



## LOGISTICS & SPECIFICATIONS: New Product Line

Thank you for contracting a New Products Line. In order to meet the deadlines and specifications for this opportunity, please read the following information in its entirety.

**Location:** Pratt Street Level 300 and Charles 100 Lobbies

**Dimensions:** You will receive one showcase unit with a separate door, featuring company-produced artwork on the showcase header and side panel of the showcase by the door. **The artwork should be provided as a vectored EPS file.** Artwork dimensions are listed below.

- Showcase header 42 3/4" wide x 10 1/8" tall
- Side panel 17 7/8" wide x 96" tall
- Back panel 38-3/16" wide x 86-1/4" tall (copy should start about 12" down from top as the header will block that portion).

**Please provide the artwork for the New Product Line no later than Friday, August 4.**

Showcase unit will include 3 shelves that are all **18"H X 36"W X 11"D**.

**Set-Up:** Exhibitors will be able to enter the Showcases at the below times only:

	Wednesday, 9/13	Thursday, 9/14	Friday, 9/15	Saturday, 9/16
<b>Set-Up</b>	10:00am - 5:30pm			
<b>Showcases Unlocked for Adjustments</b>		8:30am – 9:30am 12:00pm – 1:00pm 5:30pm – 6:30pm	8:30am – 9:30am 12:00pm – 1:00pm	9:00am – 9:30am
<b>Product Removal</b>				4:00pm – 5:30pm
<b>Left Products Donated</b>				5:30pm

**Removal:** **Saturday, September 16th: 4:00 p.m. – 5:30 p.m.**  
**The showcase doors will not, under any circumstances, be unlocked prior to 4:00 p.m. on Saturday, September 24<sup>th</sup>.** Any products left in the showcase at 5:30 p.m. will be donated to a local food bank. New Hope Network is not responsible for any products or display articles left after 5:30 p.m. on Saturday, September 24<sup>th</sup>.

**Guidelines:**

- Bring any supplies (tape, scissors, stapler, markers, etc.) you may need to set-up your display. We do not keep supplies in the Showcase Office.
- Electricity is not provided or allowed in the showcases. Battery operated lights or moving display objects are welcome.
- Make sure your display is visible on the top, middle or bottom shelves.
- Use empty bottles & packages for displays. New Hope Natural Media cannot assume responsibility for any products that are damaged or stolen while in the display case.
- New Product line units will be placed together if you have purchased more than one unit.

**Questions? Contact Us!**

Please contact Alex MacGregor: (P) 303.998.9218 (E) amacgregor@newhope.com