

Booth Equipment:

Each 10' x 10' booth will be set with 8' high **BLUE** background drape, 3' high **BLUE** side divider drape, (1) - 6' table draped **RED**, (2) - folding chairs, (1) - wastebasket, and (1) - 7" x 44" booth identification sign.

Carpet:

The facility is fully carpeted.

SHOW DATES & TIMES

Exhibitor Move-In:

Friday **May 1, 2015** **12:00 pm - 3:00 pm**

Exhibit Hours:

Friday	May 1, 2015	3:00 pm - 6:00 pm	<i>Exhibit Open</i>
Friday	May 1, 2015	6:30 pm - 9:00 pm	<i>Hospitality Party</i>
Saturday	May 2, 2015	10:30 pm - 12:00 pm	<i>Key Note Speaker</i>
Saturday	May 2, 2015	12:00 pm - 5:00 pm	<i>Exhibit Open</i>

Exhibitor Move-Out:

Saturday **May 2, 2015** **5:00 pm - 9:00 pm**

IMPORTANT INFORMATION

Shipping:

Advance Receiving at the Warehouse - Blaine Event Services will accept crated, boxed or skidded materials up to 30 days in advance of show set-up. Materials should be shipped to ARRIVE AT OUR WAREHOUSE **NO LATER THAN MONDAY, APRIL 27, 2015**.

Direct Shipments to the Riverside Convention Center - c/o Blaine Event Services. Direct to show-site shipments will be accepted beginning on **FRIDAY, MAY 1, 2015**.

Outbound Shipments - All carriers (trucking companies) must check in at the Blaine Service Desk **NO LATER THAN 6:00 PM ON SATURDAY, MAY 2, 2015** for freight pick-up. If your carrier fails to check in, your freight will be re-consigned to the Official Show Carrier.

Assistance:

Should you have any questions or need further assistance, please contact our Exhibitor Service Department by phone at (714) 522-8270, by FAX at (714) 522-8271 or by e-mail at info@blainesvs.com.

Payment Policy:

All orders/services must be paid in full, including Material Handling Charges (which will ensure delivery of your equipment/freight to your booth). Please fill out the Payment/Charge Authorization form which is included in your exhibitor information packet. Any balances due because of a declined credit card or an under estimated payment by check must be settled at the Blaine Service Desk prior to the closing of the show.



BIG Convention Trade Expo
Riverside Convention Center
May 1 - 2, 2015

