



LOGISTICS & SPECIFICATIONS: Product Showcase

Thank you for purchasing a Product Showcase at Natural Products Expo East. In order to meet the deadlines and specifications for this opportunity, please read the following information in its entirety. If you have any questions, contact your Client Services Specialist at the contact information listed at the bottom.

Location: Pratt Street Level 300 and Charles 100 Lobbies

Product Showcase Unit Sizes:

- **All Categories** (except Bulk and Food Service Category) 18"H X 18"W X 11"D
- **Bulk and Food Service Category** 30"H X 18"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
Set-Up	10:00am - 5:30pm			
Showcases Unlocked for Adjustments		8:30am – 9:30am 12:00pm – 1:00pm 5:30pm – 6:30pm	8:30am – 9:30am 12:00pm – 1:00pm	8:30am – 9:30am
Product Removal				4:00pm – 5:30pm

Guidelines:

- Bring any supplies (tape, scissors, stapler, markers, etc.) you may need to set-up your display. We do not keep supplies in the Product Showcase Office.
- Electricity is not provided or allowed in the showcases. Battery operated lights or moving display objects are welcome.
- Showcases are assigned alphabetically within your category based on company name.
- **DO NOT TAMPER WITH OTHER PRODUCTS. TAMPERING WILL RESULT IN YOUR PRODUCT SHOWCASE BEING ELIMINATED. THIS INCLUDES MOVING NAME TAGS.**

Security:

We advise that you utilize empty bottles & packages for displays. Although we make every effort to secure the Product Showcase area, New Hope is not liable for any lost or damaged goods while in display area.

Removal:

Remove your products from the showcase between 4:00 p.m. and 5:30 p.m. on Saturday, September 16th. **Please plan accordingly.** All products left in the showcase at 5:30 p.m. will be donated.

To Purchase Onsite Visit: Product Showcase Office in the Pratt Street Lobby Level 300.

Questions? Contact us!

Client Services Specialist (p) 303.998.9208 (e) expoeast@newhope.com