



**2010 Government Purchase Cardholder (GPC) Trade Show  
&  
Educational Seminars**

**August 4, 2010  
9:00AM-3:00PM  
Fort Bragg Club  
(Formerly known as the Ft. Bragg Officer's Club)**

**Exclusive to purchasing agents and cardholders on Fort Bragg and Pope Air Force Base  
Sponsored by the Fayetteville-Cumberland County Chamber of Commerce**

**Iron Mike Sponsor:**



**Heroes Sponsors:**

**Advanced Security Solutions, Inc., DBA Advanced Communications Company  
ENVIREMED, LLC  
Kaman Industrial Technologies  
Osborn Industrial Supplies**

**Supported by:**



## Sponsor Levels

### **Iron Mike Sponsor- \$1,000- 2 LEFT**

- 5-minute presentation on your business at the beginning of the event
- Premier sponsor with exclusive rights to use software to demonstrate online capabilities
- 6 ft table with 2 chairs
- Table linens
- Electricity (if needed)
- Wireless Internet (if available)
- Breakfast and 2 Hot lunch passes
- Company Logo on table signage
- List of the vendors and cardholders (if available)
- Logo placement on program/agenda with booth layout, membership briefings, Chamber newsletter, and fax registration
- Business information in all of the vendor packets
- Recognition during the day of the event (30 second commercial about the sponsor's company)

### **Airborne Sponsor- \$750 (4 available)**

- 5-minute presentation on your business at the beginning of the event
- 6 ft table with 2 chairs
- Table linens
- Electricity (if needed)
- Wireless Internet (if available)
- Breakfast and 2 Hot lunch passes
- Company name on table signage
- List of the vendors and cardholders (if available)
- Company name placement on program with booth layout, membership briefings, Chamber newsletter, and fax registration
- Business information in all of the vendor packets
- Recognition during the day

### **Heroes Sponsor- \$500- 1 LEFT**

- 3-minute presentation on your business at the beginning of the event
- 6 ft table with 2 chairs
- Table linens
- Electricity (if needed)
- Wireless Internet (if available)
- Breakfast and 2 Hot lunch passes
- Company name on table signage
- List of the vendors and cardholders (if available)
- Company name placement on program with booth layout, membership briefings, Chamber newsletter, and fax registration
- Business information in all of the vendor packets
- Recognition during the day

# Vendor Levels

## Premium Chamber Member Vendor- \$275

**-SOLD OUT**

- Premium wall space (limited to first come, first serve)
- 6 ft table with 2 chairs
- Table linens with skirting
- Electricity (if needed)
- Wireless Internet (if available)
- Breakfast
- 2 Hot lunch passes
- Company name on table signage
- List of the vendors

## Premium Non-Chamber Member Vendor- \$325

**-SOLD OUT**

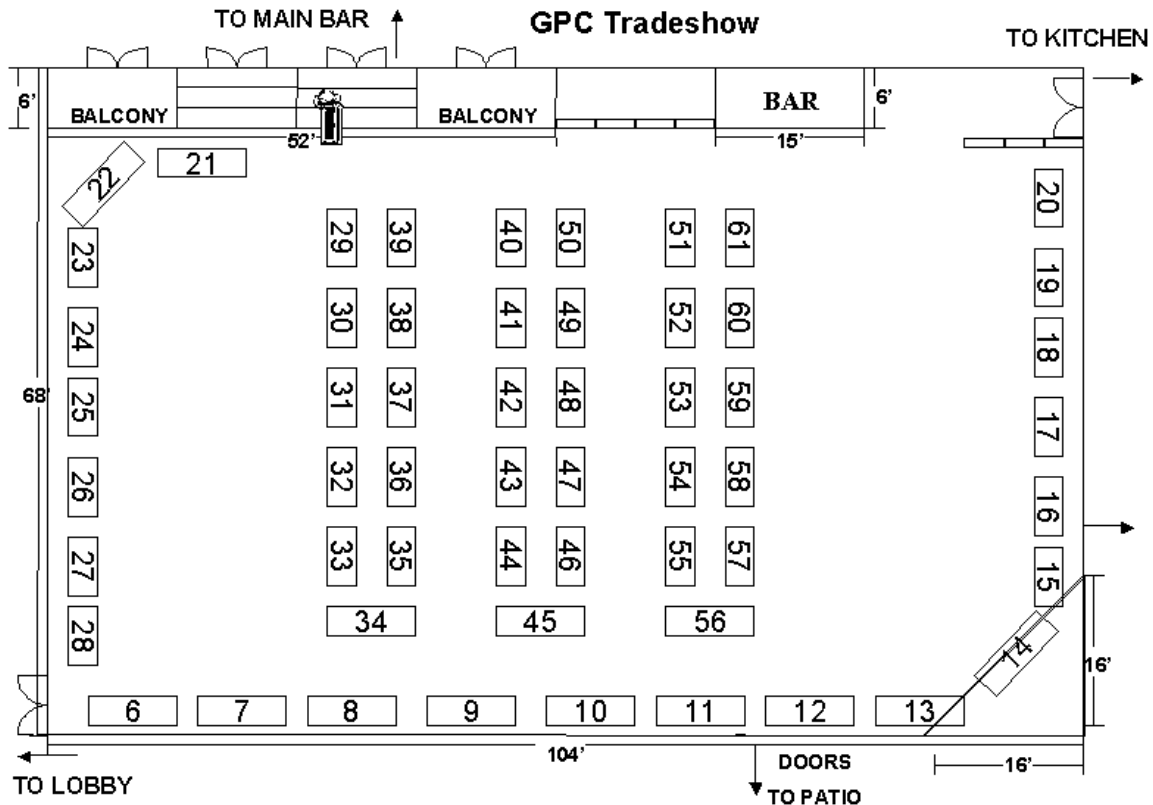
- Premium wall space (limited to first come, first serve)
- 6 ft table with 2 chairs
- Table linens with skirting
- Electricity (if needed)
- Wireless Internet (if available)
- Breakfast
- 2 Hot lunch passes
- Company name on table signage
- List of the vendors

