

Michael F. Easley, Governor  
Pamela T. Young, Chair



Bernadine S. Ballance, Commissioner  
Buck Lattimore, Commissioner  
Danny L. McDonald, Commissioner  
Laura K. Mavretic, Commissioner  
Christopher Scott, Commissioner  
Dianne C. Sellers, Commissioner

## North Carolina Industrial Commission

November 13, 2007

Dear Exhibitor:

The North Carolina Industrial Commission announces the 78<sup>th</sup> Annual North Carolina Statewide Safety Conference. The Conference will be held in Greensboro, NC on May 13 – 16, 2008 at the Joseph S. Koury Convention Center.

This year we are offering new sponsorship opportunities. Each attendee will receive a Conference bag at registration. Bag Sponsorship is available at \$500 and includes your company's logo imprint. Food and Beverage Sponsorships will be available throughout the Conference at \$300 each. A sponsor sign will be displayed at each food and beverage station.

Wednesday, Coffee Break in Exhibit Hall  
Wednesday, Coffee in Early Bird and Workers' Comp  
Wednesday, Pastries in Early Bird and Workers' Comp  
Thursday, Coffee Break in Exhibit Hall  
Thursday, Coffee in Early Bird and Executive Management  
Thursday, Pastries in Early Bird and Executive Management

Corporate Sponsorships are available again this year for the Early Bird, Workers' Comp, Executive Management and Breakout sessions. This sponsorship will provide you with five minutes at the beginning of the session to promote your products, give away door prizes, and a sign to display.

Wednesday, Early Bird: \$400 or \$200 if you have a booth  
Wednesday, Workers' Comp: \$500 or \$300 if you have a booth  
Thursday, Early Bird: \$400 or \$200 if you have a booth  
Thursday, Executive Management: \$500 or \$300 if you have a booth  
Breakout session: \$100 if you have a booth

These sponsorships are based on first come, first served and we encourage you to complete the enclosed Exhibitor application form and return as soon as possible.

We offer exhibit space and the opportunity to present your products and services to managers, supervisors, and safety and health professionals from North Carolina business and industry. The Conference will present outstanding speakers and programs with ample time to visit the exhibits. The Exhibit Hall will be in the 3<sup>rd</sup> Floor Atrium at the Joseph Koury Convention Center. Exhibit space will be assigned upon receipt of payment with the completed contract including the signature of your responsible representative. All exhibit spaces are 10' x 8'. Additional 10' x 6' spaces available for overflow.

The social event of the Conference will be the Conference/Exhibitor Hospitality on Wednesday evening. You and your sales associates are encouraged to participate in all Conference activities.

In an effort to strengthen our Exhibitor visitation, we have added a Grand Prize for a drawing to be held during Thursday's afternoon break (2:15-3:15). This drawing will consist of a "sign-off card" with each vendor listed. Conference participants must have each vendor sign their card in order to be eligible for the Grand Drawing.

Enclosed are the Exhibitor Rules and Contract. Please forward a current email address that we may contact you. We ask you to join us in making the 78<sup>th</sup> Conference a success.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dennis E. Parnell".

Dennis E. Parnell  
Director Safety Education

Enclosures

**Dennis E. Parnell**, Director, Safety Education  
Safety Education Section • 4339 Mail Service Center • Raleigh, North Carolina 27699-4339  
Telephone: (919) 807-2602 • Cell: 919-218-3000 • Fax: (919) 715-0282 E-mail: [parnell@ind.commerce.state.nc.us](mailto:parnell@ind.commerce.state.nc.us)

<http://www.comp.state.nc.us/>

**Application / Contract for Exhibit Space**  
**78th Annual North Carolina Statewide Safety Conference**  
**May 13-16, 2008**  
**Exhibit Dates: May 14 and 15, 2008**  
**Joseph S. Koury Convention Center**  
**Greensboro, North Carolina**

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Registered Rep. Names \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_  
 Email Address \_\_\_\_\_

Booth Choice (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_

PLEASE indicate "Yes" or "No" on the following information:

Electrical Outlet, 110 Volt - 20 Amp ..... Yes ( ) No ( )  
 One TABLE with Table Cover and Skirting ..... Yes ( ) No ( )  
 Two CHAIRS ..... Yes ( ) No ( )  
 Printed SIGN ..... Yes ( ) No ( )

If "Yes", print Sign Name Requested \_\_\_\_\_  
*EXTRA CHARGE FOR ADDITIONAL TABLES, COVERS, CHAIRS, & EXTRA ELECTRICAL CONNECTIONS.*

