



CWC Exhibitor Contract

[Read the 2025 Exhibitor Kit before completing the contract](#)

Complete the forms on the next two pages and submit with payment. Remittance of the full amount is due upon our receipt of the contract. Sponsorships and booth assignments are sold on a first-come, first-served basis. Booths will not be assigned until payment has been received. Payment can be made by credit card or by check.

1. Fill out company information on page 1.
2. Read terms and conditions on page 2.
3. Select exhibitor options, agree to terms and conditions, and complete application on page 3.

Company Name: _____

Contact: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____

Website: _____

Social media accounts: _____

Description of products or services to be exhibited: _____

Company representative who will act as the onsite contact:

Name _____ Cell phone _____

Number of exhibitor badges: _____ (Badges will have CWC logo, company name, city and state).

Please continue to the next page...

CWC Exhibitor Terms and Conditions

All exhibits and exhibitors are subject to the following terms and conditions.

- 1) **Payment:** Full payment of the booth rental fees must accompany the contract to secure your booth.
- 2) **Booth assignment:** Booth assignments are made on a first-come, first-served basis. Exhibitor shall not assign or sublet a portion of the booth space without prior permission from show management.
- 3) **Set-up and tear-down:** Set-up is from 3:00 pm to 8:00 pm on Tuesday, September 23, 2025, and 7:00 am – 8:30 am on Wednesday morning, September 24, before the show opens at 9:00 am. Teardown after the show closes, 5:00 pm – 8:00 pm on Wednesday, September 24. **This is a one day show – you are making a commitment to exhibit for the full duration, 9 am – 5 pm. By signing this contract, your company and all representatives agree not to dismantle booth exhibits or pack up prior to close of show at 5:00 pm.**
- 4) **Labor:** Exhibitors are responsible for providing or arranging all necessary labor for erecting, dismantling and packing displays. Hand trucks and carts are not provided. Please bring your own.
- 5) **Exhibits:** Exhibits must be confined within the perimeter of your booth or designated tabletop area
 - a) Personnel will not work in the aisles, and aisles must not be blocked.
 - b) Displays must not extend beyond the 10' footprint of the assigned booth or 8' wide x 6' for tabletop vendors. Displays along the sidewalls must not exceed 5' in height and be attractive from all sides. Backdrops more than 8' tall must be pre-approved. Inappropriate or unattractive backs of visible displays may require covering, removal or relocation.
 - c) Use of helium balloons, spray adhesives, spray paint and hazardous or odor-bearing products are prohibited.
 - d) Use of sound equipment is prohibited. Noisy air compressors are prohibited – ultra quiet compressors only.
 - e) Booth drape is black. Side walls 3' tall and back walls are 8' tall. Carpet is blue.
 - f) **Booth signage is not included.** A limited amount of hooks are available from the convention center for hanging banners with grommets from the pipe and drape.
- 6) **Cancellation:** An administrative fee of \$175.00 per 10' x 10' booth and \$100.00 for tabletop is non-refundable. The balance of the booth fee is refundable provided the cancellation notice is received in writing no later than July 24, 2025. The balance of the booth fee is non-refundable when cancellation (regardless of reason) is received after July 24, 2025.
- 7) **Sales:** Selling is permitted and encouraged in exhibitor booths. Floor selling or soliciting outside your booth is prohibited.
- 8) **Shipping info:** Shipping and drayage are handled by MeadowView Convention Services. Shipping forms will be provided prior to the event.
- 9) **On-site changes:** **On-site orders for services and furnishings (such as extra tables) are charged at a higher rate and availability is not guaranteed.**

Please continue to the next page...

Exhibitor Selections and Payment Information

Make your selections and complete payment information below.

For sponsorships, please contact us to discuss pricing details and to check availability.

Exhibitor Selection	Price	Total
10 x 10 booth	1,500.00	
10 x 20 booth	3,000.00	
10 x 30 booth	4,500.00	
Tabletop	800.00	
Full page ad in the CWC Brochure	1,200.00	
½ page ad in the CWC Brochure	600.00	
¼ page ad in the CWC Brochure	300.00	
120v 20-amp outlet	125.00 each	
Additional 8' table	60.00 each	
	Total:	

Payment information:

By credit card: You will receive an invoice by email to pay online. List email recipient below.

Name _____

Email _____

By check: Make checks payable to Custom Workroom Conference and mail to:

Custom Workroom Conference, 101 Aurora Lane, Tryon, NC 28782

By signing below, I acknowledge that I have read and agree to the terms and conditions and that my company and all attending representatives agree to abide by the terms and conditions.

Signature: _____ Date: _____