## Chamber Member Vendor- \$250

- Space in the center of the room
- 6 ft table with 2 chairs
- Table linens with skirting
- Electricity (if needed)
- Wireless Internet (if available)
- Breakfast
- 2 Hot lunch passes
- Company name on table signage
- List of the vendors

## Non-Chamber Member Vendor- \$300

- Space in the center of the room
- 6 ft table with 2 chairs
- Table linens with skirting
- Electricity (if needed)
- Wireless Internet (if available)
- Breakfast
- 2 Hot lunch passes
- Company name on table signage
- List of the vendors



**FORT BRAGG OFFICERS' CLUB LAFAYETTE ROOM**

## Trade Show Guidelines

**Payment:** Payment for the Trade Show is due with registration; otherwise the space is not guaranteed. Priority will be given to registrants with payment. Members have the option to be invoiced; again this will not guarantee a space, only payment will, and must be paid no later than 15 days after the event. Non-members cannot be invoiced and must pay with registration. You may cancel your registration, **but must do so at least 48 hours prior to the event in order to receive a refund or credit to your account.**

**Set-up:** 7am to 8:30am, Wednesday, August 4, 2010. The Trade Show begins at 9:00am and seminars begin at 9:30am. All booths must be ready by 8:45am. **No hand trucks will be available, please bring your own.**

**Driving Directions:** The Fort Bragg Club (BLDG #1- 4930 Armistead & Totten Streets, Ft. Bragg, NC 28307) is located on Fort Bragg at the intersection of Armistead St. and Totten St.

**Mailing procedure:** Items may be mailed to the Ft. Bragg Club before hand.

**Check-in:** Please check-in at the Chamber Registration Table at the front entrance. You will receive an information package that will contain lunch passes, information on sponsors and nametags. Please indicate those individuals that will be in attendance to ensure nametag is prepared before hand.

**Breakdown:** Please **DO NOT** breakdown before 3:00pm.

**Display:** Displays must be contained within your area, if you have a center table. No items may be placed on the floor next to, on your table, or in front of the table that would block neighboring exhibits or attendee's path. Huge displays and tabletop displays are limited to Premium vendors. The Premium vendor tables are limited on a first come, first serve basis.

**Signs:** Signs or other material may **NOT** be taped to the wall and holes may not be put into walls. Bring appropriate clips or other supplies to secure your signs/banners to the table. They will not be provided by the Chamber.

**Noise:** The use of sound devices, megaphones, loudspeakers or other undignified methods of attention is prohibited, where such methods interfere with other exhibitors.

**Internet:** Wireless Internet access is not available in the Ft. Bragg Club; however, wireless Internet is available in the Iron Mike Brew Pub next door.

**Event attendance:** Trade Show attendees are limited to Government Cardholders and registered Trade Show Vendors. This event is open to the general public, however, our main focus is to attract cardholders to the event.