Booths:	No Later Than 1-31-2008	After 1-31-2008
Cost per 10'x8' Booth	\$400	\$500
Non-Profit Cost	\$225	\$225
<b>Sponsorships:</b>	<b>With Booth</b>	<b>Without Booth</b>
Wednesday Early Bird Session	\$200	\$400
Workers' Comp Session	\$300	\$500
Coffee Break, Exhibit Hall	\$300	\$300
Food or Beverage, in Session	\$300	\$300
Thursday Early Bird Session	\$200	\$400
Executive Management Session	\$300	\$500
Coffee Break, Exhibit Hall	\$300	\$300
Food or Beverage, in Session	\$300	\$300
Breakout Session	\$100	\$100
Conference Bag Sponsor	\$500	\$500

Sponsorship Session Preference: \_\_\_\_\_

Enclosed is a check for full payment in the amount of \$ \_\_\_\_\_  
 (Only signed contracts with full payment will be assigned booth space.)

Please make checks payable and mail to: NC Safety Conference, Inc.  
 P. O. Box 28657  
 Raleigh, NC 27611-8657

Federal Tax ID #56-1592413

We accept and agree to abide by the Exhibitor Rules of the NC Safety Conference.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature and date required)

**Exhibitor Information**  
**78th Annual N.C. Statewide Safety Conference**  
**Joseph S. Koury Convention Center**  
**Greensboro, North Carolina**

**Exhibit Hours:**

**Set-up Time:**

Tuesday, May 13<sup>th</sup>, 4:00 p.m. - 9:00 p.m.

**Show Schedule:**

Wednesday, May 14<sup>th</sup>, 8:00 a.m. - 5:00 p.m.

Thursday, May 15<sup>th</sup>, 8:00 a.m. - 3:30 p.m.

The exhibits must be open and staffed during “Show Schedule” hours. Dismantling of exhibits is permitted after 3:30 p.m. Thursday, May 15, 2007. Exhibitors dismantling exhibits before end of show will not be invited to participate next year.

**Protection/Security:**

Normal security will be provided at the appropriate times, but exhibitors are not guaranteed against loss. The exhibit area will be patrolled by security after closing until the next exhibit day.

**Booth Assignments:**

Exhibitors are requested to indicate their first choice and alternates on the “Application/Contract for Exhibit Space”. Booths will be assigned according to choice, if the requested space has not already been assigned. The postmark date of signed application with full payment will determine assignment of booth space.

**Signs:**

Exhibitors who want signs prepared for the Conference should indicate this on the “Application Contract for Exhibit Space”. (Sign Size 7” x 44”, one line.) Please print or type the name you want on the sign in the space provided.

**Listing on Program:**

The names of exhibiting companies contracting prior to March 15th will be listed in the Official Program. Every effort will be made to list vendors contracting space after that date, but listing is not assured.

**Drayage Service:**

N.C. Statewide Safety Conference  
Southern Exhibition Services, Inc.  
2101 Tobacco Road  
Durham NC 27704  
Phone: 919-687-4970  
Fax: 919-683-3107

**Liabilities:**

Exhibitors will operate their booths so that no injury will result to any person or property. The exhibitor agrees to indemnify and save harmless the North Carolina Statewide Safety Conference, Inc. and its management from any damage, suits, etc. by any and all persons which may result on account of negligence of the exhibitors or their representatives.

**Care of Facilities:**

Exhibitors or their representatives shall not injure or deface the wall or floor of the building or the booths. When damage appears, the exhibitor is liable to Joseph Koury Convention Center and owners. No signs or other materials may be attached to the walls of the facility by any method.

**Payment for Space:**

Full payment is to be made with the original “Application/Contract for Exhibit Space”. Payment acknowledges acceptance of the official rules. The exhibitors and their representatives agree to register with the Conference staff and wear the Conference badges provided.

**Subletting:**

No exhibit space may be sublet without written permission of the Conference Director.

**Character of Exhibits:**

The North Carolina Statewide Safety Conference reserves the right to prohibit any exhibit or part of an exhibit, which it deems unsuitable.

**Arrangement of Exhibits:**

Exhibits shall be so installed that they will not in any way project beyond the space allowed. They shall not obstruct the view of, nor interfere with, the exhibits of others.

**Time of Exhibits:**

Exhibits must be maintained and staffed for the full Exhibit times listed in the Official Program.

**Fire Protection:**

The use or storage of flammable liquids must be arranged so as to meet the requirements of the local fire codes and ordinances. Information available, if needed. Exhibitors may not block aisles or exit doors.

**Noise Control:**

Exhibits with noisy electrical devices or other exhibits, which may prove objectionable, must agree to accept the decision of the NC Statewide Safety Conference on measures to reduce noise or cause of objections.

