

ORIGINAL
Sewing & Quilt
E ♦ X ♦ P ♦ OSM

EXHIBITOR KIT

Raleigh, NC

Raleigh Convention Center - 2025

Exhibitor Kit & Decorator Forms available at:
sewingexpo.com/Exhibit

Move-In:

Wednesday, April 30 8:00am – 5:00pm

All services end at 5pm. All vehicles must be unloaded by 5pm.

You may continue to work in your booth until 6pm.

Exhibit Hall:	Thursday, May 1	10am – 5:30pm
	Friday, May 2	10am – 5:30pm
	Saturday, May 3	10am – 5pm

Original Sewing & Quilt Expo • 909 Canterbury Rd, Suite F • Westlake, OH 44145
Phone: 440-899-4730 • sewingexpo.com/Exhibit • hshaw@hoffmanmedia.com

Your Booth Package Includes:

- 8' high black draped back walls and 3' high divider drape
- 7" x 44" exhibitor ID sign
- Exhibitor credentials
- Expo Guide listing

Additional Furnishings and services are available from the official Expo decorator, whose forms are now available online at sewingexpo.com/Exhibit

Southern Exhibition Services

1411 Old Durham Road, Bldg. 3

Roxboro, NC 27573

Phone: (919) 687-4970

Fax: (919) 683-3107

Email: Orders@SES.COOL

Furnishing Discounts: April 14 is the final day for discounts on orders from SES.

Electric: Order directly through the RCC online portal by **April 25:** <https://rcc.ungerboeck.com/prod/app85.cshtml?AppCode=COE&CC=2&OrgCode=10>

Internet: Raleigh Convention Center offers complimentary Wi-Fi throughout the building. Wired internet is available by special order for \$350 and must be ordered by **April 22**. A shared Vendor-dedicated Wi-Fi is available. Ordered in advance, the Expo will provide a username and password at \$40 per device (for all days of the Expo). Contact Heather Shaw at hshaw@hoffmanmedia.com if you would like to add this Wi-Fi to your invoice. The shared Vendor-dedicated Wi-Fi can be ordered onsite for \$50 at Vendor Check-in. All orders will receive the login and password at vendor Check-in on Wednesday.

If you are shipping to the EXPO:

Advance Freight Warehouse shipments must be received by **April 23**. Use the shipping address on the material handling sheet and your packages will be delivered directly to your booth. Please read all shipping information carefully to avoid additional charges or missing items.

Please Note: If you ship directly to the Raleigh Convention Center, shipments must arrive April 28 or later or they will

be refused. Use the shipping address on the shipping information/material handling sheet.

Moving Into the Expo Wednesday, April 30, 2025

8:00am – 5:00pm

All services end at 5pm. All vehicles must be unloaded by 5pm, but you may continue to work in your booth until approximately 6pm.

Please make all travel arrangements with these times – and move-out times – in mind. Due to increased security and insurance measures, there will be no late-night exceptions to these check-in times. If you have a specific situation or problem regarding the schedule, call us as soon as possible.

Questions on set-up day? Call 440-263-6869

Don't forget to Check-In:

Upon arrival, check in with Expo staff at Exhibitor Check-In at the Registration Desk.

- Receive your Shopping Bag, Expo Guide, Vehicle ID sign and Name Badge.
- New name badges will be issued for each event, and must be worn in the hall at all times on Thursday – Saturday. **Submit names for your badges via the online form by April 17.**

sewingexpo.com/exhibit/name-badge-request

If you miss the deadline, please request them on Wednesday at Exhibitor Check-in.

Exhibit Hall Hours

Thursday, Friday • 10am – 5:30pm

Saturday • 10am – 5pm

Exhibitors may enter the Hall at 7:45am on Thursday and 8am on Friday and Saturday to refresh displays and visit.

LOAD IN and OUT:

Vehicles unload underground beneath McDowell Street. Finding the loading area can be tricky because the entrance is one full block away from the building at the corner of Dawson Street and Lenoir Street at the Red Hat Ampitheater. You are requested to remove your vehicle immediately after unloading. Don't forget to bring a rolling cart. Your Vehicle ID card (received at check-in) must be displayed in window.

Parking:

Please see the Parking Maps at the end of the file for area parking decks.

Parking for oversized vehicles and trailers is difficult downtown. There are some open air parking lots which can accommodate vehicles that won't fit in the garages. Additional parking information will be available at Vendor check-in.

Booth Staffing:

Please be sure to request your name badge using the online webform at sewingexpo.com/Exhibit/Name-Badge-Request for everyone you plan to have working in your booth (VIPs, regular staff, spouses, etc.). Your booth must be staffed at all times, and you may want to take special note of the 11:30am – 1:00pm class break, when increased attendee traffic in the Exhibit Hall may boost your need for help.

