



October 8-11, 2025

GOLF CARTING EXPO & DEALER SUMMIT 2025

North Charleston Convention Center
Charleston South Carolina

EXHIBITOR MANUAL

RULES, REGULATIONS, MOVE IN, MOVE OUT, DECORATOR, BADGES, PASSES,
PARKING, HOTEL AND MORE

Advanced Expo Inc.
11020 Running Tide Ct. Indianapolis IN 46236
P: 317.714.6734 F: 877.491.3743

ADVANCED EXPO INC (AES) WOULD LIKE TO WELCOME YOU TO THE FIRST ANNUAL GOLF CARTING EXPO 2025. THE ENCLOSED INFORMATION IS HERE TO HELP ENSURE A SUCCESSFUL AND PROFESSIONAL EVENT FOR ALL EXHIBITING, ATTENDING AND SUPPORTING THE SHOW. LET’S ALL BE SURE TO MAKE A GREAT FIRST IMPRESSION TO OUR POTENTIAL CUSTOMERS, FELLOW EXHIBITORS, THE FACILITY, THE MEDIA AND ALL INVOLVED IN MAKING THIS A SUCCESSFUL EVENT FOR ALL ATTENDEES. THANK YOU FOR YOUR PARTICIPATION AND SUPPORT — LET’S HAVE A FUN SHOW!

GENERAL INFORMATION

SHOW HOURS

Thursday October 9 th	8:30 – 5:00 pm
Friday October 10 th	8:30 am – 5:30 pm
Saturday, October 11 th	10:00 am – 4:00 pm

(REGISTRATION CLOSES 1 HOUR BEFORE SHOW CLOSE. ACCESS TO SHOW FLOOR GRANTED DAILY 1 HOUR PRIOR TO SHOW OPENING)

SET-UP – EXPO – HALL A

Wednesday October 8 th	10am – Noon – 20x20 booths only
Wednesday October 8 th	Noon – 2pm – 20x10 booths
Wednesday October 8 th	2pm – 4pm – 10x10 booths 4pm – 5:30pm – 5x10 booths

Thursday morning hall opens at 7am for last minute hand carry items

MOVE OUT NOTE – MUST BE OUT SATURDAY BY 10PM

TEAR DOWN

Saturday October 11 th	4:00 pm – 10pm – out
	Saturday night

PLEASE DO NOT start tearing down until we have announced over the PA system that the show is officially closed. We cannot allow you to carry anything out of the building before said announcement.

Load in instructions – dock access

Once on site, follow directions to CONVENTION CENTER (not Coliseum or Performing Arts Center) docks. All load in is through the docks – NOT front doors. Guards will be in place at docks directing to Hall A. This is a non-union facility so all are allowed to set up with your own staff (no outside labor allowed – optional labor help can be ordered via exhibitor decorator kit). Docks are not for parking – load & unload only. There is limited space behind the hall for staging while unloading.

CHECK-IN

Please check-in at the show office located in the lobby entrance of the exhibit hall. We will be open at 10:00 am on October 8th and will issue you your exhibitor credentials when you check-in at that office. All needed services such as badges, electric, decorator items, etc. will be easily and quickly accessible on site at check in. NOTE – often premium prices are in place for some services not ordered in advance.

Any Balance Due on your booth space agreement must be paid before you can set-up.

EXHIBITOR BADGES – PASSES

Badge ordering link on vendor info page of show website.

(<https://golfcarting.com/expo-vendors/>) Upon check in at the show office, your badges will be distributed. Badges are limited to 4 per 10 x 10 space (multiple & bulk booths thus more badges) and for your employees working the booth only.

Facility – directions

5001 Coliseum Drive North Charleston, SC 29418

The North Charleston Coliseum, Performing Arts Center, and Charleston Area Convention Center are located between International Blvd and Montague Avenue at Interstate 526 in North Charleston.

<https://www.northcharlestoncoliseum.org/plan-your-visit/directions-parking>

Show Site Team

AES staff will be onsite. Cell phone numbers for those that have been confirmed are:

David Marquart : Cell– 317.714.6734 Texting is ALWAYS better than calling.

Email: advancedexposolutions@gmail.com

Nick DiStasio: Cell – 540.735.4092 Email: nick@golfcarting.com

Hotel

Show management has made a *very special* rate and accommodation arrangements with 3 attached and/or walking distance hotels. All options, rates & deadlines are at this link:

<https://golfcarting.com/expo-vendors/>

Parking – exhibitors

The facility & hotel control all lot parking – please follow their rules & guidance.

INSURANCE

All exhibitors must send us a *Certificate of Insurance*, with GC Golf Events (???) listed as named insured. \$1 million in general liability is required. Call your agent; they can do this for you.

