

EVENT QUICK FACTS

INSIDE 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 are: Green & White

EXHIBIT HALL CARPET

Exhibit Hall is Not Carpeted.

MATERIAL HANDLING

ADVANCE SHIPMENTS

Please use freight labels from the online portal
Receiving hours: M-F 9:00 am to 4:00 pm

Must arrive by: April 26, 2024

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 freight labels from the online portal
Received only during exhibitor move-in hours

Only on: May 2-3, 2024

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

ADVANCE ORDER DISCOUNT DATE

Capital Equipment and Service Orders received with full payment by **April 19, 2024** enjoy the discounted Advance Price.

Standard pricing will prevail for all orders received after this date.

For non-Capital services, please refer to the specific contractors' order forms from the online portal for pricing policies.

SHOW SCHEDULE

Heavy Equipment Exhibitors Load-in:	Tuesday,	April 30	2:00 p.m. – 5:00 p.m.
Exhibitor Move-in:	Wednesday,	May 1	9:00 a.m. – 4:30 p.m.
	Thursday,	May 2	9:00 a.m. – 4:30 p.m.
	Friday,	May 3	7:00 a.m. – 9:00 a.m.
Exhibit Hours:	Friday,	May 3	9:00 a.m. – 5:00 p.m.
	Saturday,	May 4	9:00 a.m. – 4:00 p.m.
Exhibitor Dismantle:	Saturday,	May 4	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 4, 2024 6:00 PM.**

If you have any questions, please feel free to contact Exhibitor Services.
Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

EASY & SECURE ONLINE ORDERING

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

We have a fully secure and easy to use Online Ordering system specifically tailored to this event.

Please email Exhibitor Services at help@capitalconventions.com to get your secure login credentials. Once you set up your account, you can use the same login credentials for multiple shows with *Capital Convention Contractors*; no more keeping track of multiple logins for multiple events.

You can also access online ordering by visiting our website at www.capitalconventions.com.



If you have any questions, please feel free to contact Exhibitor Services at the number below.
Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com