



## EXPOSITION SCHEDULE

EXHIBITS ARE LOCATED IN EXHIBIT HALLS #1 AND #2

### MOVE - IN

Tuesday, December 5 8:00AM – 6:00PM

Wednesday, December 6 8:00AM – 3:00PM

**ALL EXHIBITS MUST BE SET BY 3:00PM ON WEDNESDAY, DECEMBER 6, 2006.** After this time NLC Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the exposition. If you foresee any difficulty in meeting this deadline, you must request a variance. Please contact Tanja Bossert at 703.631.6200 or email [tbossert@jspargo.com](mailto:tbossert@jspargo.com) by 5:00pm (EST) on Monday, November 27, 2006.

### SHOW HOURS

Wednesday, December 6 6:30PM – 8:00PM – Exhibit Hall Opening Reception

Thursday, December 7 10:30AM – 5:00PM

Friday, December 8 10:30AM – 2:00PM

***All exhibits must be staffed during exhibit hours!***

### MOVE - OUT

Friday, December 8 2:00PM – 8:00PM

Saturday, December 9 8:00AM – Noon

**IMPORTANT NOTICE:** Exhibits may not to any extent be dismantled before 2:00PM on Friday, December 8, 2006. Any Exhibitor who begins to dismantle or pack exhibit materials prior to closing will be assessed a **\$500 penalty fee** and may be restricted from participating in future NLC Expositions until this fee is reconciled. Please make your travel arrangements accordingly.

Straight time labor hours are Monday through Friday, 8:00AM – 4:30PM.



## DEADLINE CHECKLIST

<input type="checkbox"/>	September 29	Inclusion in Nation's Cities Weekly
<input type="checkbox"/>	October 13	Expo Portal/Show Program
<input type="checkbox"/>	November 3	Lead Retrieval Discount Deadline
<input type="checkbox"/>	November 11	Exhibitor Advance Registration Form
<input type="checkbox"/>	November 11	Exhibitor Housing Request Form
<input type="checkbox"/>	November 20	On-Site Contact Information Form
<input type="checkbox"/>	November 22	Freeman Order Forms & Payment <i>to receive early bird special</i>
<input type="checkbox"/>	November 22	Electric
<input type="checkbox"/>	December 1	Shipments to the advance warehouse to avoid "After Deadline Charges"
<input type="checkbox"/>	December 1	Lead Retrieval Final Advance Deadline After 12/1 you MAY order on show site
<input type="checkbox"/>	December 6	Exhibits MUST be set by 3:00PM

**No specific deadline dates were given by the individual contractors for the below services. Please refer to the actual order form for more information and order specifications.**

<input type="checkbox"/>	25% surcharge for onsite orders	Audio Visual and Computer Service Order Form
<input type="checkbox"/>	Order 14 days prior to Move-In	Phone & Internet Service Order Form
<input type="checkbox"/>	Refer to Order Form	Floral Service Order Form
<input type="checkbox"/>	Refer to Order Form	Food and Beverage Service Order Form