

# 2025 AENC TRADE SHOW – EXHIBITOR TERMS & CONDITIONS

**RESERVATION OF SPACE:** Exhibitors who participated in the 2024 show will have first option of booths until July 31, 2025 at which time booths will be open to all potential exhibitors. Note: any organization purchasing a block of booths must submit one check or credit card payment for the full amount of the block with the completed contract. Please include a list of all companies participating in your block.

**PAYMENT AND CANCELLATION POLICY:** Exhibit fees must be paid in full by October 31, 2025 and payment must accompany all contracts received after October 31, 2025. Cancellations on or before October 14, 2025 will receive a 50% refund. No refunds will be issued for cancellation after October 14, 2025. Cancellation must be received by AENC via email by 5 PM, October 14.

**BOOTH DIMENSIONS AND LIMITATIONS:** Standard booths (10' x 10' in a straight line) may not exceed 8' in rear height. Island exhibits with aisles on all four sides have an automatic separation from neighboring exhibitors. Height is restricted to 8' with an exception for foliage/balloons used as decorations.

Wall Booths: Any booth with a height above 8' will only be allowed adjacent to the permanent/air wall and must be approved by the committee at least 30 days in advance with a sketch of planned decorations and a height not to exceed 10' in the back half of the 10'x10' booth. Exhibitors are responsible for informing booth designers/decorators about these restrictions.

Line of Sight Limitations: Exhibits must be constructed so as not to obstruct the view of adjoining booths. Absolutely no booth design will be permitted which incorporates a height above 4' on an aisle (as designated by the show decorator in the official show floor plan). Dividers may not exceed one half of depth of booth (from rear to front) at 4' height. Remaining divider may not exceed 4' in height. In addition, no signs, banners or archways over the aisles will be permitted. Exhibitors will not be allowed to alter the traffic flow as outlined by the show decorator in the closed floor layout of booths.

**OCCUPANCY OF BOOTH:** Only two (2) companies/organizations may share one (1) 10' x 10' booth space (each booth may only have up to 4 representatives). **PROHIBITIONS:** Subleasing or assigning of booths or part of a booth is not permitted without prior authorization from AENC.

**EXHIBITOR REPRESENTATIVES:** Exhibitors may have a maximum of 4 representatives per 10'x10' booth space. Individuals must be registered. No more than 4 representatives may be on the trade show floor at one time. If exhibitors wish to have more than 4 representatives at the trade show at ANY time during the show, they may be required to pay a fee for each additional representative.

**FOOD & BEVERAGE:** Food and Beverage ordered through Centerplate must be ordered by November 7th. If you're planning to provide samples at your booth, you MUST complete a sampling request form, [found here](#). Submit before November 26th to avoid a \$50 processing fee. Please contact Centerplate, exclusive caterer for the Raleigh Convention Center: [cynthia.dawson@sodexo.com](mailto:cynthia.dawson@sodexo.com). A certificate of insurance must be sent to Raleigh Convention Center & Centerplate (500 South Salisbury St., Raleigh, NC 27601).

**ENTERTAINMENT & SOUND DEVICES:** All entertainment within a booth must have prior approval of AENC by November 1. Noise from any type of entertainment must not affect neighboring booths. The use of sound devices, megaphones, loudspeakers, music, or other amplified methods of attracting attention is prohibited. If, during the show, the entertainment or sound is determined by AENC to be disruptive to neighboring booths or the show, AENC has the right to require that the exhibitor cease use of the said entertainment or sound.

## EXHIBIT INSTALLATION & DISMANTLING HOURS:

**Installation:** Tuesday, December 9, 2025 – 1PM – 7PM; WEDNESDAY, December 10, 2025 – 7AM – 9AM. All exhibits must be set for booth inspection at 9AM on WEDNESDAY, December 10, 2025. A representative of each booth or block of booths must be present during the exhibitors meeting.

**Dismantling:** All exhibits must be dismantled and removed from the exhibit hall by 6:00PM on Wednesday, December 10, 2025. The exhibitor authorizes AENC to remove, at the exhibitor's expense, any material in the exhibit area belonging to said exhibitor after 6PM on December 10, 2025. Displays must not be dismantled until the close of the show on December 10, 2025. Any exhibitors dismantling their booth before this time will not be allowed to select a booth until after August 31, 2026.

**FORFEITURE OF SPACE:** If the exhibit booth is not set by 8:45 AM on Wednesday, December 10, 2025, it will be forfeited by the exhibitor, and the space may be resold, reassigned, or used by the Trade Show Committee without a refund.

**LIABILITY:** Exhibitor agrees to comply with all applicable terms, conditions, rules and regulations of AENC, the RCC and official trade show decorator. The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of its property and that of its, employees, and agents. AENC, RCC, and official trade show decorator, any officer, agent, or employee thereof will not be liable for any loss, damage, or destruction of exhibitor's property for theft, fire, accident, or any other cause except for loss, damage or destruction resulting from the gross negligence and/or willful misconduct of any of the foregoing parties. 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 AENC, RCC, and the official trade show decorator, 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, or employees. Please have your insurance agent or company provide proof of general liability coverage by issuing a certificate of insurance. Liability limits shall be at least \$500,000. A certificate of insurance must be sent to the AENC office on or prior to October 31, 2025 for each organization with representatives in booths. Exhibitors are responsible for insuring their own property.

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