**Prize Drawings:** Cardholders will be able to register for prizes at your table. Please conduct the drawing by collecting the information from the cardholders. We will provide you with informational slips to use if requested prior to the event and will also have more at the event at the Chamber table. Drawings for prizes will take place at your discretion.

(FARS) An employee may accept unsolicited gifts having an aggregate market value of \$20 or less per source per occasion, provided that the aggregate market value of individual gifts received from any one person under the authority of this paragraph shall not exceed \$50 in a calendar year. This exception does not apply to gifts of cash or of investment interests such

as stock, bonds, or certificates of deposit. Where the market value of a gift or the aggregate market value of gifts offered on any single occasion exceeds \$20, the employee may not pay the excess value over \$20 in order to accept that portion of the gift or those gifts worth \$20. Where the aggregate value is tangible items offered on a single occasion exceeds \$20, the employee may decline any distinct and separate item in order to accept those items aggregating \$20 or less.

**Promotional Items:** The Chamber discourages the handing out of bags as a promotional item. This encourages the attendees to “shop” for free items instead of learning about the products and services available to them.

**Permit to Sell:** Exhibitors who plan to sell items at the show are required by law to display a valid retail sales tax license (through the state of North Carolina) that must be recorded with the Fayetteville-Cumberland County Chamber of Commerce.

**Liability:** The Exhibitor agrees to comply with all applicable terms, conditions, rules and regulations of the Fayetteville-Cumberland County Chamber of Commerce, all presenters, sponsors and Officer’s Club. The Exhibitor assumes complete responsibility and liability for all loss, damage or destruction of his/her property, employees, agents and guests. The Fayetteville-Cumberland County Chamber of Commerce, all presenters, sponsors and Ft. Bragg Club, any officer, agent or employee thereof will not be liable for any loss, damage or destruction of Exhibitors’ property by accident or any other cause. The Exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor, its agents, representatives or employees. The Exhibitor will indemnify and hold harmless the Fayetteville-Cumberland County Chamber of Commerce, all presenters, sponsors and Ft. Bragg Club, their members, directors, officers, agents, representatives and employees against any and all liability whatsoever arising from any or all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees or any other such persons.

**Ft. Bragg Base Entrances:** All vehicles must use the All American Freeway (Zabitosky Exit), Bragg Boulevard (Knox Street) and Bragg Boulevard (Randolph Street). **YOUR VEHICLE WILL BE SEARCHED.** You will be asked to produce a driver’s license, vehicle registration and insurance information. This is a minimal requirement for entry. It is recommended that you anticipate gate checks and arrive as early as possible.

**Bragg Boulevard (at Randolph Street)- 24 hours a day, 7 days a week. This is the most direct route to the Fort Bragg Officers Club.**

**All American Freeway (Zabitosky Exit)- 24 hours a day, 7 days a week.** Make sure to pull into the non-decal lane. Make sure to have your information available.

**Bragg Boulevard (at Knox Street)- 24 hours a day, 7 days a week.** Make sure to pull into the non-decal lane.

**Nearby Ft. Bragg Hotels:**

Hampton Inn - Spring Lake/Ft. Bragg  
1050 N Bragg Blvd  
Spring Lake, NC 28390  
(910) 438-0945

Comfort Inn - Fort Bragg  
1922 Skibo Rd  
Fayetteville, NC 28314  
(910) 867-1777



## Session Agenda

9:00am -3:00pm	Open Trade Show in LaFayette Room
8:45-9:00am	Breakfast Networking
9:00-9:05am	Welcome and Introduction
9:05-9:15am	Sponsor presentation

### All Seminars in the Strac Room- 1<sup>st</sup> Floor

9:30-10:00am	“Selling to the Military: Tools and Techniques for Success,” Linn Owen, North Carolina Military Business Center
10:15-10:45am	“How to do business with the Army,” Tim Tweed, Directorate of Contracting, Fort Bragg Contracting Office
11:00am-12:00pm	“GSA Advantage” <b>(FOR CARDHOLDERS)</b> - Purchasing and researching products. John Porter, U.S. General Services Administration
12:15- 1:15pm	Lunch
1:30-2:00pm	“Basic Contracting- How to do business with Federal, State and Local Governments,” Rebecca Barbour, Procurement Technical Assistance Center (PTAC) Counselor with the Small Business & Technology Development Center (SBTDC) at Fayetteville State University *
2:15- 2:45pm	“How to obtain a GSA Contract” <b>(FOR VENDORS)</b> - Getting on the GSA Schedule. John Porter, U.S. General Services Administration

