

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

Cross Insurance Center
Bangor, ME
May 16-17, 2025

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



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

EVENT QUICK FACTS

INSIDE BOOTH INFORMATION

Arena Booths are 10' wide x 10' deep.
Concourse Booths are 10' wide x 8' deep.
Bulk space size varies.

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 enclosed freight labels
Receiving hours: M-F 9:00 am to 4:00 pm
Must arrive between: April 16, 2025-May 9, 2025
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 14-16, 2025
To: Exhibitor Name & Booth # (if available)
For: Northeastern Forest Products Equipment Expo
c/o Capital Convention Contractors
 Cross Insurance Center
 515 Main Street
 Bangor, ME 04401

ADVANCE ORDER DISCOUNT DATE

Capital Equipment and Service Orders received with full payment by May 2, 2025 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 enclosed within this manual for pricing policies.

SHOW SCHEDULE

Indoor Exhibitor Move-in:	Thursday	May 15	8:00 a.m. – 4:30 p.m.
Exhibitor Move-in:	Friday	May 16	7:00 a.m. – 9:00 a.m.
Exhibit Hours:	Friday	May 16	9:00 a.m. – 5:00 p.m.
	Saturday	May 17	9:00 a.m. – 4:00 p.m.
Exhibitor Dismantle:	Saturday	May 17	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 17, 2025 6:00 PM.**

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