



CompleteXPO Services
Meeting The Needs of Today's Events!
 411 W. Lake Brantley Rd., Altamonte Springs, FL 32714
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NeoCon® East
PHILADELPHIA

October 28th-29th, 2015
 Pennsylvania
 Convention Center
 Philadelphia, Pennsylvania

Exhibitor Information

Dear Exhibitor,
 CompleteXPO Services is pleased to have been chosen as the Official General Service Contractor for **NeoCon East 2015**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Merchandise Mart Properties, Inc.
 222 World Trade Center, Suite 470
 Chicago, IL 60654
 Phone: (312) 527-7587
 Fax: (312) 739-6122
 E-Mail: scamargo@mmart.com

All questions regarding shipping, storage, furniture rental, labor and other services, should be directed to:

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 Altamonte Springs, FL 32714
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Included in this service kit are order forms for various items that you may require. These CompleteXPO forms are to be returned to our office and the other forms to the **specific contractor who is providing the service**. Please review these forms and submit your orders as early as possible.

Exhibit Installation and Dismantle Schedule

EXHIBITOR SET-UP:	Monday, October 26th Tuesday, October 27th	8:00 am to 5:00 pm 8:00 am to 6:00 pm
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NOTE: All prefabricated displays must be set and empty crates tagged for storage by 5:00 pm on Tuesday, October 27th.

SHOW HOURS:	Wednesday, October 28th Thursday, October 29th	9:00 am to 6:00 pm 9:00 am to 4:00 pm
DISMANTLE DATES & TIMES:	Thursday, October 29th Friday, October 30th	4:00 pm to 9:00 pm 8:00 am to 3:00 pm

NOTE: All exhibits must be dismantled and removed by 3:00 pm on Friday, October 30th. Truck drivers must register (sign in) for pick-up before 12:00 noon or freight may be re-routed through Complete Logistics, the house carrier.

Your 10 ft. X 10 ft. Booth Includes:

- 8 ft. High White Draped Back Wall
 - Standard 7 in. by 44 in. Booth Identification Sign indicating the exhibiting company's name and booth number.
 - 3 ft. High White Draped Side Dividers
- NOTE: The Exhibit floor is NOT Carpeted. The Aisle Carpet will be White.*