



Thursday, April 25, 2024
4 p.m. – 7:30 p.m.

Presented by:
The Carteret County Chamber of Commerce
At the Crystal Coast Civic Center
3505 Arendell Street
Morehead City, NC

Reserve your booth now for the

Business After Hours Expo

Thursday, April 25, 2024
4 p.m-7:30 p.m.

Crystal Coast Civic Center
Morehead City

Presented by the Carteret County Chamber of Commerce

Business After Hours Expo

Dear Exhibitor:

The Carteret County Chamber of Commerce is pleased to invite you to participate in the **Business After Hours Expo** at the Crystal Coast Civic Center in Morehead City on Thursday, April 25, 2024. This is a “Glorified Business After Hours” Expo. Area businesses can display, in a table top setting, the many products and services they have to offer in a fun and festive atmosphere. This event will include tons of food, soft drinks and adult beverages! Area businesses will have a chance to network, gather information on other area businesses and generate leads for future business. The hours for the show are 4-7:30 p.m.

Space is expected to sell out quickly. We encourage you to reserve your space promptly. Please read the Rules and Regulations printed on the Contract.

Come enjoy an exciting Expo with the opportunity to meet potential customers, set appointments for future business, network and promote your business and its services. Product sales from your booth are permitted.

We look forward to your participation.

Erin Knight, President
Carteret County Chamber of Commerce

General Information

Height Restriction: Height is restricted to 1 foot from the table top unless you choose a perimeter booth that backs up to an exterior wall. Any exceptions must be approved by the Chamber. All items must be contained within the booth space.

Contract Deadlines: An “Early Bird” discount is available through Friday, March 29, 2024. Contracts and booth rental fees must be received by Friday, March 29, 2024. **No refund for cancellations.**

Booth Fee Includes: One 8’ table, 1 chair (6-foot tables are available ask Julie)
you can ask for an additional chair if needed, the day of the event.

Note: **Pipe and drape, and table cloths will not be provided.** Pipe and drape are prohibited. Table cloths are not necessary but should an exhibitor desire one, it is the responsibility of the exhibitor to provide or contract with Crystal Coast Tent & Event Rentals at 252-764-2761 to bring one or two, they will discuss pricing with you.

Rules & Regulations

Business After Hours Expo 2024

1. BOOTH SPACE: 8' X 2 ½' table with two chairs. Spaces are assigned in the order that contracts are received. The Carteret County Chamber of Commerce reserves the right to assign or relocate display areas according to availability and competing exhibitors, for the benefit and/or the improvement of the Business After Hours Expo.

2. DIMENSIONS & LIMITATIONS: Exhibit who pick a Premium booth space please note there is a **HEIGHT RESTRICTION**. The height is restricted to 1 foot (on the table) or from the floor to one foot above the table top. This is to protect the "Open Format View" so you will not block or obstruct the general view of adjacent booths.

Exhibitors who pick a Perimeter booth that backs up to an interior wall have no height restriction. These booths consist of an 8-foot table. There are some 6-foot table booth spaces, indicate if that is your preference. **If you need more than one 8-foot table space for your booth space, please plan to purchase a second booth space.** These are available first come, first serve. Exhibits must be erected so as not to obstruct the general view or the view of the adjoining booths. Exhibits must not have any items located in aisle ways, encroaching in on a neighboring vendor or blocking fire and exit doors.

3. LIABILITY:

The exhibitor agrees to protect, save and keep the Carteret County Chamber of Commerce and the Crystal Coast Civic 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 those persons acting under the express or implied authority of the Exhibitor.

The exhibitor also agrees to comply with all applicable terms, conditions, rules and regulations of the Carteret County Chamber of Commerce and the Crystal Coast Civic Center. The exhibitor assumes complete responsibility for all loss, damage or destruction of his or her property, employees, agents or guests. The Carteret County Chamber of Commerce and the Crystal Coast Civic Center, any officer, agent or employee thereof will not be liable for any loss, damage, or destruction of exhibitor's property by 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 the Carteret County Chamber of Commerce and the Crystal Coast Civic Center their members, directors, officers, agents, representatives and employees against any and all liability whatsoever arising from any or all damage to property or personal injury or loss caused by the Exhibitor, its agents, representatives, employees or any other such person.

4. BUSINESS AFTER HOURS EXPO 2024 HOURS: Open to the public from 4-7:30 p.m. on Thursday, April 25, 2024. Food, Beer, wine and soft drinks will be available free of charge. Please remember to tip your bartenders. Bar will open at 5 p.m., and close at 7:30 p.m. All patrons must have valid ID.

5. STAFFING OF EXHIBITS: Exhibitors must staff their booth with adult booth workers during all show hours. Please, no children and no pets in booth areas.

