

## EXHIBITOR HOST KIT

### EXPO BASICS

**DATE:** September 26, 2019

**CHECK IN:** 10 AM – 2 PM

**EXPO HOURS:** 3 PM – 7 PM

**WIFI:** Complimentary

**PARKING:** Attached garage at  
the Center of New Hampshire.

[CLICK HERE](#) TO VIEW OTHER  
DOWNTOWN MANCHESTER  
PARKING OPTIONS!

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.

The Greater Concord, Manchester and Nashua are looking forward to another successful event.

If you have any questions, please do not hesitate to contact [programs@manchester-chamber.org](mailto:programs@manchester-chamber.org).



### ALL EXHIBITOR BOOTHS INCLUDE:

- ◆ 8' x 10' booth, 8' back wall and 3' side walls
- ◆ (1) 6' skirted table
- ◆ (2) folding chairs
- ◆ (1) wastebasket
- ◆ (1) ID sign with your business name on back wall of booth
- ◆ Wifi access and instruction sheet
- ◆ (6) blank nametags for your employees



# 2019 TRI CITY EXPO

## THURSDAY, SEPTEMBER 26

### CENTER OF NH EXPO CENTER MANCHESTER

## EXPO OVERVIEW AND LOGISTICS

### EXHIBITOR CHECK-IN

- You may check in at the expo hall on Thursday, September 26 between 10am and 2pm. Booths should be set up no later than 2:30pm.
- NOTE: There will be NO on-site registration the day of the show.

### UNLOADING & LOADING

- **UNLOADING IS NOT ALLOWED IN FRONT OF THE DOUBLETREE HOTEL.**
- Complimentary load-in assistance: Loading docks will be staffed by College Bound Movers, our moving sponsor, ready to help move you into the show.
- Cars have access to the loading dock through the Manchester DoubleTree Downtown Hotel garage entrance on Granite Street, and trucks have access to the trucking dock, located on the Pleasant Street side of the hotel.

### BOOTH SET-UP

- SET-UP: Thursday, September 26 from 10am – 2pm. *Set up is not available prior to this time.*
- PLEASE NOTE: Booths MUST be set up before 2pm. *Any booth not set up by this time will forfeit their place at the show, with no refund.*
- Make arrangements to arrive at the Expo Center early in the day to allow ample time for set up and trouble shooting.

### ELECTRICITY

- Electricity sign up was included as an option with online registration. Email [programs@manchester-chamber.org](mailto:programs@manchester-chamber.org) if you have questions.
- Electricity set up without advance notice will be an additional charge on site.

### SHOW COLORS

- Back and side drapes are black.
- Aisle carpet is “tuxedo gray.”

### EXPO HOURS

- EXHIBITOR-TO-EXHIBITOR SHOW: 2pm – 3pm. Exhibitors are invited to network with each other during this time. Expo doors will open at 3pm.
- EXHIBIT HOURS: 3pm – 7pm on Thursday, September 26.
- BREAK DOWN: Exhibitors must not breakdown prior to 7pm. There will be no volunteers to assist with breakdown.

### INTERNET ACCESS

- WiFi will be complimentary this year thanks to our WiFi sponsor, Merrimack County Savings Bank.
- Internet access instructions will be at your booth the day of the event.

### GIVEAWAYS

- Consider a giveaway at your booth. We will provide a giveaway form for you to fill out and have announced at the show.
- We recommend you ask attendees to fill out their contact information at your booth, in case they miss the announcement or have left, so you may contact them to deliver their prize.

### ADMISSION

- Admission to the show is FREE.
- Please encourage your colleagues, clients, and friends to attend!
- A shuttle will be running from downtown parking garages to the expo. Check our website at [www.tricityexpo.com](http://www.tricityexpo.com) for more information.