Tax Information:

The sales tax rate is 7.25%

All vendors are required to register with the Department of Revenue, collect and remit the applicable State and local sales tax.

Visit the link below for complete information on registering and paying sales tax.

<https://www.ncdor.gov/taxes-forms/sales-and-use-tax/specialty-markets-or-other-events>

Booth Space Requirements:

Exhibitors should plan their displays with the following guidelines in mind:

- Objects should be placed within confines of the booth space, not in aisles or adjacent booths.

- Exhibitor may display 8' high $\frac{1}{2}$ the distance to the front of the booth at any time. 8' high displays or walls that extend from the back drape to the aisle must be pre-approved by Show Management. If you have a corner booth, the aisle "wall" is yours to do with as you please up to the 8' height.
- If you plan to run perimeter pipe at the 8' height beyond limits as stated above, you must cover the pipe with fabric or some other display material. Please, *"no naked pipe."*
- Pinning or taping directly to drape or walls is expressly forbidden. You may use fishing line, chain, "s"-hooks, hangers, hula-hoops, etc.
- All tables must be draped on three sides to the floor. The Fire Marshall requires flame-retardant materials for table drape, which you may order along with other furnishings from the official Expo Decorator. In any case, if you have questions about your booth design/décor, please do not hesitate to call us.

Moving Out: Saturday 5:01pm – 10:00pm

Move-out begins after 5:00pm. No exceptions!

This means your booth should be open, fully decorated and ready to do business until 5:00pm. Expo staff will be on the floor to assure all booths are open until the end of the show as published in all consumer promotion.

Loading a Vehicle

You will be able to drive up to loading area with your vehicle once your booth is packed and ready to go. Your Vehicle ID card will be required when parked in the loading area.

If You Need Outbound Shipping: The official Expo Decorator will be on-site to facilitate your outbound shipping needs. If you have questions about these services, please call them directly.

Deadlines

Raleigh, NC

April 14, 2025

- Last day for discounted rate on furnishings from decorator.

April 25, 2025

- Electric orders due

April 22, 2025

- Internet orders due

April 17, 2025

- Submit names for your badges via the online form:
sewingexpo.com/exhibit/name-badge-request

April 23, 2025

- Last day for advance shipments to decorator

Questions?

hshaw@hoffmanmedia.com

800-699-6309

M-F 10 am - 3 pm EST

Last Minute Questions?

Expo cell phone:
440-263-6869

Raleigh Convention Center

500 South Salisbury St. | Raleigh, NC 27601

raleighconvention.com | 919-996-8500

Travel Information

Air Travel – Raleigh-Durham International Airport is just 20 minutes away from downtown Raleigh. Visit www.rdu.com for ground transportation information.

Ground Travel – Public Parking garages on Lenoir Street between Salisbury and McDowell Street; one on McDowell Street between Cabarrus and Davie Street; One on Salisbury Street between Cabarrus and Davie Street. Cost varies.

Hotel Information

To make a reservation:

- Via the reservation links found on our website:
sewingexpo.com/Events/Raleigh-NC/Location-Hotels
- Or call the hotel at the number listed below and ask for Original Sewing & Quilt Expo group rate

TownePlace Suites by Marriott Raleigh

3771 Thistledown Drive | Raleigh, NC 27606

Room Rate: \$170

Special Rate Expires 4-7-25

Reservations: 984-300-1410

10 min. drive to RCC

Holiday Inn Express Hotel & Suites at NC State S.W.

3741 Thistledown Drive | Raleigh, NC 27606

Room Rate: \$155

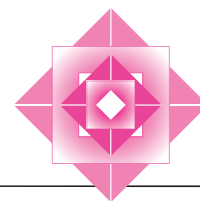
Special Rate Expires 4-1-25

Reservations: 919-854-0001

10 min. drive to RCC

Participate in the daily

Super Prize Drawing



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Another way to gain exposure at the Expo!

Your prizes will be displayed with your booth name and number near the entrance to the Expo. This is great visibility for your products!

Every attendee has a chance to win these fabulous prize packages worth hundreds of dollars! Sewing machines are the super grand prize for each day. The drawing is held at 5:15 Thursday and Friday, and 4:30 on Saturday. Watch for those late afternoon crowds.

Several prizes and sewing machines will be awarded at every Expo! Attendees don't miss this event – it's the climax of their day!



WHAT TO DO AS AN EXHIBITOR:

Bring up to three prize items (one for each day), which represents the style of your booth, along to the Expo. Just drop them off at Exhibitor check-in any time on set-up day, or with the Prize Patrol coming by your booth between 3:00 - 4:00 on set-up day. We can accept prizes any time at the Registration Desk in the lobby. Don't miss this unique opportunity, since a little goodwill goes a long way with customers. The prize table is the busiest kiosk at the entrance, and customers will look for your booth. It really works!





