2021 Exhibitor Policies

Table Display

● All signs, displays, and other promotional materials must be no taller than 12” in height and may not interfere with or obstruct other exhibit spaces. Exhibits may not extend past edges of table.

● No signs, displays, or banners may be placed anywhere but on assigned table top, including all areas of the Durham Convention Center, the Durham Marriott City Center, and the Carolina Theatre.

● Due to COVID-19 distancing guidelines, exhibitors may not move their tables.

● Occupants of aisle-end tables may not use table’s aisle-exterior wall for their own additional display.

● Audiovisual equipment used for demonstration/playback purposes must be muted or used with headphones. Use of A/V equipment without headphones is prohibited. No electricity or electrical outlets are provided in the exhibit hall.

● Exhibitors may display musical instruments but may not play them during exhibit hall hours.

● Live performances are prohibited in the exhibit hall.

● Candles and open flame devices are prohibited in any conference space or venue. The use and display of compressed gasses, flammable liquids, or dangerous chemicals is also prohibited.

Exhibiting at ArtsMarket

● Exhibitors will be allowed to enter the exhibit hall 15 minutes before each exhibit hall session.

● No person will be permitted into the exhibit hall at any time without proper conference credentials.

● Each table must be staffed by at least one registered representative during exhibit hall hours.

● Set-up and tear-down while the exhibit hall is still open for business is strongly discouraged. Please respect your colleagues and plan accordingly.

● No “selling” organization is permitted to do business at ArtsMarket without having registered for the conference.
**Security/Liability**

Exhibitors are responsible for the security of their own valuables, including equipment. The exhibit hall doors will be locked when the hall is not open. The exhibitor agrees to indemnify and hold harmless the Durham Convention Center, The Carolina Theatre, the NC Presenters Consortium, and the NC Arts Council from any and all claims, losses, expenses, theft, damage, and injuries to persons resulting from any act, omission, or negligence on the part of the exhibitor. The exhibitor is responsible for any damage to property in the exhibit hall.

**COVID-19 Protocol & Liability**

All attendees must provide either proof of full vaccination against COVID-19 or proof of a negative COVID-19 test when checking in at the Registration table in order to receive conference credentials. To be considered “fully vaccinated,” you must receive a single dose COVID-19 vaccination or the second dose of a two-dose vaccine no later than October 24th. Without valid proof of vaccination, you must provide proof of a negative COVID-19 test taken no more than 48 hours before picking up your conference credentials.

Masks must be worn at all ArtsMarket events.

ArtsMarket will strictly follow the state and local requirements that are in place at the time of the event, as well as recommendations from the CDC. Exposure to COVID-19 is an inherent risk in any public location where people are present; we cannot guarantee you will not be exposed during your time at ArtsMarket. The Durham Convention Center, The Carolina Theatre, the NC Presenters Consortium, and the NC Arts Council are not responsible for any exposure that artists, guests, or staff have to COVID-19 while at ArtsMarket.

**Cancellation/Refunds**

If a cancellation request is received in writing 7 days or more in advance of the conference, the registration fee will be refunded minus a 30% administrative fee. Such requests must be made in writing. No refunds will be available less than 7 days in advance.

**Food & Beverage**

The Durham Convention Center retains the exclusive right to provide and control all food and beverage services in the building. Outside food is not allowed.
Independent Showcases

ArtsMarket does not facilitate independent showcases. Independent showcases are prohibited from being arranged or scheduled at any time concurrent with official conference activities, and are not permitted in any space on the Carolina Theatre, Durham Marriott or Durham Convention Center premises at any time during the three days of the conference.

General

The NC Presenters Consortium and NC Arts Council reserve the right to prohibit any exhibit or portion of an exhibit that is deemed unacceptable. Exhibitors who refuse to comply with the Exhibitor Policies and Conference Policies may be removed from the ArtsMarket conference at the conference leadership’s discretion.