



## **Show Colors are ...**

- **Aisle Carpet:** ..... Plum
- **Booth Drape:** ..... Plum, Yellow and Teal

## **Important Dates and Times...**

### ➤ **Set-Up Hours<sup>1</sup>:** .....

All booths must be completely set-up by 5:00 PM Tuesday with all crates and boxes removed by 1:00 PM.

***No exhibit set up will be allowed on Wednesday morning, November 18 as In-Booth Sales Meetings begin at 8 AM Wednesday.*** Please plan your schedule accordingly.

**Monday, November 16**  
8:00 AM - 5:00 PM

**Tuesday, November 17**  
8:00 AM - 5:00 PM

### ➤ **Show Hours:** .....

Schedule an In-Booth Sales Meeting to meet with your customers. In-Booth Sales Meetings can be scheduled anytime from 8:00 AM to NOON on Wednesday and Thursday. Please see the requirements to hold a meeting under the "Sales Meeting" tab.

**Wednesday, November 18**  
NOON – 5:00 PM

**Thursday, November 19**  
NOON – 5:00 PM

**Friday, November 20**  
8:00 AM – NOON

### ➤ **Dismantle Hours:** .....

Everything must be dismantled, packed, and ready for removal from the Convention Center by NOON Saturday. Please be familiar with the "Exhibit Removal" instructions in the SES General Information section included in this manual.

**Friday, November 20**  
NOON – 8:00 PM

**Saturday, November 21**  
8:00 AM – NOON

<sup>1</sup>If you require additional time to set-up, contact EMI for arrangements at [nssea@expomanage.net](mailto:nssea@expomanage.net).

# SHIPPING INFORMATION FOR THE SCHOOL EQUIPMENT SHOW

## Warehouse Shipping Address:

Exhibiting Company Name/Booth #  
NSSEA School Equipment Show  
C/O Freeman  
YRC Warehouse  
2021 South 51<sup>st</sup> Avenue  
Phoenix, AZ 85043

Beginning **OCTOBER 19, 2009** Freeman will accept crated, boxed or skidded material at the above address. Materials arriving after **NOVEMBER 06, 2009** will be received at the warehouse with an additional after deadline charge. Warehouse material are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. – 3:00 p.m.

## Show Site Shipping Address:

Exhibiting Company Name/Booth #  
NSSEA School Equipment Show  
C/O Freeman  
Phoenix Convention Center  
100 North 3<sup>rd</sup> Street  
Phoenix, AZ 85004

Freeman will receive shipments at the exhibit facility beginning **NOVEMBER 16, 2009 at 8:00 a.m.** Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

## Please be familiar with the following so that there are no surprises on-site:

- School Equipment Show Exhibit/Display Rules and Regulations including the Exhibit Planning Aids
- Fire and Life Safety Regulations
- Area Work Rules