



145 W 30th St 2Fl, New York, NY 10001
TEL: 212-947-8255 FAX: 212-947-8006
www.ncsevents.com

SHOW NAME AND DATE

IMPORTANT DATED MATERIAL

DEAR EXHIBITOR,

National Convention Services is pleased to provide complete exhibitor services for the **YOUR SHOW NAME & DATE** in **LOCATION**. In our commitment to promise an enjoyable and smooth running event, this NCS exhibitor service kit has been prepared for your use in planning your exhibit. *Please review the following information carefully and place orders early to save time, money and worry!*

Each 10'X10' Booth package will include:

SAMPLE PACKAGE

- 8' High Back wall and 3' High Side Drapery
- 1- 6' Skirted Table
- 2- Chairs
- 1- Exhibitor Identification Sign
- 1- Wastebasket

Move-in and Move-Out Schedule:

SAMPLE SCHEDULE

- Exhibitor Set Up:** Monday, November 7th, 200x 12noon - Hall Close
- Show Hours:** Tuesday, November 8th, 200x 10:00 am - 6:00 pm
- Wednesday, November 9th, 200x 10:00 am - 5:00 pm
- Exhibitor Dismantle:** Wednesday, November 9th, 200x 5:00 pm – Hall Close
- Exhibitor Dismantle:** Thursday, November 10th, 200x 8:00 am- 10:00 am

ADVANCE ORDER DEADLINE

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **DEADLINE DATE**. *We must have a major credit card on file to process your orders!* Please complete the payment Policy Form in its entirety with correct information. NCS Exhibitor forms must be returned to our NY office and can be faxed directly to 212-947-8006. Order forms for electrical, audiovisual, telephone etc. should be returned to the specific contractor providing these services.

IMPORTANT SHIPPING PROCEDURES

National Convention Services recommends shipping exhibit material up to 30 days in advance prior to the event to our Advance Freight-Receiving Warehouse. Making advance shipping arrangements will ensure a prompt and secure delivery to your exhibit site! The event's location will not have the facilities to receive and store such

For Advance Shipping to Warehouse: All freight shipments must be shipped prepaid and received in our warehouse no later than **DATE**. *A 25% late charge will apply if orders for advance shipping are received after*
For Direct Shipping to Show Site: Please DO NOT ship exhibit materials directly to show site to arrive prior to **DATE**. *You must designate your shipments for arrival during exhibitor set-up date only and label your*

Please call our Exhibitor Services Department at 212-947-8255 for any questions we may assist you with. We look forward to working with you and wish you a very successful event!

Sincerely,
National Convention Services