



## VENDOR/EXHIBITOR INFO

### Joint Educational Forensics Conference

Presented by the Georgia, North Carolina, and Tennessee Divisions of the International Association for Identification

Harrah's Cherokee Resort and Conference Center

October 2<sup>nd</sup>-5<sup>th</sup>, 2023

Registration Only \$195 for NCAI, GAIAI, and TNIAI Members!



Rooms only \$105/ night (+ tax/fees) if booked by **September 1, 2023**

**Hotel Call in Code is S10NCAI or Book Online**

**[Direct Hotel Link](#)**

**Vendor Registration is Now Open**

Attendee Registration Will Open in June

- Closest Airport is Asheville (AVL). This is approximately a 1 hour drive from the airport to the Conference Center. We suggest a rental car ~vs~ an Uber or Taxi.
- Vendors are eligible for our special room rate in the new Cherokee Tower. This is closest to the classrooms and the vendor room. We suggest not booking any rooms in the other towers as they are as much as 1 mile away on foot. Please make reservations ASAP for the best room selection. We have already booked over 40% of our initial room block and attendee registration has not opened yet!!
- Vendor set up is from 12p-5p on Monday, October 2<sup>nd</sup>. You must be set up and ready to go by 5pm as there will be a soft vendor opening and reception with beer/food at 5pm.
- Vendor exhibit break down will be on Wednesday afternoon after the last break, approximately 3 or 3:30pm. Please make every effort to break down your tables quickly, as this room will be flipped for the banquet that evening. As always, vendors are invited to the banquet. Exhibits may not break down before the scheduled time without show management permission.
- The Cherokee Tower Parking Deck has an unloading area on the 4<sup>th</sup> level of the deck which is only about 100' from the vendor hall, making set up very easy. You may park in the red unloading zone to unload only. You will see the red striping and unloading signs next to the building on level 4 of the Cherokee deck.
- We will have 40 or more tables set up this year in the vendor hall. Space should not be an issue, as the vendor hall is over 8300 sq. ft in size.
- A table diagram will be sent out very soon. Priority will be given to sponsors based on their sponsorship level and then on a first come, first serve basis.



- Responsibility for Loss or Damage. Exhibitors assume all responsibility for damage caused by the exhibit to the person, property, or rights of other parties, including injury to floors, walls, decorations, or equipment of the center or exhibit contractors. Exhibitors will not hold the Conference Committee or the IAI Divisions responsible for any loss by theft or damage.
- Exhibitors may not project on walls or ceiling. Exhibitors may not block line-of-sight of an adjacent exhibitor with their booth. Please contact the Exhibit Coordinator if you have any questions regarding booth construction.
- Payment in full must be received by July 30th, 2023. Add \$200 per organization after 8/1/23.
- Exact exhibition hours will be posted once the final agenda has been published.
- Each vendor package, excluding higher sponsorship packages will include:
  - One 6' table with table drape and electricity
  - 2 chairs
  - Admission for 2 to all educational classes and evening social events
- Refund Policy All refund requests must be in writing. A full refund will be given for cancellations received on or before September 1, 2023. No refunds will be made after this date.

***CONVENTION PACKAGE CENTER***

All materials shipped to the Casino must have the following information on the shipping label:

Harrah's Cherokee Casino Resort  
 Attn: Deiah Vambe, Catering Services Manager  
 Recipient Name (GUEST)  
 (Include convention/Event Name)  
 777 Casino Drive  
 Cherokee, NC 28710  
 \_\_\_\_\_ of \_\_\_\_\_ (ex. 1 of 10)

Boxes are to be delivered to the Hotel no more than (3) three days in advance of your function.

All packages received for the group (individual attendees/vendors) will be subject to the current shipping/handling charges.

Shipments made to the Casino by a shipping company or arriving on pallets that will require the use of a forklift operator must be scheduled in advance.

Please notify your Catering/Convention Services Manager for scheduling purposes. Additional charges will apply for forklift use. The following charges will apply for all incoming and outgoing group coded shipments:

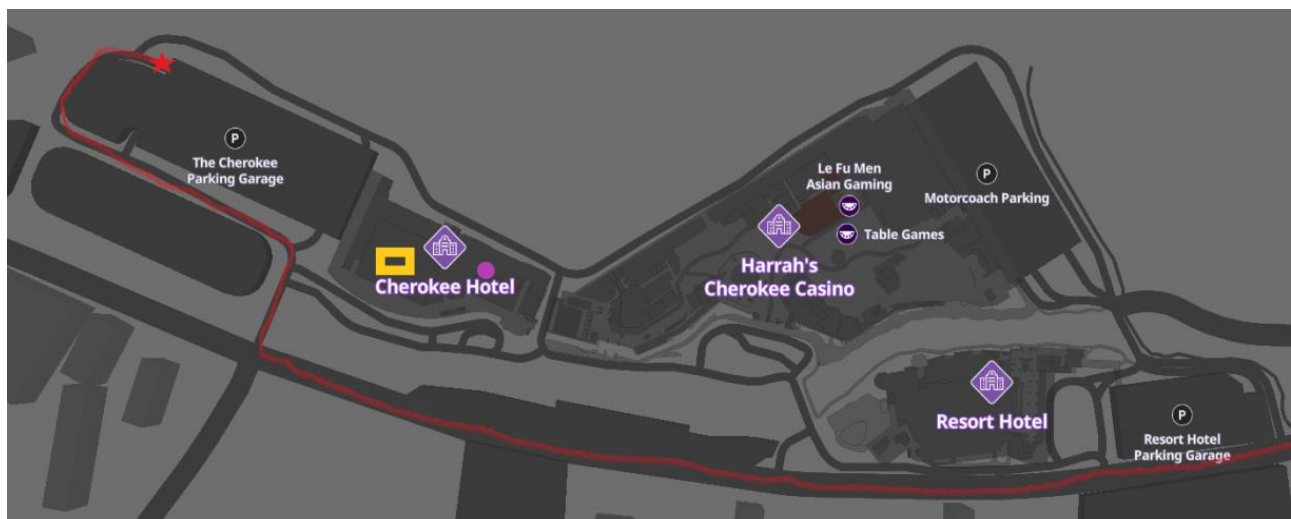
0 - 35 lbs. \$20.00

36 - 70 lbs. \$30.00

71 - 99 lbs. \$40.00

Items over 100 lbs. \$ .50 per pound

The Warehouse Shipping & Receiving is open 5 days a week, Monday - Friday from 8:00am to 4:30pm and can be reached at (828) 497-8709.



- Follow the red line for parking in the Cherokee Parking Garage. If you come to a very steep incline at the entrance, you are in the right place (marked with red star)
- Classrooms and the Vendor Hall will be at or near the yellow square on the 2<sup>nd</sup> floor. Your hotel rooms will be very nearby at the maroon circle.
- For any other vendor / exhibitor questions please contact Randy Horton (NCIAI) at [randy.horton@co.iredell.nc.us](mailto:randy.horton@co.iredell.nc.us) or by phone at (704)924-4080.