**Major parking areas in close proximity to the
RALEIGH CONVENTION CENTER**

CONVENTION CENTER ADDRESS:

500 S. Salisbury St.
Raleigh, N.C. 27601

Use these addresses on GPS.

- A** Wake County Parking Deck
216 W. Cabarrus St.
- B** Gale Street lot
430 Gale St.
- C** Salisbury Parking Lot
400 S. Salisbury St.
- D** Cabarrus Deck
436 S. Salisbury St.
- E** Performing Arts Parking Deck
128 W. South St.
- F** One City Plaza Parking Deck
434 S. Salisbury St.
- G** Convention Center Underground Deck
1 W. Lenoir St.
- H** Charter Square Deck
502 S. Wilmington St.
- I** Performing Arts Parking Lot B
10 W. South St.



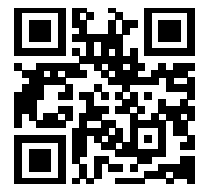
- J** Blount Street Deck
314 S. Blount St.
- K** Red Hat Tower Public Parking
100 E. Davie St.
- L** City Center Deck
429 S. Wilmington St.
- M** Cabarrus Street Lot
100 E. Cabarrus St.

Metered parking is also available in downtown Raleigh.

Visit Raleigh's Map Explorer
gives you easy-to-navigate tools on your phone or other devices to help you find your way around.

For details about visiting downtown Raleigh, to go

visitRaleigh.com/mapexplorer



Directions to Raleigh Convention Center Loading Dock

Raleigh Convention Center
500 South Salisbury Street
Raleigh, NC 27601

From I-40:

Take exit 298B South Saunders Street toward Downtown Raleigh. Turn right onto South Saunders Street. Stay in the right hand lane. South Saunders splits and the right lanes become McDowell Street. Turn left onto Lenoir Street. Loading Dock entrance will be on the right before Dawson Street.

From Fayetteville/ I-95 North:

Take exit 81 to merge onto I-40 West toward Raleigh. Take exit 298B South Saunders Street toward Downtown Raleigh. Turn right onto South Saunders Street. Stay in the right hand lane. South Saunders splits and the right lanes become McDowell Street. Turn left onto Lenoir Street. Loading Dock entrance will be on the right before Dawson Street.

From Sanford/Southern Pines/US 1 North:

From US 1 North take exit 1A to merge onto I-40 East. Off I-40 East, take exit 298B South Saunders Street toward Downtown Raleigh. Turn right onto South Saunders Street. Stay in the right hand lane. South Saunders splits and the right lanes become McDowell Street. Turn left onto Lenoir Street. Loading Dock entrance will be on the right before Dawson Street.

From Goldsboro/Kinston/US 70 West:

Take US 70 West toward Clayton. Take ramp onto I-40 West toward Raleigh. Take exit 298B South Saunders Street toward Downtown Raleigh. Turn right onto South Saunders Street. Stay in the right hand lane. South Saunders splits and the right lanes become McDowell Street. Turn left onto Lenoir Street. Loading Dock entrance will be on the right before Dawson Street.

From Capital Blvd./ US 1/ North Raleigh:

Take US 1 South into Raleigh. US 1 becomes Capital Blvd. coming into town. Stay on Capital Blvd., crossing over I-440 beltline. Capital Blvd. becomes Dawson Street as you approach downtown. Go 9 blocks south on Dawson Street. Turn left onto Lenoir. Loading Dock entrance is immediately on the left.

From Northeast Raleigh/ New Bern Ave./ US-64:

US-64 West becomes New Bern Avenue. Cross over I-440. New Bern Avenue becomes Edenton Street. Go 1 mile on Edenton Street and turn left onto Salisbury Street at the State Capitol. Raleigh Convention Center is 7 blocks south on the right. Immediately past Raleigh Convention Center, turn right onto Lenoir Street. Cross over McDowell Street, loading dock entrance will be on the right just before Dawson Street.

From Glenwood Avenue:

Take Glenwood Avenue east (US 70E) toward downtown. At end of Glenwood, turn left onto W. Morgan Street. Turn right onto S. Salisbury Street. Raleigh Convention Center will be ahead on the right. Immediately past Raleigh Convention Center, turn right onto Lenoir Street. Cross over McDowell Street, loading dock entrance will be on the right just before Dawson Street.

From Wilson/Rocky Mount:

Take the US-64 West/I-440 E exit toward Benson/Durham/I-40. Merge onto I-440S/US-64W. Take exit 298B South Saunders Street toward Downtown Raleigh. Turn right onto South Saunders Street. Stay in the right hand lane. South Saunders splits and the right lanes become McDowell Street. Turn left onto Lenoir Street. Loading Dock entrance will be on the right before Dawson Street.



