

EXHIBITORS INFORMATION

- **Exhibit Fee for booth rental is \$660.**
- **Exhibit space is limited.**
- **Exhibitors booth assignments will be given after Sponsors have selected and in the order Exhibitor's registration and payment was received.**
- **Wi-Fi will be available in the Exhibit Hall for Exhibitors.**
- **Exhibitors receive one complimentary full registration to the conference.**
- **Additional Exhibitor attendees must pay conference rates as listed on the ATTENDEE FORM.**
- **Exhibitors will receive one 6-foot skirted table, 2 chairs, and electricity.**
- **EXHIBITORS MAY SET UP THEIR BOOTHS ON MONDAY, October 24, 2022, BETWEEN 12:00PM - 5:00PM.**
- **BOOTHS SHOULD BE REMOVED BY 1:00PM ON THURSDAY, October 27, 2022.**

SHIPPING INFORMATION

Packages may be delivered to the Hotel with 72 hours of the date of the function. Packages or material of excessive weight or value must be approved for receipt by the Hotel prior to shipping. There will be a \$5.00 per box, handling charge for all packages processed by the Hotel. Each pallet or crate delivered to the Hotel is subject to a \$150.00 handling charge. Should special arrangements for delivery be necessary, please contact the Crowne Meetings Director or Crowne Meetings Manager. The following information must be on all packages to ensure proper delivery.

- ♦ Contact Phone
- ♦ Group or function name: NC SWANA
- ♦ Property Address:
Crowne Plaza
1 Resort Drive
Asheville, NC 28806
- ♦ Number of boxes

A storage fee of \$25.00 per box per day will apply for any boxes received prior to 72 hours of the function.

Exhibitors Cancellation Policy: Cancellations for NC SWANA Conferences must be provided to NC SWANA in writing or email. Phone conversations will not be accepted. No-Shows will be invoiced for the full event amount. Refunds will be issued as follows: Prior to September 4, 2022 - 75% of the event price less a \$50 administrative fee; prior to September 24, 2022 - 50% for the event price less a \$50 administrative fee. Any cancellation 31 days or less prior to the event will not be eligible for a refund, but the registration may be transferred to a substitute. Substitutions will be made up to the date of the event if requested in writing or email. Because we are unable to sell reserved booth space prior to a cancellation and have promoted exhibitors on our website and other materials, full refunds will not be given for exhibitors.

Thank you for your understanding.

Contact for questions or email Conference Registration Form:

Beverly Hester, NC SWANA Coordinator, P.O. Box 110, Newton, NC 28658
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