

PCB Carolina 2011 (November 8th)

Exhibitor Supplemental Information

The Attendee List: See Door Prize Table below to see how to get this list

Room Size: Our event will be held in Ballroom 401B and C which has @ 22,000 sq ft of space.

Setup/Teardown: We will allow vendors to SETUP the day before the Exhibition on Monday (the 7th) from 1:00pm till 6:00pm. There will be a limited window for setup the morning of the Exhibition from 7:30am till 9:00am. As for TEARDOWN .. we ask that you **keep your exhibit up till 6:00pm and not tear down early**. Early teardown is a catalyst for closing the show early. So .. sit, have a drink, and enjoy yourself! You might just make another connection.

Table Assignments: Exhibitors have been selecting their table location on a priority basis. We may need to make minor adjustments prior to the event to prevent direct competitors to be at adjacent tables.

Tables and Cloths: The tables are **8 foot** long. We will provide black floor length table cloths. You may bring your own draping or banner to hang in front of the table if you like. We have been given explicit instructions to not staple or damage the tables in any way or we will be forced to buy them from the RCC.

Chairs: 1 chair will be provided for every person you included on the registration form (up to 3 per table). You can go back anytime and update that info. If you need an additional chair, please let us know no later than October 28th.

Displays: This is a table top event- no booths. The tables located along the outer walls will have room for a small display or an easel at the wall. The tables in the center of the floor will not have that room and are limited to using the table surface only. We may NOT attach or hang anything to the walls of the Raleigh Convention Center. You are allowed the popup, retractable, rollup, and portable displays at your table. Those look very nice.

Power: Power can be provided for an additional \$50 fee. **Please bring a power strip** if you need access to power.

Internet: Wireless Internet will be provided in the Exhibit floor. The RCC provides free wireless internet in all the public areas (lobby, anywhere there is a couch, etc...).

Others Accessories: Other items are available (such as an easel) for an additional cost. Let us know your needs and we'll help you arrange it. Please let us know by October 21st.

Rules: There is no smoking or music in the exhibit area. Again, we can't hang anything on the walls!

Giveaways: Feel free to bring free giveaways to have at your table. That always goes over well.

Door Prizes/Attendee List: **In short, if a vendor donates a significant item to the drawing table, they will get the attendee list.** Here are the details: We will have door prize drawings during the day. We hope that every vendor will donate one or two significant items (around \$50 or higher) to the door prize pool. Please save the little items to give away at your table. Here are some suggestions, but you are not limited to these by any means: Mini Laptop, digital camera, Handicam, IPAD, Bose Sound system, GPS unit, LCD monitors, complimentary software licenses, tickets to local events (hockey game, collage football, etc.), Gift cards, Gas cards, other nifty gadgets, etc.... For Apparel, we have had issues in the past with logo shirts that are not the right size for the drawing winner. We ask that you give away sized apparel at your table. It makes our life easier.

Attendees will be asked if they would like to participate in the door prize drawings when they check in to PCB Carolina. By doing so, they are authorizing us to distribute their contact information to the vendors that donated items for the door prize drawings. At the end of the event, the RTP Chapter will email the compiled list of attendees to the email address of the exhibitor we have on file. This process is not automated and is very efficient. We cannot pass out attendee info without permission so bring a donation! As a vendor, when you check in and drop off your door prize, we'll ask for the email you want the attendee list sent to. You can distribute that internally as you wish.

Advertising: By exhibiting at PCB Carolina 2011, your vendor info will be in the show guide which will also be accessible on event website. This will give your company good exposure to the local community and it will also give the attendees a place to find your contact information after the show. The company summary from your registration is what we use for the show guide. Please be sure there is adequate verbiage for your company, but be aware that there is a 500 character max limit due to the show guide formatting.

If you are a Gold or Silver level sponsor, you will get additional advertising rights. The Gold level sponsors will get a full page color ad in the show guide and the Silver level sponsors will get a ½ page ad. We will contact you about those details once you have signed up for either the Gold or Silver sponsorships. You can certainly upgrade your registration to a Gold or Silver after the initial registration.

Shipping Items: You may send items to the RCC, but there are limitations. Items may arrive on Monday, November 7th or the morning of the show, on November 8th. Anything that arrives earlier than 11/7 will be refused by the RCC. They have too many events at this facility to manage deliveries. If you do choose to ship anything to the RCC, please be sure to include a sign on the outside that states "Hold for PCB Carolina on Nov 8th, Ballroom B" and include your name and company! Also, package your items well as the RCC can't be responsible for any damage - this is a courtesy. If you have a small item, contact Randy or Tony and we will help you make arrangements around the RCC.

Dropping off items from your car: We will have a small staff outside the RCC to help with you unload your items and get them to your table in the exhibit hall.

Nametags: We will be printing nametags for the exhibitors. Please be sure you update your registration to include your company representatives. We will use that info to print the badges ahead of time. Please be sure the names of your representatives are in the system by October 28th.

Hotels: Hotel information has been moved to the Hotel Info Page.

Time to the Airport: It takes about 25 minutes to get from the RDU airport to the RCC/Hotels. Please note that these hotels DO NOT currently have shuttle service to the RDU airport. Taxi service is available to and from the airport and there are rental car agencies at the airport as well.

IPC Contacts: We have tried to answer any questions you may come up with. Feel free to contact us if we have left something out.

Tony Cosentino

RTP Chapter President

tony.cosentino@multek.com

(919) 412-7549 – office

(919) 414-2083 – mobile

Randy Faucette

RTP Chapter Treasurer

randy@betterboards.com

(919) 342-0810 - office

(919) 349-5226 - mobile