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## **North Carolina Industrial Commission**

Dobbs Building • 430 North Salisbury Street • Raleigh, North Carolina 27611  
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December 1, 1997

Dear Exhibitor:

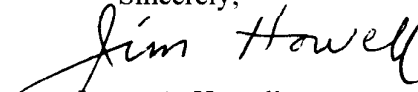
The North Carolina Industrial Commission announces the 68th Annual North Carolina Statewide Safety Conference. The Conference will be held in Greensboro, NC on May 5, 6, 7 and 8, 1998 at the Joseph S. Koury Convention Center, Holiday Inn Four Seasons.

We offer exhibit space and the opportunity to present your products and services to managers, supervisors, and safety and health professionals from North Carolina business and industry. The Conference will present outstanding speakers and programs with ample time to visit the exhibits. Exhibit space will be assigned upon receipt of payment with the completed contract including the signature of your responsible representative. Please note that our Exhibit Hall will be in the Guilford Ballroom in the new Joseph Koury Convention Center and all spaces are the same size (10'x8') this year.

The social activities of the Conference will be the Conference/Exhibitor Hospitality on Wednesday evening and the Annual Conference Banquet on Thursday evening. You and your sales associates are encouraged to participate in all Conference activities.

Enclosed are the Exhibitor Rules and Contract. We ask you to join us in making the 68th Conference a success.

Sincerely,

  
James A. Howell  
Conference Director

Enclosures

**Exhibitor Information**  
**68th Annual North Carolina Safety Conference**  
**Holiday Inn Four Seasons Joseph S. Koury Convention Center**  
**Greensboro, North Carolina**

- Exhibit Hours:**                      **Set-up Time:**  
May 5 (Tuesday) 4:00 p.m. - 9:00 p.m.
- Show Schedule:**  
May 6 (Wednesday) 8:00 a.m. - 5:00 p.m.  
May 7 (Thursday) 8:00 a.m. - 3:30 p.m.  
The exhibits must be open and staffed during "Show Schedule" hours. Dismantling of exhibits is permitted after 3:30 p.m. (Thursday) May 7, 1998. Exhibitors dismantling exhibits before end of show will not be invited to participate next year.
- Protection/Security:**              Normal security will be provided at the appropriate times but exhibitors are not guaranteed against loss. The exhibit area will be locked by hotel security at closing and not opened until the next exhibit day except for cleaning by hotel staff.
- Booth Assignments:**                Exhibitors are requested to indicate their first choice and alternates on the "Application/Contract For Exhibit Space". Booths will be assigned according to choice if the requested space has not already been assigned. The date of receipt of signed application with full payment will determine assignment of booth space.
- Signs:**                                    Exhibitors who want signs prepared for the Conference should indicate this on the "Application Contract For Exhibit Space". (Sign Size 5" x 20", one line.) Please print or type the name you want on the sign in the space provided.
- Listing on Program:**                The names of exhibiting companies contracting prior to March 15th will be listed in the Official Program. Every effort will be made to list vendors contracting space after that date, but listing is not assured.
- Drayage Service:**                    NC Statewide Safety Conference, Inc.  
Southern Exhibition Services, Inc.  
2101 Tobacco Road  
Durham NC 27704  
Phone: 919-687-4970  
Fax: 919-683-3107

Exhibitor Rules  
68th Annual North Carolina Statewide Safety Conference  
May 5, 6, 7 and 8, 1998

- Liabilities:** Exhibitors will operate their booths so that no injury will result to any person or property. The exhibitor agrees to indemnify and save harmless the North Carolina Statewide Safety Conference, Inc. and its management from any damage, suits, etc. by any and all persons which may result on account of negligence of the exhibitors or their representatives.
- Care of Facilities:** Exhibitors or their representatives shall not injure or deface the wall or floor of the building or the booths. When damage appears, the exhibitor is liable to Holiday Inn Four Seasons Convention Complex and owners. No signs or other materials may be attached to the walls of the Complex by any method.
- Payment for Space:** Full payment is to be made with the original "Application Contract for Exhibit Space". Payment acknowledges acceptance of the official rules. The exhibitors and their representatives agree to register with the Conference staff and wear the Conference badges provided.
- Subletting:** No exhibit space may be sublet without written permission of the Conference Director.
- Character of Exhibits:** The North Carolina Statewide Safety Conference reserves the right to prohibit any exhibit or part of an exhibit which it deems unsuitable.
- Arrangement of Exhibits:** Exhibits shall be so installed that they will not in any way project beyond the space allowed. They shall not obstruct the view of, nor interfere with, the exhibits of others.
- Time of Exhibits:** Exhibits must be maintained and staffed for the full Exhibit times listed in the Official Program.
- Fire Protection:** The use or storage of flammable liquids must be arranged so as to meet the requirements of the local fire codes and ordinances. (Information available, if needed.) Exhibitors may not block aisles or exit doors.
- Noise Control:** Exhibits with noisy electrical devices or other exhibits which may prove objectionable must agree to accept the decision of the NC Statewide Safety Conference on measures to reduce noise or cause of objections.
- Rights of Exhibitors:** The rights and privileges of an exhibitor shall not be infringed upon by any other Conference participant. Interviews, demonstrations, distribution of literature, etc. must be made inside the exhibitor's booth. All booths are to be set up during scheduled set-up hours, maintained and staffed during the exhibit hours.
- Representation, exhibiting, canvassing, solicitation of business, or conferences in the interest of business, except of exhibitors under contract, is prohibited.
- Refunds:** No refund will be made once assignment of space has been made.
- Amendments:** Any and all matters or questions of interpretation not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Conference Director.

These rules are in the best interest of all exhibitors. Your cooperation is requested.

# Application / Contract for Exhibit Space

68th Annual North Carolina Statewide Safety Conference  
May 5, 6, 7 and 8, 1998

Holiday Inn Four Seasons Joseph S. Koury Convention Center  
Greensboro, North Carolina

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

Mailing Address \_\_\_\_\_

Registered Rep. Names \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Booth Choice (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

PLEASE indicate "Yes" or "No" on the following information:

Electrical Outlet, 110 Volt - 20 Amp .....Yes ( ) No ( )

One TABLE with One Table Cover .....Yes ( ) No ( )

Two CHAIRS .....Yes ( ) No ( )

Printed SIGN .....Yes ( ) No ( )

If "Yes", print Sign Name Requested \_\_\_\_\_

EXTRA HOTEL CHARGE FOR ADDITIONAL TABLES, COVERS, CHAIRS & EXTRA ELECTRICAL CONNECTIONS.

For cost per booth, call **Jim Howell** at **(919) 733-5290** or e-mail:

**howellj@ind.commerce.state.nc.us**

(All Booths 10'x8')

Enclosed is a check for full payment in the amount of \$ \_\_\_\_\_.  
(Only signed contracts with full payment will be assigned booth space.)

Please make checks payable and mail to: NC Safety Conference, Inc.  
P. O. Box 28657  
Raleigh, NC 27611-8657

Federal Tax ID #56-1592413

We accept and agree to abide by the rules of the NC Safety Conference, Inc.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature and date required)

