



Shepard Exposition Services

4710 Trident Court

Baltimore, MD 21227

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Event Code: M152570310

SHOW INFORMATION

**National Facilities Management and Technology
Conference / Expo and Maintenance Solutions Expo**

March 16-18, 2010

Baltimore Convention Center

Baltimore, Maryland

BOOTH PACKAGE

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign

Show drape color(s): Black, White, Red, White, Black
Aisle carpet color: Red, Tuxedo, Blue, Teal, Tuxedo
NFMT Exhibitors aisle carpet: Red
MSX Exhibitors aisle carpet: Tuxedo (Black and White Combination)
Building Services Pavilion Exhibitors aisle carpet: Blue
Green Tech aisle carpet: Teal
Safe Building Expo aisle carpet: Tuxedo (Black and White Combination)

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Sunday, March 14, 2010	8:00 AM - 4:30 PM
	Monday, March 15, 2010	8:00 AM - 4:30 PM
	Tuesday, March 16, 2010	8:00 AM - 10:00 AM
Exhibit Hours:	Tuesday, March 16, 2010	12:00 PM - 4:00 PM
	Wednesday, March 17, 2010	11:00 AM - 3:00 PM
	Thursday, March 18, 2010	11:00 AM - 2:00 PM
Exhibitor Move-out:	Thursday, March 18, 2010	2:00 PM - 10:00 PM
	Friday, March 19, 2010	8:00 AM - 12:00 PM
Freight Re-route Time:	Friday, March 19, 2010	9:00 AM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Monday, February 15, 2010
Discount price deadline for all Shepard orders:	Tuesday, February 23, 2010
First day for warehouse deliveries without a surcharge:	Monday, February 15, 2010
Last day for warehouse deliveries without a surcharge:	Tuesday, March 9, 2010
First day freight can arrive at show facility:	Sunday, March 14, 2010 at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

National Facilities Management and Technology
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c/o Shepard Exposition Service

4710 Trident Court

Baltimore, MD 21227

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

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Baltimore Convention Center

1 W Pratt St

Baltimore, MD 21201

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.