



Education and Events March 7-11, 2018
 Trade Show:
 Anaheim Convention Center North Hall March 8-10, 2018
 Anaheim Convention Center Main Halls March 9-11, 2018
 Anaheim, CA USA

LOGISTICS & SPECIFICATIONS: New Product Line: North Halls Lobby

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

Location: Lobby - North Halls

Dimensions: You will receive one showcase unit with a separate door, featuring company-produced artwork on the showcase header, inside back panel, and side panel of the showcase by the door. **The artwork should be provided as a vectored EPS file.** Please submit artwork to amacgregor@newhope.com no later than Friday, February 9, 2018.

- 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).

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

Please provide the artwork for the New Product Line no later than Friday, February 2.

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

	Wednesday, 3/7	Thursday, 3/8	Friday, 3/9	Saturday, 3/10
Set-Up	8:00am - 5:00pm			
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				6:00pm – 7:30pm
Left Products Donated				7:30pm

Removal: **Saturday, March 10th: 6:00 p.m. – 7:30 p.m.**
 The showcase doors will not, under any circumstances, be unlocked prior to 4:00 p.m. on Saturday, March 10th. Any products left in the showcase at 7:30 p.m. will be donated to a local food bank. New Hope Network is not responsible for any products or display articles left after 7:30 p.m. on Saturday March 10th.

- 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