



LOGISTICS & SPECIFICATIONS: New Product Line

Thank you for purchasing a New Product Line. 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 Katie McCoy at kmccoy@newhope.com

Details: Your New Product Line will feature company-produced artwork on the showcase header, inside back panel, and side panel of the showcase. The artwork should be inserted directly into the [templates](#) provided.

- **Showcase Header**

42 $\frac{3}{4}$ " W x 10 $\frac{1}{8}$ " H

- **Side Panel**

17 $\frac{7}{8}$ " W x 96" H

- **Back Panel***

38 $\frac{3}{16}$ " W x 86 $\frac{1}{4}$ " H

*copy for back panel should start 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



Guidelines:

- **Supplies:** Exhibitors are responsible to bring any necessary supplies to set up Product Showcases. We recommend bringing tape, scissors, staplers, and markers.
- **Weight:** Product displays **CANNOT exceed 20lbs** in weight. Anything exceeding this limit will be removed.
- **Electricity:** Electricity is not provided or allowed in the showcases. Battery operated lights or moving display objects are welcome.
- **Security:** Although we make every effort to secure the Product Showcase area, New Hope Network is not liable for any lost or damaged goods while in display area.
We advise that you utilize empty bottles & packages for displays
- **Removal:** Remove everything from the showcase at the time listed below under "Product Removal". All products left in the showcase after the "Left Products Donated" time will be donated to Second Harvest Food Bank.



Setup Schedule:

Location: ACC North Hall, Plaza Level				
	Tuesday, 3/5	Wednesday, 3/6	Thursday, 3/7	Friday, 3/8
Set-Up	8:00am – 5:00pm			
Adjustment Times		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

Location: ACC, Level 100, Main Lobby					
	Tuesday, 3/5	Wednesday, 3/6	Thursday, 3/7	Friday, 3/8	Saturday, 3/9
Set-Up	10:00am – 5:30pm	10:00am – 5:30pm			
Adjustment Times			8:00am – 9:00am 12:00pm – 1:00pm 5:00pm – 6:00pm	8:00am – 9:00am 12:00pm – 1:00pm	8:00am – 9:00am
Product Removal					4:00pm – 5:30pm
Left Products Donated					5:30pm

Please submit artwork to Katie (kmccoy@newhope.com) no later than Friday, February 1, 2019. See [templates](#) and [Print Artwork Guidelines](#) for further details.

Questions? Contact me!

Katie McCoy

(t) 303.998.9513

(m) 720.601.7953

(e) kmccoy@newhope.com