



CAROLINA PLACE MALL

THIS IS AN INDOOR VENUE. EVENTS ARE RAIN OR SHINE.

VENUE ADDRESS: 11025 CAROLINA PLACE PKWY, PINEVILLE, NC

RENTAL: AN 8' TABLE, LINEN AND 2 CHAIRS WILL BE PROVIDED. VENDORS MAY BRING THEIR OWN LINEN TO DISPLAY OVER THE PROVIDED LINEN. VENDORS MAY NOT BRING THEIR OWN TABLES OR CHAIRS. SPACE IS LIMITED TO THE 8' TABLE PROVIDED. ADDITIONAL DISPLAY ITEMS, SUCH AS RACKS, ARE NOT PERMITTED WITHOUT PRIOR APPROVAL. REQUESTS SHOULD BE MADE A MINIMUM OF TWO WEEKS IN ADVANCE TO EVENTS@QCSOCIALITE.COM AND INCLUDE A PHOTO AND THE DIMENSIONS OF THE DISPLAY ITEM. REQUESTS ARE SUBJECT TO VENUE APPROVAL AND ARE NOT GUARANTEED. ALL BACK-STOCK AND SUPPLIES MUST FIT COMPLETELY UNDER THE TABLE. AT NO TIME SHOULD ANY PART OF YOUR DISPLAY, SETUP OR SUPPLIES BE VISIBLE UNDER OR NEXT TO THE TABLE. EVERYTHING MUST BE COVERED COMPLETELY BY THE TABLE LINEN OR TAKEN BACK TO YOUR VEHICLE.

SETUP LOCATION: VENDORS WILL BE ASSIGNED A LOCATION THROUGHOUT THE MALL.

ARRIVAL TIME: AN ARRIVAL WINDOW WILL BE EMAILED TO EACH VENDOR NO LESS THAN 48 HOURS PRIOR TO EACH EVENT. THE ARRIVAL WINDOW IS TYPICALLY 1 1/2 HOURS PRIOR TO THE EVENT. YOU MUST ARRIVE WITHIN YOUR ASSIGNED WINDOW. LATE ARRIVALS MAY BE DENIED SETUP. NO REFUNDS WILL BE ISSUED FOR LATE ARRIVALS OR NO-SHOWS.

CHECK-IN: VENDORS MUST CHECK-IN AT THE LOWER CENTER COURT, NEAR THE ELEVATOR, UNLESS INSTRUCTED OTHERWISE IN THE VENDOR INSTRUCTIONS EMAIL. THERE IS NO CHECK-IN ON SUNDAY. YOU MUST SETUP IN THE SAME LOCATION. YOU MAY NOT MOVE LOCATIONS. VENDORS NEED THEIR OWN CART/WAGON TO BRING IN THEIR ITEMS.

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BREAKDOWN: EARLY BREAKDOWN IS NOT PERMITTED. BREAKDOWN TIME ALWAYS BEGINS AT MALL CLOSING.

SIGNAGE: VENDORS MUST USE TABLETOP OR TABLECLOTH SIGNAGE. POP UP BANNERS ARE NOT PERMITTED. HANDWRITTEN SIGNAGE IS NOT PERMITTED.

ELECTRICITY: VENDORS REQUESTING ELECTRICITY MUST DO SO VIA THE VENDOR APPLICATION. A \$20 FEE WILL BE ADDED TO YOUR INVOICE. LIMITED SPACES WITH ELECTRICITY ARE AVAILABLE AND WILL BE SOLD ON A FIRST-COME, FIRST-SERVED BASIS. SHOULD WE BE UNABLE TO ACCOMMODATE YOUR REQUEST, FOR ANY REASON, WE WILL ISSUE A CREDIT FOR THE ELECTRICITY FEE.

INSURANCE: QC SOCIALITE PROVIDES ALL INSURANCE AS REQUIRED BY THE VENUE.

QC SOCIALITE AND CHARLOTTE PREMIUM OUTLETS WILL NOT BE HELD RESPONSIBLE FOR MISSING, LOST OR DAMAGED INVENTORY, SUPPLIES OR MATERIALS. YOU ARE SOLELY RESPONSIBLE FOR KEEPING UP WITH YOUR PROPERTY.

ALL VENDORS ARE TO BE RESPECTFUL OF ONE ANOTHER, THE VENUE AND THE EVENT COORDINATION TEAM. QC SOCIALITE AND THE VENUE RESERVE THE RIGHT TO REMOVE ANY VENDORS THAT DO NOT FOLLOW THESE GUIDELINES.

QC SOCIALITE AND CHARLOTTE PREMIUM OUTLETS RESERVE THE RIGHT TO REMOVE AND BAN ANY VENDORS THAT FAIL TO COMPLY WITH RULES AND REGULATIONS. NO REFUNDS WILL BE ISSUED.

