

SHOW LOCATION: Penn Plaza Pavilion - Seventh Avenue & 33rd Street, adjacent to Hotel Penn, Street Level

SET-UP HOURS & INSTRUCTIONS: Tuesday, January 16 is our official setup day - from 3PM to 8PM The Freight elevator (on 32nd Street) will be available from 2PM to 7:00PM - additional move in information will be provided. There will not be freight elevator service on Wednesday morning. You may move in only with hand carried materials or rolling suitcases through the entrance on Seventh Avenue & 33rd Street (Tuesday & Wednesday). Easiest way to bring in materials is by using rolling suitcases. If you have racks or dollies you will need to use the freight on the 32nd Street side to the hotel.

MATERIAL SHIPMENTS: We suggest you bring your own display material since this is a “table top” show. Management cannot be held responsible for lost packages. The hotel will receive shipments for DG EXPO up to 10 days prior to the show. Mark each package as follows: Hotel Pennsylvania - 401 Seventh Avenue New York, NY 10001 - Convention Services Dept./18th Floor c/o Ashley Anderson - Mark for DG EXPO / January 17th, plus your company name. Check with your freight carrier to make sure that your packages were delivered and signed for at the Hotel Pennsylvania. When your packages have arrived at the hotel, please send details to exhibitor@dgexpo.net - we will have dg expo staff sorting through the packages so that they are organized and may be delivered to your exhibit space by Tuesday afternoon, January 16th. Please give us a cell phone contact number in case we need to contact you. There are handling charges for shipments to the show and out bound shipping. Packages under 40 lbs will be billed at \$20 per package inbound and an additional \$20 for outbound, between 40-100lbs at \$40 per package in and out fee. For shipments over 100 lbs please contact us to confirm costs and arrangements. If you require additional information please write to exhibitor@dgexpo.net. DG expo is not responsible for lost packages, the exhibitor is responsible for tracking packages and follow up.

SHOW HOURS: Wednesday, January 17 - from 10:00AM to 6:30PM Thursday, January 18 - from 9:30AM to 6:00PM Exhibit spaces must be staffed and open for business till 6:00PM on Thursday.

MOVE OUT HOURS Thursday, January 18 - from 6:00PM to 7:30PM. Exhibitors will not be permitted to remove their display before 6:00PM. The penalty for early pack up is a \$300 fine, and loss of priority placement for future shows in NYC. If you cannot take your exhibit materials with you at show closing - Arrangements made be made to pick up materials on Friday morning on the 18th Floor at the Hotel Pennsylvania you must either take your packages there or pay a handling fee. We are arranging for a truck to take all UPS and FEDEX packages directly to the carrier on Thursday evening after 7:00PM - all packages must have outbound shipping labels attached and be packed and ready for pickup and left in your space. Additional Move out details will be provided.

SPACE FURNISHINGS & SIGNS: Exhibit furnishings provided by the show are limited to tables (6'x 30", 6' x 18"). Table are not covered. You must order table covers or bring your own. Exhibitors must order their furniture (and table cloths) in advance. Please bring your own fabric to cover tables. All exhibitor materials must be confined within your own space. You may not block another exhibitor's space in any way. With prior permission you may bring your own rack/s and display materials if you have the appropriate space. A limited number of racks are available for rent and MUST be ordered 10 days prior to the show. Professional Printed Banners/Signs are permitted with in your space if they are placed on (with masking tape, or command strips) /or free-standing in front of a Column (within your space) and do not block your neighbor. Management reserves the right to remove signs that are judged to be inappropriate – e.g. Sale / Price signs.

LIGHTING & ELECTRICITY: There is standard Ballroom lighting. Exhibit spaces do not include electricity, there will be a few electrical outlets for “emergency” use to recharge batteries. Please come with your batteries charged.

TERMS & CONDITIONS: Exhibitor agrees to make no claims against DG EXPO CORP, its employees and /or agents, or the venue, agents or employees; for loss, theft, damage or destruction of goods; or for any injury to them or their employees, and/or agents while on the show site. Exhibit shall remain in place until the show closes. Exhibitor agrees to keep its property within the confines of its space at all times the show is open. The Show management reserves the right to make changes in floor plan and exhibit spaces assigned at its sole discretion. The Exhibitor herein acknowledges receipt and agreement to all of the Terms and Conditions. Full payment is due 30 days prior to the show and is non-refundable.

Company:

Agreed to by:

Date:
