



**TRI-CITY-EXPO**  
Connecting Business in New Hampshire



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## EXHIBITOR INFORMATION KIT

**Tri-City Expo, Thursday, October 1, 2015 • 3-7pm**  
Center of NH Expo Center, Radisson Hotel, Manchester

This exhibitor kit contains all the relevant information about the show. Please take the time to review the material, as it will assist you in preparing for the Expo. Also, be sure to submit all the necessary forms by the deadlines stated. Included in this kit:

- Tri-City Expo General Information & Tips
- Booth Set Up/Breakdown Requirements & Hours
- Booth Layout Specs
- Exhibition Floor Plan

The Greater Concord, Manchester and Nashua Chambers of Commerce are looking forward to another successful event. If you have any questions, please do not hesitate to call any of us:

### CONCORD

Valerie Blake: (603) 224-2508  
vblake@concordnhchamber.com

### MANCHESTER

Lauren Kannenburg: (603) 666-6600  
laurenk@manchester-chamber.org

### NASHUA

Cecilia Ulibarri: (603) 881-8333  
culibarri@nashuachamber.com

*Thank you, and we'll see you at the Tri-City Expo!*

**www.tricityexpo.com**



# TRI-CITY-EXPO

Connecting Business in New Hampshire

## TRI-CITY EXPO TIPS

### FOOD SERVICE:

If you are planning to hand out food at your booth, fill out the HEALTH DEPARTMENT Form found on the Tri-City Expo website and send it Manchester Health Department by mail or fax: (603-624-6466).

### TRI-CITY EXPO BOOTH CONTEST!

Back by popular demand – Tri-City Expo Booth Contest! One exhibitor each will be awarded “Best in Show,” “Best Theme” and “Best in Bistro.” Judging will take place from 2:30-4:30pm.

### INTERNET ACCESS:

WiFi will be complimentary this year thanks to our WiFi sponsor, PC Connection. Internet access instructions will be at your booth the day of the event.

### SET-UP:

Review set-up and break down schedule in this kit. Make arrangements to arrive at the Expo Center early in the day to allow ample time for set up and trouble shooting. ***If you fail to set up your space by 2 pm the day of the event, you will forfeit your booth space with no refund.***

### GIVEAWAYS:

Consider the benefit of handing out free gifts bearing your company name at your booth. Your chamber of commerce can provide names of local companies that specialize in enhancing your business image with specialty and novelty items.

## BOOTH SET-UP/BREAK DOWN

### EXHIBITOR CHECK-IN:

10 am - 2pm, Thursday, October 1, 2015, Center of NH Expo Center, Radisson Hotel Manchester. NOTE: There will be NO on-site registration the day of the show.

### UNLOADING & LOADING:

UNLOADING IS NOT ALLOWED IN FRONT OF THE RADISSON HOTEL MANCHESTER and will be strictly enforced. FREE “LOAD-IN” HELP: Thanks to our volunteers, our loading docks will be staffed with people ready to help move you into the show. Cars have access to the loading dock through the Radisson Hotel Manchester garage entrance on Granite Street, and trucks have access to the trucking dock, located on the Pleasant Street side of the hotel.

### EXPO HOURS:

SET-UP: Thursday, October 1, 2015, 10 am – 2 pm (no set-up during day before)

PLEASE NOTE: Booths MUST be set up before 2 pm. Any booth not set up by this time will forfeit their place at the show, WITH NO REFUND!

EXHIBITOR-TO-EXHIBITOR SHOW: 2 pm – 3 pm

Exhibitors are invited to network with each other and view each others’ booths. Expo doors will open at 3 pm.

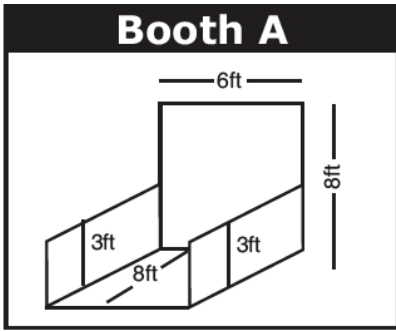
EXHIBIT HOURS: 3 pm – 7 pm on Thursday, October 1, 2015

BREAK DOWN: Exhibitors must not to breakdown prior to 7 pm. There will be no volunteers to assist with breakdown.

### ANNOUNCEMENTS:

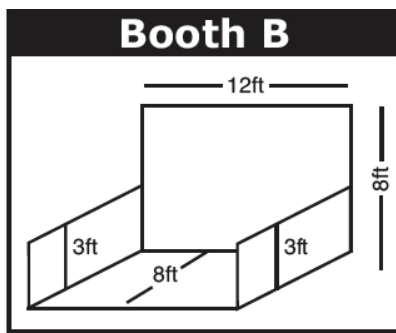
Exhibitors at Tri-City Expo can run their own contests at their booths and have results announced the night of Tri-City Expo. With help from 96.5 The Mill \* 1370 WFEA \* 94.1 & 103.1 Hot Hits in the Expo Center, a communications center will allow exhibitors to announce their contest results to the crowd. A designated amount of time will be provided each hour for exhibitor announcements. Forms will be available in your booth to fill out for the announcer. (\*Tri-City Expo has the right to place restrictions on airtime based on prize worth, announcement frequency, etc.)

# BOOTH LAYOUT SPECS



- A INCLUDES:**
- Pipe & drape (Violet)
  - One 6 ft. with skirting
  - One chair
  - Company sign with booth number
  - 4 staff lanyard
  - 4 guest passes

**ADDITIONAL FREE PASSES:**  
 Each booth purchase comes with free passes for your guests. Use these free passes for your clients, friends, whomever you wish. But remember, ALL attendees must have a pass or pay admission of \$5. Passes are available at [www.tricityexpo.com](http://www.tricityexpo.com).



- B INCLUDES:**
- Pipe & drape (Violet)
  - One 6 ft. table with skirting
  - One chair
  - Company sign with booth number
  - 8 staff lanyard
  - 8 guest passes

**ELECTRICITY:**  
 PLEASE NOTE: Electricity sign up was on your registration form. Call (603) 224-2508 if you have questions.

# TRI-CITY EXPO FLOOR PLAN

PLEASE NOTE:  
 Exhibit space is approximate and subject to change.