6. INSTALLATION OF EXHIBITS: Exhibitors may set up displays between 9 a.m.-3 p.m. on Thursday, April 25, 2024. All exhibits must be completed for booth inspections and judging at 3 p.m. on Thursday, April 25, 2024.

7. DISMANTLING OF EXHIBITS: Displays must not be dismantled until the close of the Business After Hours Expo at 7:30 p.m. on Thursday, April 25, 2024. All exhibits must be dismantled and removed from the exhibit area by 8:30 p.m. on Thursday April 25, 2024. The Carteret County Chamber of Commerce and the Crystal Coast Civic Center are not responsible for loss, damage or claims made against any materials not removed.

8. PROHIBITIONS: Exhibitor contracts are non-transferable. Subleasing booths is not permitted. Exhibits, signs or displays must be contained within the exhibitor's assigned area.

Aisle space may not be used for exhibit purposes, displays, signs, solicitation, or distribution of cards, circulars, samples or other promotional materials.

There are no telephone lines in the exhibit hall. Wireless is available, go to your wireless connection and click on CCPublic there is no password required. For those exhibitors that are selling products and accepting credit cards, the Civic Center will allow connection to one of the telephone lines in the Civic Center lobby area, to complete transactions. Otherwise, exhibitors should plan on processing credit cards manually using your own square.

No one under 21 will be admitted to the Business After Hours Expo, unless they are a young entrepreneur.

Food served from the booths should be limited to sample servings only.

No business or organization not assigned exhibit space will be permitted to solicit business within the exhibit area, including the outdoor space associated with the Business After Hours Expo.

9. DECORATING REQUIREMENTS:

Direct access to fire exits must be maintained. Equipment, decorations, furnishings or any other obstruction cannot block egress to any fire exit.

All electrical extension cords shall be of a minimum size of 14-gauge (UL listed), grounded (with ground conductor intact) and plugged in to a surge protected device (UL listed). You must bring your own. Do not cover electrical cords or electrical outlets with carpet, paper or other combustible shielding.

All decorating materials must be non-flammable.

Open flame is prohibited. Candles must be placed on a sturdy base with a globe taller than the flame surrounding it.

Tape, thumb tacks, staples and nails of any kind are prohibited on walls, partitions, windows and doors.

Certain items, such as hay and LP gas, present a fire hazard and are prohibited. Please consult with the Civic Center Director before placing such items in the building.

The Civic Center Director and staff reserve the right to remove any decorations that are in violation of these requirements.

If you pay to have your banner hung in the exhibit hall, please be sure to bring along bungee cords or ties to secure your banner. Please remove your banner and take with you when you leave.

10. UNOCCUPIED SPACE: The Carteret County Chamber of Commerce reserves the right, should any exhibitor's space remain unoccupied one hour prior to show opening or should any space be forfeited due to breach of terms of the contract, to rent said space to any other exhibitor or use said space in any other manner.

11. DAY OF SHOW EXHIBITOR PARKING: We ask all exhibitors and booth staff personnel to park toward the west end of the Carteret Community College campus (beyond the Donald W. Bryant Student Center). This will help keep the front parking lot open for visitors. Thank you for your courtesy. You may pull up out front to unload, and then please quickly vacate your space for someone else to be able to unload, and then move your vehicle to the designated parking areas. There are doors on the water side of the building that you can access for loading and unloading if your booth space is on the water side. Please move your vehicle to the parking lot beyond the Donald W. Bryant Center once you have unloaded in the back.

12. OUTDOOR EXHIBITS: Outdoor exhibit space will be available for assignment to accommodate vehicles, boats/trailers, and other large equipment items. One unit per space. Tents will be permitted. A \$25 charge for each additional unit displayed will apply. The Carteret County Chamber of Commerce and the Civic Center Director reserve the right to determine if inclement weather conditions exist that would prevent participation by outdoor exhibitors. If so, a 50 percent refund of fees will be given.

13. COMPLIMENTARY ENTRY FEE WAIVER: Each booth will be allowed free entry for two people to "man" the booth.

14. ADMISSION FEE: Admission to the Business After Hours Expo is \$5 per person; this is NOT included in the Business After Hours annual passes. Please, no pets.

15. BOOTH COMPETITION:

Best of Show Booths will be judged on creativity and originality. Winners receive recognition in our various publications and emails.

Door Prizes: It is encouraged that each vendor should plan on some type of give-a-way or door prizes to generate traffic to your booth. Each vendor will be responsible for conducting their own door prize give-a-ways, picking the winners and giving the winners their prizes. The Chamber will not be collecting, announcing or distributing door prizes over the loud speaker.