



Education and Events: September 12–15, 2018
Trade Show: September 13–15, 2018
 Baltimore Convention Center, Baltimore, MD USA

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 3.

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, 9/12	Thursday, 9/13	Friday, 9/14	Saturday, 9/15
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	9:00am – 9:30am
Product Removal				4:00pm – 5:30pm
Left Products Donated				5:30pm

Removal: **Saturday, September 15th: 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 15th. 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 15th.

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