



## Exhibitors Rules & Regulations

The Lake Norman Chamber of Commerce and The Town of Huntersville – Parks and Recreation require everyone who participates in Business Expo 2024 to abide by the rules and regulations below.

1. No smoking is permitted in the building or within 20 feet of a doorway to the building. All cigarette butts must be properly disposed of in a receptacle.
2. All displays and booths must be in place or set up by 10:30 a.m. on Tuesday, October 8, 2024. Doors will open at 7:00 a.m. for exhibitors and sponsors. Breakdown of booths **may not** occur before 4:30 p.m. All materials must be removed by 6:59 p.m. on Tuesday, October 8, 2024.
3. Only vinyl low adhesive tape or silk tape will be allowed to tape exhibits and floor covering. **ABSOLUTELY NO DUCT TAPE OR MASKING TAPE MAY BE USED ON FLOOR COVERING OR FLOOR. No extension cords are permitted.**
4. When taking down or setting up displays, all exhibitors must use care not to drag or drop anything on the floor.
5. Booths should be manned during event hours. Exhibitors **MUST** park at special designated areas specified at the exhibitors' orientation. Exhibitors will unload per the attached load out/ load in directions and be shuttled to designated areas to allow for optimum parking for guests. See *Frequently Asked Questions* presented at the orientation for directions.
6. All signage must be professional; no handwritten signs will be permitted.
7. The Lake Norman Chamber and The Town of Huntersville Parks and Recreation Department reserve the right to reject or prohibit any exhibit or proposed exhibit; including persons, things, conduct, printed material, catalogs, or souvenirs that, in their opinion, are not suitable.
8. The Lake Norman Chamber and Huntersville Parks and Recreation are not responsible for lost or stolen articles.
9. Sitting on walls, counters, or table tops is prohibited.
10. Profanity or foul language is not permitted.
11. No food or beverages may be brought into the facility without prior approval of the Lake Norman Chamber of Commerce or the Expo Steering Committee.
12. The Lake Norman Chamber and Huntersville Parks and Recreation reserve the right to check all bags brought into the facility.
13. Any exhibitor violating any rule or regulation shall, upon oral notification by the Lake Norman Chamber management or Expo Steering Committee member, comply with such rule or regulation. The Lake Norman Chamber reserves the right to cancel the exhibitor's agreement and ask them to immediately remove the exhibit. Upon refusal by the exhibitor, the Chamber may remove the exhibit at exhibitor's expense.
14. **Absolutely No Balloons or Popcorn Poppers are allowed in the Huntersville Recreation Center!**
15. Those with electrical booths: only 5 amps of power is supplied (Equivalent of a computer).