

# 2024 Northeastern Forest Products Equipment Expo Essex Junction, VT

## PLANNING CHECKLIST

The following operational and promotional forms are contained in this packet:

Form	Deadline	Return to
<input type="checkbox"/> Hotel Reservations	ASAP	Call the Hotel
<input type="checkbox"/> Camping Reservations	ASAP	CVE
<input type="checkbox"/> Exhibitor Access Codes - <i>registration</i>	ASAP	NELA
<input type="checkbox"/> Attendee Discount Codes - <i>registration</i>	ASAP	NELA
<input type="checkbox"/> Attendee VIP passes – <i>registration</i>	ASAP	NELA
<input type="checkbox"/> Exhibitor Liability Insurance	ASAP	Rainprotection
<input type="checkbox"/> Promotional assistance	ASAP	NELA
<input type="checkbox"/> Show program advertising	ASAP	NELA
<input type="checkbox"/> Expo sponsorship	ASAP	NELA
<input type="checkbox"/> Wood Order Form	April 1	NELA
<input type="checkbox"/> Phone/Special Electrical Order	April 1	CVE
<input type="checkbox"/> Forklift Service	April 12	NELA
<input type="checkbox"/> Awards Banquet table sponsor	April 12	NELA
<input type="checkbox"/> Expo registration list	April 19	NELA
<input type="checkbox"/> A/V Equipment	April 19	VTAV
<input type="checkbox"/> Capital Convention Contractors	April 19	CCC

### Contact Information

#### **NELA**

Joe Phaneuf  
P.O. Box 69  
Old Forge, NY 13420

Phone: (315) 369-3078  
Fax: (315) 369-3736  
E-mail: [expo@northernlogger.com](mailto:expo@northernlogger.com)

#### **VT Audio Visual**

Ben Lawrence  
536 South Willard St  
Burlington, VT 05401

Phone: (802) 363-2538  
E-mail: [info@vtaudiovisual.com](mailto:info@vtaudiovisual.com)

#### **CVE**

Brenna Deavitt  
Champlain Valley Exposition  
Box 209, Essex Junction, VT 05453

Phone: (802) 878-5545 x12  
Fax: (802) 878-2151  
E-mail: [BDeavitt@cvexpo.org](mailto:BDeavitt@cvexpo.org)

#### **Capital Convention Contractors**

Tom Kalnicki  
153 Northboro Rd, Suite 6  
Southborough, MA 01772

Phone: (877) 335-3700  
Fax: (508) 481-1150  
E-mail: [help@capitalconventions.com](mailto:help@capitalconventions.com)