**Rights of Exhibitors:**

The rights and privileges of an exhibitor shall not be infringed upon by any other Conference participant. Interviews, demonstrations, distribution of literature, etc. must be made inside the exhibitor’s booth. All booths are to be set up during scheduled set-up hours, maintained and staffed during the exhibit hours.

Representation, exhibiting, canvassing, solicitation of business, or conferences in the interest of business, except of exhibitors under contract, is prohibited.

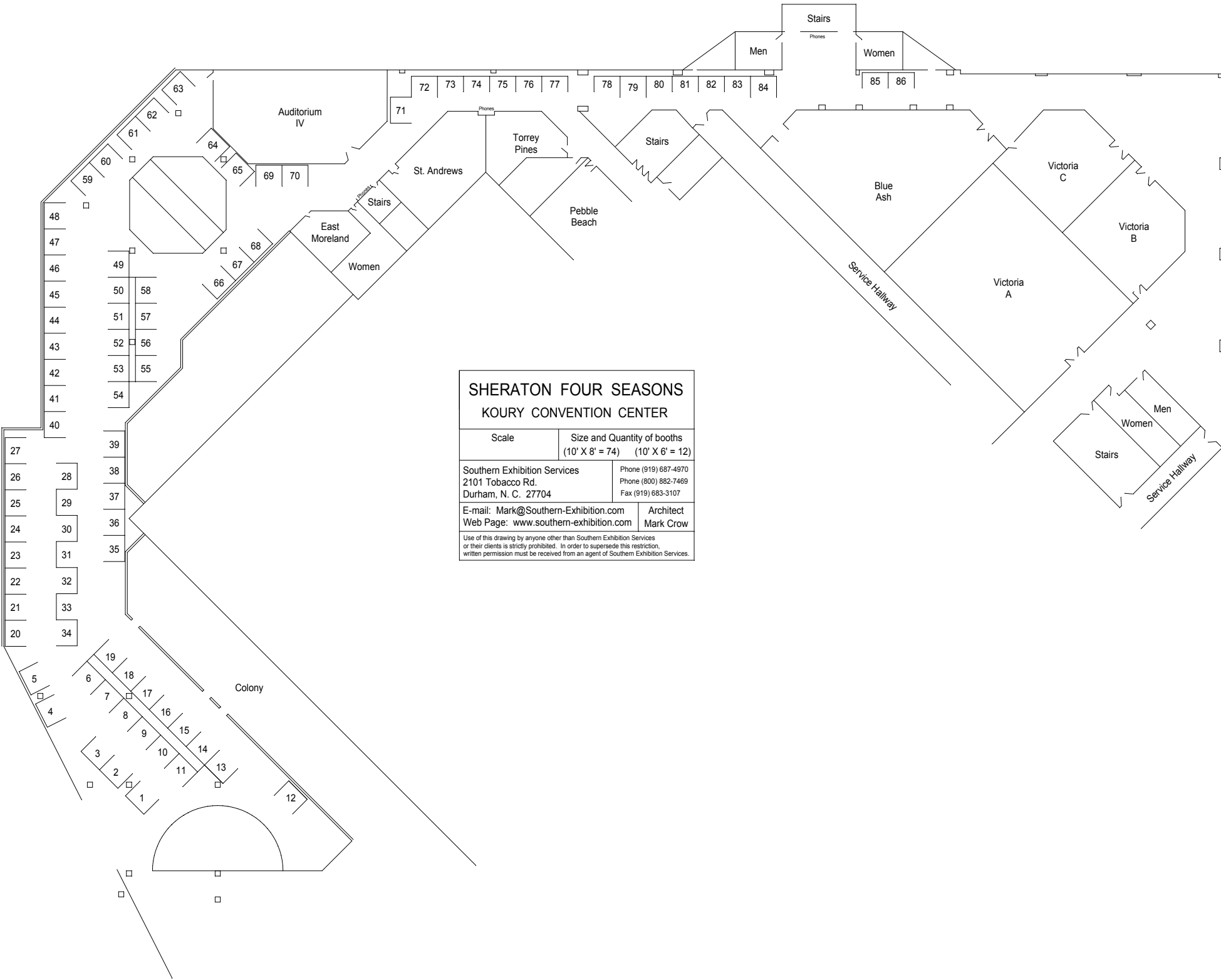
**Refunds:**

No refund will be made once assignment of space has been made.

**Amendments:**

Any and all matters or questions of interpretation not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Conference Director.

These rules are in the best interest of all exhibitors. Your cooperation is requested.



