



Exhibitors

- **Exhibit Fee for booth rental is \$900.**
- **Exhibit space is limited.**
- **Electricity will be paid by Exhibitor. Not all booths have access to electricity. Exhibitor must complete the Utility Order Form and return with payment to Riverfront Convention Center.**
- **Exhibitors booth assignments will be given after Sponsors have selected and in the order Exhibitor's registration and payment was received.**
- **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 by 18-inch tabletop display covered (not skirted) table, and 2 chairs**
- **Exhibitor's may set up their booths on Monday, October 26, 2026
Between 12:00 PM - 5:00PM.**
- **Booths should be removed by 7:00 pm on Wednesday, October 28, 2026.**

SHIPPING INFORMATION

Packages will 48 hours before the event begins. Receiving, handling, storage, and shipping charges may apply.

Convention Center accepts no responsibility or liability for the delivery, security or condition of packages.

All packages must include the following:

- ◆ Group or function name "NC SWANA" - Kat Stilley
- ◆ Shipper's Name
- ◆ Ship to: Riverfront Convention Center
203 South Front Street
New Bern, NC 28560
(252) 637-1551

Visit the Riverfront Convention Center [website](#) for loading/unloading, policies, rules and regulations.

UTILITY ORDER FORM

Name _____ Company _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

ELECTRICAL REQUIREMENTS:

Name of Event _____

Event Dates _____

Booth # or Name _____

Type of Equipment _____

*Advance Rates available 2 weeks prior to the event date.

| Qty | Electric Power | Advanced Rate | Floor Rate | TOTAL |
|-----|--------------------------|---------------|----------------|-------|
| | 120 Volts / 20 AMP | \$44.84 | \$94.84 | \$ |
| | 240 Volts / Single Phase | \$64.05 | \$114.05 | \$ |
| | | | Electric Total | \$ |

*Subject to a 20% service charge and 6.75% sales tax.

Authorized Signature _____ Date _____

Payable to the Riverfront Convention
Center and return with your utility
order form to:

Accounts Payable
Riverfront Convention Center
203 South Front Street
New Bern, NC 28560
conventions@cravencountync.gov

Credit Card Payments: There will be a fee of 2.45% of the payment amount, with a minimum Service Fee of \$3.00 per Payment Transaction. When debit cards are used, 1% of the payment amount with a \$2.00 minimum. American Express is not accepted.