BY COMPLETING THE VENDOR AGREEMENT AND SUBMITTING PAYMENT, YOU AGREE TO ABIDE BY ALL REGULATIONS SET FORTH ABOVE.



CAROLINA PLACE RULES & REGULATIONS

THE FOLLOWING RULES AND REGULATIONS ARE PROVIDED BY THE VENUE. VENDORS MUST COMPLY WITH ALL RULES AT ALL TIMES.

EXHIBITORS REMAIN AT YOUR ASSIGNED BOOTH AREA TO LIMIT INTERFERENCE WITH SHOPPERS OR TRAFFIC FLOW.

EXHIBITORS MUST STAFF BOOTH AND REMAIN OPEN TO THE PUBLIC DURING MALL HOURS. NO LATE SET-UPS OR EARLY BREAKDOWNS ARE ALLOWED.

PLEASE KEEP AREA NEAT AT ALL TIMES AND REMOVE ALL DISPLAY ARTICLES, TRASH, AND CLEAN UP AT END OF DAY.

LOAD IN/OUT

LOAD IN/OUT AT DOCK 3 ONLY. DOCK 3 IS LOCATED BETWEEN MCALISTER'S DELI AND DICK'S SPORTING GOODS AND CAN BE RECOGNIZED BY THE LARGE 6 ON THE BRICK WALL ENTRANCE. PLEASE BE ADVISED THAT YOU WILL NEED YOUR OWN HAND TRUCKS OR CARTS TO BRING IN YOUR SET-UP.

YOU MAY NOT LOAD IN THROUGH A MAIN MALL ENTRANCE AND MUST USE DOCK 3 AS SPECIFIED. YOU MAY PARK IN THE DOCK TO UNLOAD ITEMS TO THE SIDEWALK BUT THEN IMMEDIATELY REMOVE YOUR VEHICLE TO THE PARKING LOT TO COMPLETE LOAD IN AND SET UP SO THAT EVERYONE CAN GET UNLOADED AND OUT OF THE DOCK 3 AREA AND NEW VENDORS CAN PARK TO UNLOAD.

IF YOU ARE SET UP AND AN EARLY CUSTOMER APPROACHES, YOU CAN SELL ITEMS PRIOR TO MALL OPENING.



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BOOTH AREA

BOOTH INCLUDES ONE 8-FOOT DRAPED DISPLAY TABLE AND TWO CHAIRS. IF YOU HAVE A FITTED, BRANDED 8- FOOT TABLE CLOTH, YOU MAY USE IT. WE DO PROVIDE A BLACK, FITTED 8-FOOT TABLE COVER FOR EACH PARTICIPANT. YOU MAY PUT YOUR TABLE COVER OVER THE ONE WE PROVIDE. THE TABLE CLOTH MUST HANG ALL THE WAY TO THE FLOOR TO HIDE ITEMS YOU MAY STORE UNDER THE TABLE SO THE SHOW MAINTAINS A NEAT AND PROFESSIONAL APPEARANCE.

FREE-STANDING OR FLOOR-STANDING FIXTURES ARE NOT ALLOWED UNLESS APPROVED BY MALL MANAGEMENT. ALL ITEMS MUST BE CONTAINED ON THE TABLE.

SIGNAGE/DISPLAY ITEMS

ADDITIONAL SIGNAGE IS ALLOWED ON YOUR TABLE AND SHOULD BE COMPUTER PRINTED OR PROFESSIONALLY PRINTED SIGNAGE IN TABLE TOP HOLDERS (ACRYLICS OR FRAMES)

HANGING BANNERS OR HANDWRITTEN SIGNS ARE NOT ALLOWED. WE PREFER TABLETOP SIGNAGE

PROHIBITED

- HELIUM BALLOONS AND ANY TYPE OF INFLATED DEVICES.
- WALKING AROUND THE MALL AND PASSING OUT INFORMATION. EXHIBITORS MUST REMAIN AT THEIR TABLE LOCATION AND NOT CALL OUT TO ATTRACT ATTENTION OR APPROACH MALL PATRONS OR OTHERWISE IMPEDE THE FLOW OF TRAFFIC.

EXHIBITOR TIPS

- APPEAR READY TO HELP AND EAGER TO TALK. STANDING HELPS ENGAGE PEOPLE BUT IS NOT REQUIRED.
- BE SURE TO BRING PLENTY OF BUSINESS CARDS AND BROCHURES ABOUT YOUR PRODUCTS.
- SPECIALTY FOOD VENDORS ARE PERMITTED/ENCOURAGED TO OFFER SAMPLES
 - YOU MAY PROVIDE A DOOR PRIZE OR TWO TO BE DRAWN FROM CARDS YOU COLLECT AT YOUR BOOTH. THIS CREATES A MAILING LIST AND IS GOOD P.R. FOR YOUR BUSINESS!
- PROFESSIONAL SIGNAGE CAN ENHANCE THE LOOK OF YOUR BOOTH TREMENDOUSLY.