

BASIC INFORMATION

BOOTH PACKAGE:

Exhibit booth backwalls will be combination of (8 feet high) black, white and red back drape, (36 inches high) black side dividers. The exhibit hall is NOT carpeted. **Considering the economic times, NFMT is waving its mandatory booth carpet / floor covering requirement for 2011. (Booth carpet / floor covering will not be required for NFMT 2011)** A Company identification sign (7" x 44") will also be provided. Any additional equipment can be ordered through the official contractor forms contained in the right hand side of this kit.

Aisle Carpet:

- NFMT Exhibitors aisle carpet will be red
- MSX Exhibitors aisle carpet will be tuxedo
- Building Services Pavilion Exhibitors aisle carpet will be blue.
- GreenTech aisle carpet will be teal.
- Safe Building Expo aisle carpet will be tuxedo

EXHIBIT ADMISSION HOURS:

Exhibitors will be allowed on the exhibit floor one (1) hour prior to opening, daily, during Exhibition dates. If for some reason an exhibitor must remain with his exhibit after daily show closing, special arrangements will also be required. This procedure will enable us to notify our security personnel by providing them with company and individual's name.

REMOVAL OF EXHIBITS: - **VERY IMPORTANT!**

All exhibits will close promptly at 2:00 PM Thursday, March 17th. Exhibits are not to be dismantled or removed, in whole or in part, prior to the official closing at 2:00 PM. Beginning at this time aisle carpet will be removed and empty exhibitor boxes/crates will be returned. To expedite this process, exhibitors are requested not to interfere with the return of empty crates by confining dismantling to their booth area only.

TEMPORARY SET-UP/DISMANTLE BADGES:

All personnel representing the exhibitor or his agents on the exhibit floor during installation and dismantling must be properly identified with the official conference badge. Please complete the exhibitor appointed contractor work authorization form if applicable. Exhibitor registration will be open during the setup of the exhibition. All exhibitors are to register their personnel in advance. The exhibitor's authorized representative must certify any additions or changes in registration made during the conference.

MATERIAL HANDLING:

Unloading or reloading at the dock of any and all private vehicles and contracted carriers will be handled by Shepard. Nothing will be hand carried across the dock! Shepard will control access to the loading docks in order to provide a safe and orderly move-in/move-out. Please refer to the Shepard forms for more details.



— I N C L U D I N G —



EXHIBITORS SERVICE CENTER:

To assist exhibitors on-site, a service desk will be operational on the exhibit floor staffed by the official contractors. Directional signs indicating location will be posted. Exhibitors may follow-up with advance orders or order any on-site services and products at this desk. Representatives from each of the contracting firms will be available in this area.

BALLOONS:

No balloons of any kind will be permitted. No Exceptions.

AGE RESTRICTION:

No one under 18 years of age will be allowed in the conference sessions or on the exhibit floor.

PLEASE BE AWARE OF VENDORS FALSELY CLAIMING TO BE NFMT OFFICIAL VENDORS! ONLY THOSE VENDORS LISTED ON THE OFFICIAL CONTRACTORS LIST HAVE BEEN SELECTED AS NFMT OFFICIAL VENDORS. IF YOU WOULD LIKE TO CONFIRM THE STATUS OF A VENDOR NOT ON THE LIST WHO HAS CONTACTED YOU, PLEASE CONTACT THERESA URBANCZYK AT turbanczyk@showmgmtservices.com