SHERATON FOUR SEASONS KOURY CONVENTION CENTER	
Scale	Size and Quantity of booths (10' X 8' = 74) (10' X 6' = 12)
Southern Exhibition Services 2101 Tobacco Rd. Durham, N. C. 27704	Phone (919) 687-4970 Phone (800) 882-7469 Fax (919) 683-3107
E-mail: <a href="mailto:Mark@Southern-Exhibition.com">Mark@Southern-Exhibition.com</a> Web Page: <a href="http://www.southern-exhibition.com">www.southern-exhibition.com</a>	Architect Mark Crow
Use of this drawing by anyone other than Southern Exhibition Services or their clients is strictly prohibited. In order to supersede this restriction, written permission must be received from an agent of Southern Exhibition Services.	

**OFFICIAL HOUSING FORM**

<b>Group Name</b>	<b>NC SAFETY CONFERENCE</b>				
<b>Event Beginning Date</b>	May 12, 2008	<b>Event Ending Date</b>	May 16, 2008	<b>Reservation Deadline Date</b>	April 12, 2008

REGARDLESS OF THE NUMBER OF OCCUPANTS, SEND ONLY ONE COPY PER ROOM  
**A change in departure date must be advised no later than check-in to avoid an early departure fee.**  
**Cancellations must be made 72 hours prior to arrival to avoid charge.**



PLEASE MAIL OR FAX DIRECTLY TO:

**SHERATON GREENSBORO HOTEL AT FOUR SEASONS**  
 3121 HIGH POINT RD GREENSBORO, NC 27407 FAX: 336 323-4876  
 Phone: 800/242-6556

# Persons	Room Rate	Tax	Nightly Total
ONE PERSON	<b>\$107.00</b>	<b>\$13.64</b>	<b>\$120.00</b>
TWO PERSONS	<b>\$107.00</b>	<b>\$13.64</b>	<b>\$120.00</b>
THREE PERSONS	<b>\$107.00</b>	<b>\$13.64</b>	<b>\$120.00</b>
FOUR PERSONS	<b>\$107.00</b>	<b>\$13.64</b>	<b>\$120.00</b>

Your Arrival Date	Your Departure Date
<b>CHECK IN TIME IS 3PM</b>	<b>CHECK OUT TIME IS 12 NOON</b>

<b>PLEASE CHECK PREFERRED ACCOMMODATIONS ALL ROOM TYPES ARE BASED ON AVAILABILITY</b>		<b>PLEASE CLEARLY WRITE ADDITIONAL OCCUPANTS NAMES</b>	
<input type="checkbox"/> 2 DOUBLE BEDS	<input type="checkbox"/> NON-SMOKING <input type="checkbox"/> SMOKING		
<input type="checkbox"/> 1 KING SIZE BED			
<input type="checkbox"/> CLUB KING			

<b>Name</b>				<b>Company</b>					
<b>Address</b>		<b>City</b>		<b>St</b>		<b>Zip</b>		<b>Phone</b>	

Please check below if each occupant will require a separate receipt.

<input type="checkbox"/> If this is not specified, one receipt will be issued for the full rate.
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**ALL ROOMS REQUIRE A CREDIT CARD GUARANTEE OR THE FIRST NIGHT DEPOSIT, INCLUDING TAX.**  
**PLEASE MAKE CHECKS OR MONEY ORDER PAYABLE TO: SHERATON GREENSBORO HOTEL**

AMERICAN EXPRESS     DINERS CLUB OR CARTE BLANCHE     JCB CARD     VISA OR MASTERCARD     DISCOVER     CHECK # \_\_\_\_\_

<b>Card Number</b>		<b>Exp. Date</b>		<b>Deposit Amt.</b>	
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\*\*\*ALL NUMBERS ON THE CARD MUST BE INCLUDED AS WELL AS EXPIRATION DATE\*\*

CARDHOLDER SIGNATURE \_\_\_\_\_

**RESERVATION CANNOT BE PROCESSED WITHOUT THE CARDHOLDER SIGNATURE**

ACCOMMODATIONS MUST BE GUARANTEED BY CREDIT CARD OR BY CHECK MADE PAYABLE IN THE AMOUNT OF ONE NIGHTS LODGING PLUS TAX. UNLESS RESERVATIONS ARE CANCELLED 72 HOURS PRIOR TO ARRIVAL DATE, YOU WILL BE CHARGED FOR THE FIRST NIGHT. ANY MULTIPLE OCCUPANCY ROOM, UNLESS OTHERWISE INDICATED, WILL HAVE ALL DEPOSITS EQUALLY DISTRIBUTED TO ALL ROOM OCCUPANTS. ROLLAWAY BED REQUESTS ARE BASED ON AVAILABILITY AT \$10.00 PER NIGHT.