



RPM CompleteXPO Services

Meeting The Needs of Today's Events!

411 W. Lake Brantley Rd., Altamonte Springs, FL 32714
Phone 407-786-EXPO (3976) • Fax 407-786-3977
E-Mail: info@completexpo.com

NeoCon® East

November 2nd-3rd, 2011
Baltimore Convention Center
Baltimore, Maryland

Exhibitor Information

Dear Exhibitor,

RPM CompleteXPO Services is pleased to have been chosen as the Official General Service Contractor for **NeoCon East 2011**. 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.
200 World Trade Center, Suite 470
Chicago, IL 60654
Phone: (312) 527-7514
Fax: (312) 527-7998
E-Mail: MDavidson@mmart.com

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

RPM CompleteXPO Services
411 W. Lake Brantley Rd.
Altamonte Springs, FL 32714
Phone: (407) 786-3976
Fax: (407) 786-3977
E-Mail: info@completexpo.com

Included in this service kit are order forms for various items that you may require. These RPM 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 31st | 8:00 am to 5:00 pm |
| | Tuesday, November 1st | 8:00 am to 6:00 pm |

NOTE: All prefabricated displays must be set and empty crates tagged for storage by 5:00 pm on Tuesday, November 1st.

| | | |
|-------------------------------------|-------------------------|--------------------|
| SHOW HOURS: | Wednesday, November 2nd | 9:00 am to 6:00 pm |
| | Thursday, November 3rd | 9:00 am to 4:00 pm |
| DISMANTLE DATES & TIMES: | Thursday, November 3rd | 4:00 pm to 9:00 pm |
| | Friday, November 4th | 8:00 am to 3:00 pm |

NOTE: All exhibits must be dismantled and removed by 3:00 pm on Friday, November 4th. Truck drivers must register (sign in) for pick-up before 12 noon or freight may be re-routed through RPM Logistics, the house carrier.

Your 10 ft. X 10 ft. Booth Includes:

- 8 ft. High White Draped Back Wall
- 3 ft. High White Draped Side Dividers
- Standard 7 in. by 44 in. Booth Identification Sign showing the exhibiting company's name and booth number.

NOTE: The Exhibit floor is NOT Carpeted. The Aisle Carpet will be White.