

CAPITAL

convention contractors
153 Northboro Road, Suite 6 | Southborough, MA 01772
capitalconventions.com | Fax: 508-481-1150

877-335-3700

Northeastern Forest Products
Equipment Expo
Champlain Valley Exposition
Essex Junction, VT
May 6-7, 2022

EVENT QUICK FACTS

BOOTH INFORMATION

Your allotted space is 10' wide x 8' deep (excluding bulk spaces).

Each space includes: 8' high back drape 8' draped table
 3' high side drape (2) chairs
 Exhibitor ID sign wastebasket

Show colors: Green & White

EXHIBIT HALL CARPET

Exhibit Hall is NOT Carpeted.

MATERIAL HANDLING

ADVANCE SHIPMENTS

Please use enclosed freight labels

Receiving hours: M-F 9:00 am to 4:00 pm

Must arrive by: April 29, 2022

To: Exhibitor Name & Booth # (if available)
For: Northeastern Forest Products Equipment Expo
c/o Capital Convention Contractors
 153 Northboro Road - Suite 6
 Southborough, MA 01772

DIRECT SHIPMENTS

Please use enclosed freight labels

Received only during exhibitor move-in hours

Only on: May 4-5, 2022

To: Exhibitor Name & Booth # (if available)
For: Northeastern Forest Products Equipment Expo
c/o Capital Convention Contractors
 Champlain Valley Exposition
 105 Pearl Street
 Essex Junction, VT 05452

Official Show Carrier: **YRC**

ADVANCE ORDER DISCOUNT DATE

Capital Equipment and Service Orders received with full payment by **April 22, 2022** enjoy the discounted Advance Price as shown in this Manual. Standard pricing will prevail for all orders received after this date.

For non-Capital services, please refer to the specific contractors' order forms enclosed within this manual for pricing policies.

SHOW SCHEDULE

Indoor Exhibitor Set-up:	Tuesday, May 3	8:00 a.m. – 4:30 p.m.	<i>Heavy Equipment Exhibitors</i>
	Wednesday, May 4	9:00 a.m. – 4:30 p.m.	<i>General Move In</i>
	Thursday, May 5	9:00 a.m. – 4:30 p.m.	<i>General Move In</i>
	Friday, May 6	7:00 a.m. – 9:00 a.m.	<i>General Move In</i>
Exhibit Hours:	Friday, May 6	9:00 a.m. – 5:00 p.m.	
	Saturday, May 7	9:00 a.m. – 4:00 p.m.	
Exhibitor Dismantle:	Saturday, May 7	4:00 p.m. – 8:00 p.m.	

Drivers for all carriers must be checked in at the Capital Exhibitor Service Desk for pickup of freight by: **May 7, 2022 6:00 PM.**

If you have any questions, please feel free to contact Exhibitor Services.
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Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

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EASY & SECURE ONLINE ORDERING

Hassled by printing forms and faxing, or scanning and emailing them? If so, take advantage of **Online Ordering!**

If you prefer to order your *Capital Conventions* products and services online, we have a fully secure and easy to use Online Ordering system specifically tailored to this event.

Your secure login credentials will be emailed to you, with all the information you need to get started. Even better, you can use your same login information for multiple shows with *Capital Convention Contractors*; no more keeping track of multiple logins for multiple events.

All the *Capital* products and services that you find on the following Exhibitor Service Manual forms are available at our secure storefront.

[Click Here to Access Online Ordering](#)

If you haven't yet received your credentials, email us at help@capitalconventions.com

Of course, you can still fax or email your orders to us if you prefer:

- Fax orders to 508.481.1150
- Email orders to help@capitalconventions.com



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