

## 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](mailto:kmccoy@newhope.com).

**Details:** Your New Product Line will feature your company's artwork on the showcase header, inside back panel, and side panel of the showcase. Please use the [template](#) provided.

- **(1) Showcase Header**

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

- **(1) Back Panel\***

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

- **(1) Side Panel**

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

\*copy for back panel should start 16" down from top as the header will block that portion depending on where the viewer is standing.

Showcase unit will include 3 shelves that are all **36" W x 11" D**



### Guidelines:

- **Supplies:** Exhibitors are responsible for bringing any necessary supplies to set up New 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.

## Setup Schedule:

All New Product Line Showcases will be located in the PCC Level 200 Bridge				
	Wednesday, 9/22	Thursday, 9/23	Friday, 9/24	Saturday, 9/25
<b>Set-Up</b>	10:00am – 5:30pm			
<b>Adjustment Times</b>		8:30 – 9:30am 12:00 – 1:00pm 5:30 – 6:30pm	8:30 – 9:30am 12:00 – 1:00pm	8:30 – 9:30am
<b>Product Removal</b>				4:00 – 5:30pm
<b>Left Products Donated</b>				5:30pm
<b>Showcase Office Hours</b>	8:00am – 6:30pm	8:00am – 6:30pm	8:00am – 6:30pm	8:00am – 5:30pm

Please submit artwork to Katie (kmccoy@newhope.com) no later than Friday, August 13, 2021. See [templates](#) and [Print Artwork Guidelines](#) for further details.

### Questions? Contact me!

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