



CAROLINAS MID-WINTER ROOFING EXPO

January 20 – 22, 2009

TWIN CITY QUARTER
MARRIOTT, EMBASSY SUITES, BENTON CONVENTION CENTER
460 N. Cherry Street; Winston-Salem, NC 27101

FORMS SUBMISSION TIMELINE

**Booth payment due
in FULL by 11/01/08**

Payment, Exhibitor Booth Contract/Exhibitor Registration Form: Please make your booth selection using the booth layout. Fill form out completely and return to CRSMCA along with payment. Please see #9 on the Rules & Regulations to see what is included in your booth purchase.

NOTE: Exhibitor must be a member in good standing and Booth must be paid in full before any booth space is assigned and advertised – sorry, NO EXCEPTIONS!

**Booth description
due by 11/01/08**

Booth Description: In 50 words or less, please tell us what you will be displaying and who your representatives will be. These will be printed in the trade show program, CRSMCA's *Carolinas Contacts* magazine

Returning by 11/01/08 will guarantee that your company will be recognized in all publications.

**Sponsorship Form
due by 11/01/08**

Sponsorship Form: Be sure to put **YOUR** company name in the spotlight! We invite you to participate by being a sponsor of the Carolinas Mid-Winter Roofing Expo. Please see the sponsorship form included in this packet.

**Certificate of Insurance
due by 11/30/08**

Certificate of Insurance: Please see #1 on the Rules & Regulations. You must submit a Certificate of Insurance stating that you have the required coverage for a minimum of \$1 million. Please have your insurance company forward this certificate to CRSMCA: fax 704.557.1736.

**Hotel Reservations
before 12/16/08**

Hotel Reservation:

Marriott Hotel (\$109 rate)

For reservations contact (800) 228-9290

Embassy Suites (\$139* rate)

For reservations contact (800) 696-6107

**Embassy Suites reservations include breakfast and hotel reception for guests*

HOTEL RESERVATIONS WILL NOT BE ACCEPTED AFTER DECEMBER 16, 2008.

**Electrical Service Form
due by 01/19/08**

Electrical Service Form: If electrical service is needed, please see Benton Convention Center Service Order. **Mail copies with payment to Benton Convention Center.** Please see address on service order. Order form, payment, and booth plans must arrive prior to deadline for advance rates to apply. Otherwise, floor rate is applicable.

Drayage: Contact George E. Fern Company for drayage information: 704.398.7440.

Important Notes:

Cancellation Policy: Cancellations must be in writing and received by December 15, 2008. A 50% cancellation fee will apply for booth(s) and/or attendee(s). **NO** refunds will be made for cancellations received after December 15, 2008.

In order for your Exhibitor Booth Contract & Attendee Registration Form to be processed, you must sign for the declaration of the Rules and Regulations.

Drayage order form and additional booth equipment can be obtained by contacting George E. Fern Company: 704.398.7440

For electrical needs, please see Benton Convention Center Electrical Service Order Form included in this packet.