

***** GENERAL INFORMATION *****

95th ANNUAL AFCA CONVENTION

The 95th annual convention of the American Football Coaches Association will be at the Charlotte Convention Center in Charlotte, North Carolina on **January 7-10, 2018**.

We are now taking applications for the rental of exhibit space in Exhibit Halls A & B.

Included; is a floor plan, pricing of exhibit space and an application for the rental of exhibit space. Assignment of exhibit space will be from the choices listed on the application-contract for exhibit space, where possible. The product/service of the exhibitor, the exhibitor's record of long continuous association with the AFCA as an exhibitor and **the exhibit space available on the date and time the application-contract is received with full payment at the AFCA office.**

Upon receipt of the application-contract and full payment, a letter of confirmation of exhibit space will be sent to you, **along with a special room reservation form.** The AFCA has secured a block of rooms for exhibiting personnel, based on the amount of exhibit space reserved, at several hotels. It is very important that you make your reservations promptly and through the AFCA official housing agent, **Wyndham Jade.**

Soon thereafter, you will receive **directly** from **The Freeman Company** the official cartage and decorator to the AFCA, a "Service Kit" containing instructions and information for your exhibit space needs.

The exhibit area will be available for you to prepare your exhibit space at 8:00 a.m. on Friday, January 5, 2018. **All exhibits must be ready for the opening of the exhibit area at 8:30 a.m. on Sunday, January 7 and must remain open until 12:00 noon on Tuesday, January 9, at which time the exhibit area will close.**

It is the desire and goal of the American Football Coaches Association to provide you with the best possible venue to expose your product and/or service to the AFCA membership. We will encourage and direct our membership in attendance to visit the exhibit area several times during the convention. We look forward to another successful AFCA convention and in seeing you in Charlotte, North Carolina in January of 2018.

We welcome you to become an exhibitor and if you do, please be cognizant of the Trade Union rules, the Exhibit Terms and Conditions and the Exhibitor Rules and Regulations of the exhibit area. Please note that the services rendered after 4:30 p.m. on Friday and all day on Saturday are at **OVERTIME RATES.**

Note: Common sense prevails!

- 1. Helium filled balloons are not permitted in the exhibit area.**
- 2. No outside food or beverage permitted inside the exhibit area.**
- 3. No storage of any kind allowed behind curtains or walls of booths.**
- 4. Ceiling height of the Exhibit Hall is 19 feet.**
- 5. Maximum height TOP of hanging sign is 18 feet.**
- 6. The Exhibit Hall is not carpeted.**
- 7. Respect your fellow exhibitor.**

8. **No firm or organization, not assigned an exhibit space will be permitted to solicit business at the convention.**
9. **Hospitality suites and meeting rooms need to be approved; in advance through Janet Robertson at the AFCA office in Waco, Texas.**
10. **The use of motorized or mechanical equipment; is not permitted for self-unloading and loading a “Personal Vehicle”. If needed, empty container storage and return is available through the Freeman Company at the prevailing time and material rates.**
11. **Cart Service: this service is intended only for “Personal Vehicles” that require assistance with unloading and loading; and is priced on a “per trip” basis.**
12. **There will be a designated area on the loading docks for “self-unloading and loading” of “Personal Vehicles”.**

13. IT/TELECOMMUNICATIONS:

(a) The Facility will exclusively provide all connectivity from the demarcation to the Facility for telephone and data requirements. The Facility will exclusively provide all connectivity for bandwidth of the Facility including internet, VPN transport and dial tone. A variety of IT and telecommunication services are available within the Facility and these services are at an additional cost to any charges for use of the exhibit space. Exhibitor must make arrangements for IT and telecommunication services with AFCA at least 90 days prior to the start of the convention.

(b) The Facility and AFCA retain the exclusive right to manage and coordinate wireless frequencies to ensure clear communication and prevent overlap. This allows for consistent and confident use of these frequencies by AFCA, the Facility, and other convention patrons. If Exhibitor is found to be using excessively high bandwidth volume or is otherwise in violation of this paragraph or its agreement with the Facility for use of such IT and telecommunication services, Exhibitor must immediately discontinue use of such bandwidth upon request.