

# 2019 State Energy Conference

April 30-May 1, 2019 NC State University McKimmon Center, Raleigh, NC

## Guidelines for Exhibitors

We are pleased to welcome your organization as an exhibitor at the **2019 Annual State Energy Conference** at the McKimmon Conference and Training Center, 1101 Gorman Street, Raleigh, NC 27606.

### Shipped materials for use at the conference:

Shipments of material for the conference will be accepted starting Thursday, April 25, 2019. Please use the following shipping address to ensure your materials are handled correctly:

McKimmon Center Mailroom  
1101 Gorman Street  
Raleigh, NC 27606  
**Attn: State Energy Conference**

### Set-up Hours

- **Monday April 29<sup>th</sup> – 4:00 to 6:00 PM**
- **Tuesday April 30<sup>th</sup> –Beginning at 6:30 AM.** Please note that conference attendees begin check-in at 7:00 am, with breakfast available in the exhibit space at that time. To minimize congestion we ask that you complete your setup by 7:00 am if possible.

### Loading Dock

There is a loading dock at the McKimmon Center located on the east side of the building. The dock is accessed from Varsity Drive. Loading dock hours are 8 AM to 5 PM daily.

### Exhibit Spaces

All exhibit spaces contain one 6' black skirted table and folding chair. All exhibit locations will have access to electricity. Note, this is not a "pipe and drape show"; the exhibit hall is a carpeted ballroom. Exhibitors are asked to help protect the floor from damage wherever possible.

### General Agenda for Exhibitors

- Tuesday, April 30<sup>th</sup> – Exhibitor setup beginning after the building opens at 6:30 AM at the McKimmon Center.
- Tuesday, April 30<sup>th</sup> and Wednesday, May 1<sup>st</sup> – [Please review the agenda online.](#)
- Tuesday, April 30<sup>th</sup> – Evening Networking Social in the Exhibit Hall
- All exhibits are to remain in operation until 4:00 PM on Wednesday, May 1<sup>st</sup>. The conference exhibit hall will close at 4:00 pm.

We encourage our exhibitors to attend some of the sessions during the two days of the conference.

### ADA Accommodations

If you require any assistive devices, services or other accommodations to participate in any of our programs, please contact us during business hours (8:00 AM – 5:00 PM) at least four weeks prior to the event.

### Local Lodging

Special guest room rates are offered for Energy Conference attendees at the Holiday Inn Express, 3741 Thistledown Road, Raleigh, NC 27606. The hotel is located 2 miles from the McKimmon Center at exit 295 from Interstate 40 in Raleigh. Ask for the McKimmon rate. State of North Carolina employees, be sure to ask for the per diem rate. To make reservations call 919-854-0001 or 1-800-HOLIDAY or use the "Hotel" link on the Energy Conference website.

**In the event of inclement weather**, please call 919-515-2261 to inquire on the status of this event.

We look forward to having you with us for this program. If we can be of further assistance, please feel free to contact us.