SHOW DECORATOR

Advanced Expo price list and order form is included at this link:

<https://golfcarting.com/expo-vendors/>. They will be available during set-up. **Please submit forms in advance to take advantage of discount pricing from show website exhibitor section**

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Advancedexposhows@gmail.com

Show Colors - Carpeting

All areas are concrete. Main aisles will be carpeted in red. Booth drape is black. Bulk and island booths are not equipped with any booth dividers. We very much encourage floor covering for the best looking/feeling booth as possible. Carpet is available to rent from decorator and exhibitors are free to bring in their own – *just remove the tape 100%!*

UTILITIES ~ GAS, ELECTRICITY, WATER, TELEPHONE & INTERNET

Utility service is available for a moderate charge via the facility. Forms/links are available online with all exhibitor and decorator kit information here: <https://golfcarting.com/expo-vendors/> **To avoid extra costs, submit requests in advance of the show.**

ELECTRIC & INTERNET IS NOT INCLUDED

FREIGHT HANDLING AND STORAGE

Please see Advanced Expo freight handling form for all shipping instructions – advanced storage or show site. The facility address is:

North Charleston Convention Center
5001 Coliseum Dr.
North Charleston SC 29418
843.529.5011

Advanced warehouse shipping address:
Zoom Transport via Golf Carting Expo
2326 Air Park Rd.
North Charleston SC 29406

Please have all shipments marked with the appropriate show name.

The facility is a non-union right to work facility, and all exhibitors are free to handle all their display items themselves via their own trucks/vehicles. Any common carrier shipments must be handled by Advanced Expo. There is also plenty of storage space for back stock and crates.

Exclusives - Catering

Advanced Expo Solutions is the sole provider of tables, chairs, signage, forklift, carpet and other equipment rentals. Exhibitors are free to bring in their own materials, but no other vendor is allowed on the property. The facility has its own in-house exclusive concession/catering provider and reserves the right to not allow another food or drink into the building. Any food/drink/alcohol needed for your display must be ordered thru Sodex here:
<https://golfcarting.com/expo-vendors/>

STAFFING OF EXHIBIT

Every exhibitor is responsible for having his/her display always staffed. We owe it to our paying customers and fellow exhibitors (and show management requires it) to have professionally manned booths during all show hours.

Vehicles on Display

Vehicles are allowed as part of your display with the following requirements met:

- Must fit completely inside booth dimensions – including mirrors, door steps, bumpers, hitches etc.
- Keys must be left in the show office in case of emergency
- Gas tank level 1/8 of a tank or less
- Gas tank 'lid' taped – sealed (please bring duct tape)
- Battery disconnected (please bring tools)

SECURITY

- It is your primary responsibility for guarding your merchandise.
- We do employ armed security for the show.
- The halls will be locked and alarmed from the inside when the show is closed nightly.
- There are cameras in all halls, also for 24/7 security.
- Exhibitors may not have access to the facility beyond regular working hours without show management authorization.
- No drinking or selling alcoholic beverages while working in your booth, during show hours.

CLEANING OF BOOTHS

Debris from your booth must be swept or placed in the aisles after closing each evening. We cannot clean inside your booth. You may hire janitor/vacuum service at your own expense, contract with the decorator. Daily restocking – cleaning access will be granted each show day 1 hour prior to opening.

STATE REGULATIONS

This is a **No Smoking** facility; smoking will be allowed in designated areas only. South Carolina State Fire Regulations & City Ordinances prohibits **ANYTHING** from protruding into the aisles. These rules will be strictly enforced.

Additional information

- All food and beverages to be sampled must abide by the following standards:
 - Solid foods will be limited to bite size portions.
 - Liquids will be no larger than a four ounce cup
 - Only companies who manufacture the sampled product, or use said product in the day-to-day process of doing business, are permitted to bring their own samples.
 - All other exhibitors will purchase said food from the building concessionaire at cost plus twenty percent (20%)
- Exhibitor is responsible for collecting any sales or use taxes.
- Booths must be always staffed, during show hours.
- You are liable for any damages you may incur to the facility.
- Floors must be protected against any substance that can stain or damage the floor.
- No photography allowed of any other booth space but your own.
- **No helium-inflated balloons are allowed except as a permanent part of your display.**
- Nothing may be fastened to building walls and/or floors without using approved tape or fastening materials.
- Do not leave anything in the aisles that you do not want thrown away.
- Any show-sponsored contest is for the sole purpose to draw patrons to the show, therefore no exhibitor, exhibitor family, show personnel and their families, or the media are eligible to win.

Notice

The use in advertising or promotion of any likeness, or other representation, of Golf Carting Expo staff – or that of any exhibitor, celebrity, show décor, speaker, exhibit or patron without their express written permission, is illegal and may result in severe penalties. Representation of the North Charleston Convention Center is also prohibited without express permission of facility management.

**If you have any questions concerning your exhibitor information,
please feel free to call our office or your sales representative.**

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