- If you are unable to participate as a vendor, you can attend the full day of sessions for only \$15 per person. Refer to registration form below.
- If you are attending the trade show, it is free of charge.
- Times and speakers are subject to change

\* The SBTDC is administered by NC State University on behalf of The University of North Carolina System and operated in partnership with the US Small Business Administration (SBA)

# 2010 Government Purchase Cardholder Trade Show

## Exhibitor Information Form

**Company Name:** (Please print name as you wish it to appear in print)

\_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_

**City, State, Zip**

\_\_\_\_\_

**Company Website:**

\_\_\_\_\_

**Company General E-mail:**

\_\_\_\_\_

**Company Phone Number:**

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Contact Person's E-mail:**

\_\_\_\_\_

**Describe your company's product or service:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Exhibit Area:** In order for us to have your table ready for you, we need to know what equipment you **do and do not** require. You may use your own table, chairs, tablecloth and skirting. If you would like us to provide the following, **please check the items you will need.**

\_\_\_\_\_ 8ft/6ft table \_\_\_\_\_ NO table required \_\_\_\_\_ Electricity \_\_\_\_\_ NO Electricity

\_\_\_\_\_ Chair (1 or 2) \_\_\_\_\_ NO chair

**Exhibitor Giveaways:** To make this event successful and to encourage great attendance, we require each vendor to bring a door prize valued at \$20.00 or under and host the drawing at your perspective tables. Please keep the prize at your table.

Description and value of Giveaway: \_\_\_\_\_

**Package Opportunities:** Please sign next to the level you would like.

Iron Mike Sponsor		\$1,000	_____
Airborne Sponsor		\$750	_____
Heroes Sponsor		\$500	_____
Premium Vendor Level (Premium Wall Space)			
	Chamber Member-SOLD OUT	\$275	_____
	Non-Chamber Member-SOLD OUT	\$325	_____
Vendor level	Chamber Member	\$250	_____
	Non-Chamber Member	\$300	_____

**Attendance to the Trade Show is Free of Charge.**

**Hot Lunch Passes:**

Two hot lunch passes are included in the price of a vendor. Additional passes will be available that day for \$8.00. They can be purchased the day of the event, however we would appreciate prior notification for head count. Please indicate the number of additional passes @ \$8.00 each.

**Seminar Day Passes:**

Vendors get to attend the sessions for free. However, if you are not a vendor, and would like to attend the seminars, please indicate the number of passes @ \$15.00 each for a full day pass. Otherwise, attendees can attend the trade show for free.

Hot Lunch Passes total: \$ \_\_\_\_\_

Seminar Day Passes total: \$ \_\_\_\_\_

Grand Total Payment included \$ \_\_\_\_\_

**Individual nametags: (Please list the first and last name below of all individuals attending the show to ensure name tags are prepared prior to the show).**

**First Name**

**Last Name**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please initial by each.**

\_\_\_\_\_ I read the entire Trade Show guidelines and agree to abide by and to obey the rules, regulations and guidelines.

\_\_\_\_\_ I understand the Trade Show will be open from 9am to 3pm. I agree to have my table ready by **8:45am** on the 4<sup>th</sup> of August and will not dismantle my booth before **3pm**.

**Licenses:**

\_\_\_\_\_ Yes, I plan to sell products from my table. \_\_\_\_\_  
(Please refer to rules & regulations.) Retail sales tax license number

**Cancellation Policy**

**Registrant must cancel 48 hours prior to event in order to receive refund or credit to account. Failure to cancel renders registrant responsible for payment.**

**Method of Payment**

Enclosed is my check for \$\_\_\_\_\_ payable to the Fayetteville-Cumberland County Chamber of Commerce, PO Box 9, Fayetteville, NC 28302. Check #\_\_\_\_\_.

Invoice me (available to Chamber members only)

Bill My:  Visa  Master Card  American Express

Card Number: \_\_\_\_\_ expiration date: \_\_\_\_\_ security code: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please sign and return immediately to:

Fayetteville-Cumberland County Chamber of Commerce  
1019 Hay St.  
Fayetteville, NC 28305

**Or Fax: 910-483-0263**

**For more information or questions contact Sonia R. Garza at 484-4242 ext. 233 or at sramirez@fayettevillencchamber.org**

For Chamber Use Only: INVOICE #: \_\_\_\_\_ DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_