



FAQs

What are the Important Dates and Times?

- Vendor/Exhibitor Registration cutoff date is August 25, 2019
- Load in date for vendors is Wednesday, September 25th – 6:00 p.m. to 9:00 p.m. and Thursday, September 26th between 6:30 a.m. and 7:30 a.m.
- Event times for attendees is Thursday, September 26th – 8:00 a.m. to 4:00 p.m.
- Load out time for vendors is Thursday, September 26th between 4:15 p.m. and 5:15 p.m.

How many attendees / vendors are you expecting?

- This is the first PCC Week event hosted in Wilmington, NC. We expect approximately 150 attendees, speakers and vendors from four North Carolina PCC areas.

Why do people attend this event?

- This is truly a North Carolina Event, with the combined support of four PCCs in North Carolina: Greater Wilmington, Greater Charlotte, Greater Triad, and Greater Triangle.
- We will have four training sessions utilizing USPS and industry experts.
- This is not part of the PCC event, however, you are welcome, after the event, to purchase tickets for a Cape Fear River Boat Tour, on the newly acquired “Henrietta”– Check back to our website: www.GWAPCC.com for updates on ticket purchases, as the Cape Fear River Boats finalize the addition of their new gem.

Can I pre-ship materials to the venue?

- Yes:

Ship to: HOLD FOR GWAPCC EVENT Sept 26
CFCC
Attention: Debi Causey
411 N. Front Street
Wilmington, NC 28401

Can I set up early?

Yes – the venue will be officially open for vendor setup Wednesday, September 25, 2019, from 6:00 p.m. to 9:00 p.m. We will also allow vendors in at 6:30 a.m. on Thursday. Doors open to attendees at 7:30 a.m. on Thursday, September 26, 2019. For the safety and comfort of our guests, we ask that all vendors be setup before doors open Thursday. If special needs are required, please contact Lori Tucker at Loretta.N.Tucker@usps.gov or (910) 343-5945

What time do I have to be out on Thursday?

- The event will end at 4:00 p.m. on Thursday, September 26, 2019. Our goal is to have all the vendors cleared by 5:15 p.m. If special needs are required, please contact Lori Tucker at Loretta.N.Tucker@usps.gov or (910) 343-5945

Will there be a break out / quiet room available to meet with our prospects?

- Yes, there is a large, comfortable lobby with chairs and sofas, as well as a large outdoor veranda.

Area hotels available:

Courtyard by Marriott – 229 N. 2nd St. (910) 632-2900

Best Western Plus Coastline Inn – 503 Nutt St. (910) 763-2800

Hampton Inn Downtown - 225 Grace St. (910) 251-3930

Embassy Suites by Hilton - 9 Estell Lee Pl. (910) 765-1131

Hotel ballast Wilmington - 301 N. Water St. (910) 763-5900

Hampton Inn Wilmington Medical Park – 2320 S. 17th St (910) 796-8881

What address for GPS / Uber –

502 N. Front Street, Wilmington, NC 28401

Will there be WiFi?

Yes.

Will there be electricity?

Yes – but limited. There may be less than one standard 110 outlet per booth. UL approved commercial extension cords are acceptable – cannot extend more than 6 ‘ into the room. ONLY painter's or gaffers tape on carpets - no masking tape, duct tape, or scotch tape, please. If you need additional power please contact Lori Tucker at Loretta.N.Tucker@usps.gov

How many people can I bring with my booth?

With each booth you get two tickets and the option to purchase additional luncheon tickets for \$30 each.

What is the cutoff date for vender registration?

August 25, 2019 – to ensure you are on promotional materials.

To ensure we can meet your needs, please register and pay for your booth early.

Is there a loading dock?

Yes. Vendors can load in back of Union Station on 2nd Street. There are carts available to bring your supplies up the service elevator to the fifth floor. Carts must be returned immediately to the loading zone.

Is there any moving equipment?

There are several rolling carts. You can also bring hand carts. If special needs are required, please contact Lori Tucker at Loretta.N.Tucker@usps.gov or (910) 343-5945

Can I tour the facility ahead of time?

If you are looking to setup multiple booths and have special electrical and move in needs – please contact Lori Tucker at Loretta.N.Tucker@usps.gov or (910) 343-5945

Can I supply a door prize?

- We are asking vendors to consider sponsoring one of the main door prizes, but we welcome, and encourage, all vendor door prizes.

How far from airport?

-ILM: Wilmington International Airport, 5 miles

-MYR: Myrtle Beach International, 75 miles

-RDU: Raleigh-Durham International Airport, 144 miles

Where do I send my logos?

- Loretta.N.Tucker@usps.gov

Acceptable file formats for my logo?

- PDF, AI, JPG, TIFF – for print quality, vector images are best or 300 pixels per inch, if necessary.

How do I register?

- Please start at our website www.GWAPCC.com; any additional questions please contact Lori Tucker at Loretta.N.Tucker@usps.gov or call (910) 343-5945

Participating PCCs

Visit our participating PCCs:

Greater Wilmington Area PCC

152 N. Front Street, Wilmington, NC 28401 (910) 343-5945 <http://www.GWAPCC.com>
Mailing address: PO Box 2802, Wilmington, NC 28402-2802

Greater Charlotte PCC

2901 Scott Futrell Dr Charlotte, NC 28228 (704) 393-4438 <http://www.charlottepcc.com>

Greater Triad PCC

PO Box 27499 Greensboro, NC 27498-9661 (336) 668-1376 <http://www.greartertriadpcc.com>

Greater Triangle Area PCC

1 Floretta Place Room 88 Raleigh, NC 27676-9998 (919) 420-5148 <http://www.triangleareapcc.com>

What about Parking?

Guests to the College may utilize visitor parking (VP) spaces in Cape Fear Community College Lots L, A and B, as they are available. Please stop at the guard house and the parking guard on duty will direct you to those spaces accordingly. Should the guard be unavailable, please proceed to a space labeled as visitor parking (VP). See maps of Visitor Parking at: <https://cfcc.edu/parking/parking-maps/>

If all of the visitor parking (VP) spaces are full, paid public parking is available on the street at meters or in the City/County parking decks.

The City Decks are located at 114 North 2nd Street (between Chestnut and Princess Streets) and 115 Market Street (intersection of Market and 2nd Streets). The first ninety minutes is free, \$2.00 starting at hour 2 - \$3 at hour 3, and on until \$10 daily maximum @ 24 hours.

On-street meter rates are currently \$1.25/hour, Monday through Saturday 9 am to 6:30 pm. It is not necessary to feed the meters if you have a state issued Handicap (ADA) placard or license plate.

The Wilmington Convention Center Parking Deck is located on the corner of Nutt and Hanover Streets. The rates for this facility are \$3 for the first hour, \$2 per hour for the second and third hour, \$1/hour thereafter with a \$13 daily maximum.

The New Hanover County (Library) Parking Deck is located at 201 Chestnut Street. The first hour is free with \$1/hour thereafter and an \$8 daily maximum.

*****Of Note*** Cape Fear Community College's Nutt Street and Hanover Parking Decks are only open to paid public parking after 5 pm on Fridays through 6 am Mondays. During the week, these facilities are reserved only for employees and students of CFCC. On the weekends, the rate for both decks is the first fifteen minutes free with \$1/hour thereafter and an \$8 daily maximum, payable by debit/credit card only.**

Many Downton Hotels are within walking distance to the CFCC venue.

Contact Information

Campus Safety Office

Phone: 910-362-7855

Fax: 910-362-7880

lsylvia@cfcc.edu