



February 2022

Dear Northeastern Forest Products Equipment Expo exhibitor:

The 2022 Northeastern Forest Products Equipment Expo in Essex Junction, Vermont is coming together and we're very happy that you decided to participate in this exceptional event.

Please review this packet of information and more importantly, **share it with the people who will be on-site working the show for you.** Your company's show experience will be more pleasant and profitable if everyone on your show staff is familiar with the contents of this package. **Above all, please use the Expo checklist and observe the published deadlines.**

On the left side of the folder you'll find the Expo safety rules. We have also included a sheet of Loggers' Expo logos that can be dropped into your pre-show publicity pieces and advertisements. Remember, you can reference an up-to-date map of the exhibit space by visiting our web site at www.northernlogger.com.

The Burlington, VT area can be a popular destination and inevitably there will be other events and visitors in town during the same week as our Expo, so hotel room availability sometimes is a bit tight. This makes it critical that you handle your hotel arrangements as soon as possible. Don't put this off until the last minute.

Please note that Expo registration for both exhibitors and attendees is different this year. We've been forced to switch from our long-time name badge approach to an Exhibitor Pass approach. More details are in the packet, but as usual **it's best for you to obtain enough Exhibitor Passes for your booth personnel in advance as it'll cost \$10 at the door to enter the Expo.**

We are pleased to continue the practice of providing complimentary forklift service. We ask that you plan your display set-up so that these forklifts are not tied up for an inordinate period of time. *A helpful hint: Have your trucker bring a booth layout diagramming where items should be placed within your booth or exhibit area.*



Northeastern Forest Products Equipment Exposition

P.O. Box 69
Old Forge, New York 13420
(315) 369-3078
FAX: (315) 369-3736
email: expo@northernlogger.com
Website: www.northernlogger.com



Remember also, your truck will be unloaded with forklifts, not cranes. Since safety is a prime concern, we retain the right to refuse to unload when the process is inherently unsafe or if the load exceeds the posted limit of the forklifts we have on site. Should this happen, other arrangements for unloading must be made by the exhibitor, at the exhibitor's expense.

Inside booths will be equipped with a backdrop drape, side rail drape, an 8' draped table, two folding chairs, a wastebasket, and a one-line sign with your company name. For exhibitors who take two or more inside booths, we will provide a single set of furnishings for every two booths unless otherwise instructed. Outside exhibit spaces do not receive tables and chairs.

Please note that no parking will be allowed in the exhibit area during show hours. In addition, vehicles may not be driven through the exhibit grounds during exhibition hours. Care also should be taken during set-up so that vehicles are not parked in someone else's exhibit space.

Information pertaining to advance shipments is provided on the *Event Quick Facts* sheet provided by Capital Convention Contractors. Freight may be shipped directly to -

Champlain Valley Exposition
105 Pearl Street
Essex Junction, VT 05453

ATT: Loggers' Expo -- make sure you include your booth/space number

Note -- Direct shipments must be scheduled to arrive no earlier than Wednesday May 4, 2022. Shipments arriving before Wednesday will be refused, incurring additional costs for the shipper. Exhibitors may be charged a fee for delivering package(s) to a booth or space.

I'll be your primary contact during set-up, though we'll have a number of familiar faces working the show again. We all have many years of experience with this show, and we promise to assist you as best we can and to answer any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "JOE". The signature is written in a bold, slightly slanted font. A long, sweeping horizontal line is drawn above the letters, extending from the left side of the signature towards the right, ending above the letter 'E'.

Joe Phaneuf
Show Manager

P.S. The enclosed posters will help promote the Expo. Please assist us by posting them in scaling shacks, coffee shops, parts departments and other places where industry people frequent.