six



**Veronica Mayo**  
Coffee: Beyu Caffe  
Noodles: Noodle 501 or Thai @ Main Street



**Niek Hancock**  
Dinner: Cucciolo Osteria  
Cocktails: Kingfisher



**Genevieve Young**  
Lunch: Spanglish  
Dinner: M Pocha  
Drinks: Rubies on Five Points





**DURHAM**  
CONVENTION  
CENTER

301 W Morgan St, Durham, NC 919-956-9404

**[durhamconventioncenter.com](http://durhamconventioncenter.com)**