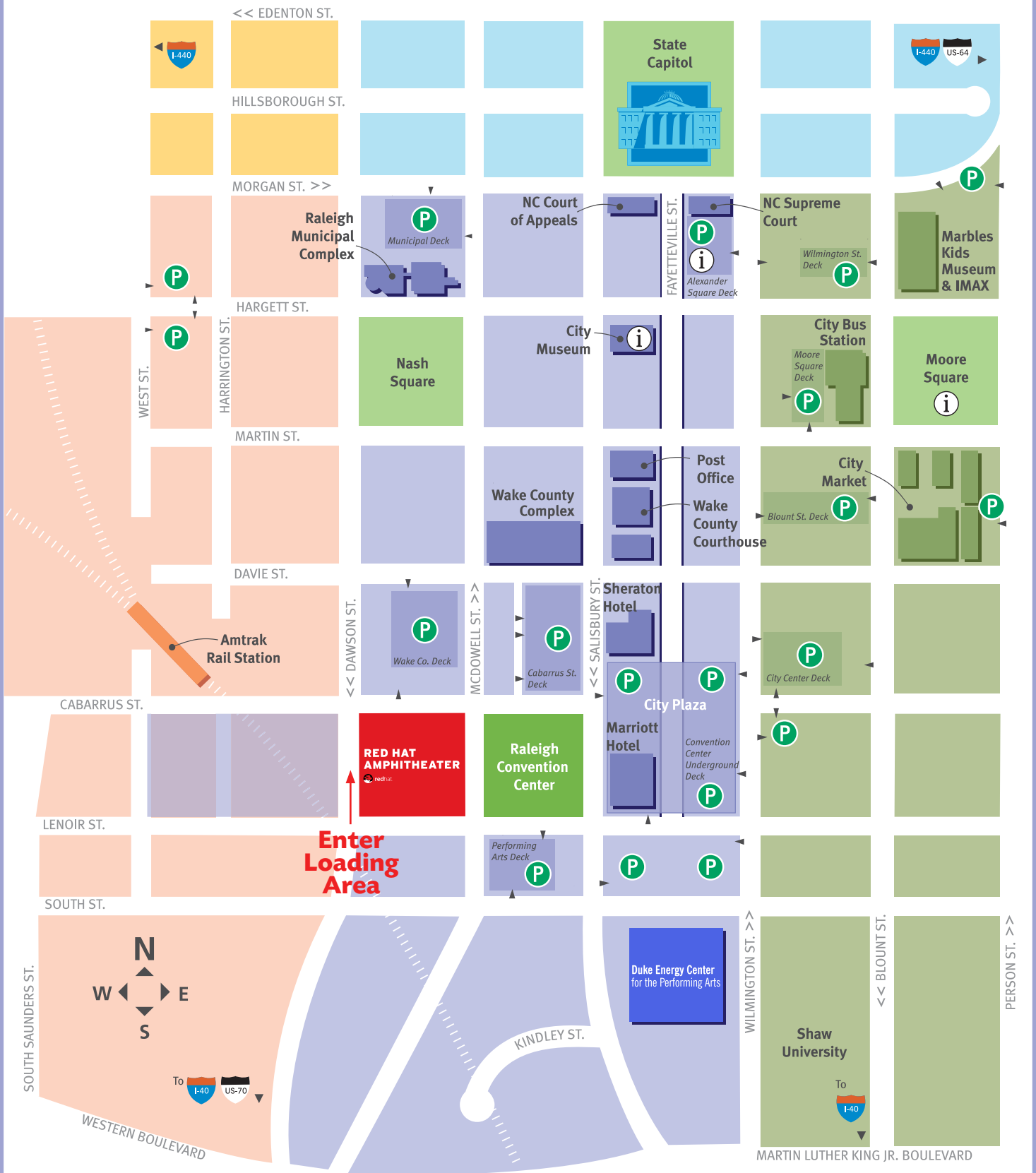
RALEIGH
CONVENTION CENTER
you shine here.

RED HAT AMPHITHEATER






















LOCATION MAP

Duke Energy Center
for the Performing Arts







P Parking Map

	Parking Deck	Address
A	Blount Street 	314 Blount St
B	Cabarrus Deck 	436 S. Salisbury St
C	Convention Center Charter Sq Underground   	1 W. Lenoir St./ 502 S. Wilmington St.
D	City Center Red Hat Deck    	429 S. Wilmington St
F	Moore Square   	233 S. Wilmington St
G	Municipal Complex 	201 W. Morgan St
H	Performing Arts   	128 W. South St
I	Wilmington Street   	117 S. Wilmington St

Estimated Walk Time





 15 Minute Walk


Right of Way

 Traffic flow

For more information

visit raleighnc.gov, search for "Raleigh Parking"

-  Electric Vehicle Charging Station
-  Motorcycle Parking
-  ADA Accessible Parking Spaces
-  Elevators

