



CED Tech Venture Conference 2017

Information for Companies Selected to Exhibit in the Demo Room

Exhibit Space:

- Your exhibit area includes an 8' long x 30" wide x 30" tall exhibit table with linen and 2 chairs
- The total area of your exhibit space is 8 feet x 5 feet (please ensure all items will fit inside this area)
- The exhibit space is designed for table top displays; there is no pipe and drape dividing the tables
- Electrical power: As a Demo company, you will have complimentary shared power with another table.
 - If you wish to order an individual electrical supply, the cost is \$90.00 (if ordered by Sept 6) or \$140 (after Sept 6). This charge is a per line/per event charge, not a daily charge.
- Internet: there is free public access or you may choose to purchase a private, hardwired connection:
 - We do not guarantee the safety or security of the free wireless and we advise guests to use their discretion when using the free wifi.
 - You may wish to purchase a dedicated hard wire connection if you require high-speed connectivity to run applications from websites at your table.
 - Wired internet cost is \$350 per hard line (if ordered by Sept 6) or \$450 (after Sept 6). This charge is a per line/per event charge, not a daily charge.
- **If you wish to order any additional services, please order via the provided form by Sept 6.**
- Security: Overnight security will be provided on Tuesday night. Exhibitors are encouraged to remove anything of great value/proprietary in nature. Security is not provided during the day.

Exhibit Setup:

- **Setup for the event will take place the morning of Tuesday, September 19 from 8am-11am.**
- The Raleigh Convention Center will not guarantee the security of shipments received in advance. Please see shipping information below.

Exhibit Tear Down:

- **All exhibit materials must be removed on Wednesday, September 20 between 1:30pm-3pm.**
- All items to be shipped should have the pre-printed return mailing label affixed to each item. You must supply your own shipping forms and all carrier charges must be handled ahead of time (through account or online payment). *Please note: the convention center does not stock forms or shipping supplies (boxes, tape, etc.).*
- Each sponsor should make arrangements with their carrier to schedule a pick up from the Raleigh Convention Center loading dock, 500 Salisbury Street, Raleigh, NC 27601. All items to be shipped should be left on your exhibit table and convention staff will take them to the loading dock for pick up.

Shipping to Raleigh Convention Center (RCC):

- Shipments should be scheduled to arrive Monday, September 18. Shipments in advance of event may not be accepted.
- RCC does not guarantee the safety of any shipment received on site.

Shipping Address:

Exhibitor: YOUR COMPANY NAME

Box 1 of 1 (Box 1 of 2, Box 2 of 2, etc.)

Event: CED Tech Venture Conference

c/o Victoria Radford, Event Manager

Raleigh Convention Center

500 South Salisbury Street, Raleigh, NC 27601

Ballroom, 4th floor

Phone: (919) 996-8533

Directions:

If you have a GPS, enter 500 South Salisbury Street, Raleigh to arrive at Raleigh Convention Center. For Convention Center information visit www.raleighconvention.com, or for driving directions go to <http://www.raleighconvention.com/directions>.

Special Orders/Requests:

If you have a special request for equipment or services not listed above, please contact Mary-Margaret Armstrong at mmarmstrong@cednc.org for assistance on pricing and availability. *It may not be possible to fill special requests placed after September 6.*

Raleigh Convention Center (RCC) Rules – General Information:

Electrical Connections

Under no circumstances shall anyone other than RCC Electricians make electrical connections to RCC systems.

- Hourly fees may apply for special wiring requirements
- Sharing power between booths is prohibited unless installed by RCC Electrician.
- C outlets that may exist in or near your booth are not included in your booth rental and may not be used.
- All equipment provided by exhibitor must comply with all National Electric Codes, as well as, state, local and international safety codes.
- The building engineer may refuse service to any requests deemed unsafe.
- No two-wire (home-use) extension cords are allowed.

120/208v and 277/480v Power:

- The RCC can provide power for your equipment and machinery with the following limitations:
- We can only guarantee the ability to provide power if you order in advance. Not all locations of the building have access to higher amperage or voltage power. Contact Jimmy Pierce at (919) 996-8526 for details.
- We generally can provide the power you need for most equipment, however, we do not stock all types of outlets. If you need to plug into something other than a standard 120 or 240 volt, 20 or 30 amp outlet you need to either bring an outlet of the correct type or provide equipment with bare wire leads that we will install into our breaker panel.
- We will not disassemble your machinery or equipment in order to wire it. Please provide equipment with either a plug or bare wire leads.

Right of way and Access:

- RCC reserves an easement behind each exhibit table to distribute electrical service to neighboring tables.
- Only RCC electricians are authorized to cut floor coverings to permit installation of service.
- Wall, column and permanent building utility outlets are not a part of the exhibit space and are not to be used by exhibitors without advance approval.
- Access to floor boxes is strictly prohibited.
- Displays and service panels must be available and accessible for inspection at all times.

Internet Services:

- All Internet Services are subject to RCC's acceptable use policies and RCC may suspend service to any exhibitor or user if the use is determined to be in violation of the acceptable use policies.
- RCC is the sole provider of WiFi Internet services within the facility. Customers may not use their own wireless access points, routers, MiFi devices, or any other device that provides shared Wifi Internet access.
- Wired internet: You may install up to 5 devices per drop with your switch, or rent a switch for \$50 per event.
- VPN over PPTP: To make multiple VPN connections to a single Microsoft VPN server, each connecting PC must have its own static public IP address. This is due to limitations of PPTP.

Disclaimer:

The RCC does not provide security, such as, but not limited to firewalls, etc. for any data circuit(s) that we provide. **It is the sole responsibility of the exhibitor or customer to provide any necessary security.** Software or content obtained from the use of Service may contain viruses or other harmful features and customer is solely responsible for protecting its equipment and software from such matters.

Liability:

CED and RCC are not liable for equipment brought by exhibiting company to the venue. **CED strongly encourages exhibiting companies to remove anything of value from exhibit space at end of day and to keep a close watch over items of value throughout day.**