

Exhibitor Action Checklist

Exhibitor Service Kit

Questions? Contact the Exhibitor Service Desk at 1.303.998.9208 or send an email to esk@newhope.com

√	Action Item – Things to Do or Order	Who to Contact (vendor or recipient)	Do Before This Date (discounts may apply)
	BENEFITS If you meet deadlines, you will save money, you will be able to order what you want, and you will have a smooth-running show.	ABBREVIATION KEY CSI= Compusystems, Inc. NHNM= New Hope Natural Media MCCA=Massachusetts Convention Center Authority	
	Read Exhibitor Service Kit (in its entirety)	NHNM	ASAP
	Review Event Marketing and Sponsorship Opportunities	NHNM	Opportunity deadlines apply
	Meeting Room Reservations – limited availability	NHNM	ASAP
	Hotel Reservations	Travel Planners	ASAP
	Buyers' Guide Color Section Due: Ad Reservations, Sponsor descriptions and logos, and Exhibitor Presented Seminar titles, descriptions, and logos	NHNM	Friday, July 10, 2009
	Confirm date and time of onsite booth space selection for 2010	NHNM	August 2009
	Buyers' Guide Exhibitor Listings Due	NHNM	Monday, August 10, 2009
	Lead Retrieval Unit	CSI	Thursday, August 13, 2009
	Certificate of Liability Insurance (must bring onsite)	Your Insurance Company	Monday, September 21, 2009
	Exhibitor Appointed Contractor (EAC) Form	NHNM	Monday, August 24, 2009
	Booth Guidelines: Approval Request Form (applies to booth blocks, peninsulas, islands only)	NHNM	Monday, August 24, 2009
	Advance Freight Shipments at the Warehouse – BEGIN	FREEMAN	Monday, August 24, 2009
	Environmentally Friendly Carpet and Materials	FREEMAN	Friday, August 28, 2009
	Badges – register for badges by this deadline to receive via pre-show mailing	NHNM	Saturday, September 2, 2009
	Cleaning, Booth	MCCA	Thursday, September 3, 2009
	Electrical Services	MCCA	Thursday, September 3, 2009
	Food Preparation and Catering for Booth	ARAMARK	Thursday, September 3, 2009
	Product Sampling Guidelines and Food Temps	ARAMARK	Thursday, September 3, 2009
	Security, Booth	MCCA	Thursday, September 3, 2009
	Water, Air, Drain, Gas	MCCA	Thursday, September 3, 2009
	Electrical Cord Service (Please note: must be ordered separately from Electrical Services)	FREEMAN	Monday, September 7, 2009
	FREEMAN – Advance order deadline for all Freeman services	FREEMAN	Monday, September 7, 2009
	Onsite Storage (dry, frozen, refrigerated)	FREEMAN	Monday, September 7, 2009
	Computer Equipment	TRC	Wednesday, September 9, 2009
	Audio Visual Equipment	PSAV	Wednesday, September 9, 2009
	Floral	Plants Alive	Friday, September 11, 2009
	Advance Freight shipments at the warehouse – LAST DAY	FREEMAN	Monday, September 14, 2009
	Refrigeration Equipment	Lowes	Monday, September 14, 2009
	Freight Direct to Boston Convention & Exhibition Center (refer to target schedule)	FREEMAN	Monday, September 21, 2009
	Exhibitor Registration Opens at 8:00 am	NHNM	Tuesday, September 22, 2009
	Bring electronic press kits to the Press Room, between 8:00 am – 6:30 pm	NHNM	Wednesday, September 23, 2009
	Set-up Product: Product Showcase Displays	NHNM	Wednesday, September 23, 2009