



## GENERAL INFORMATION

**EXHIBITION AREAS:** Exhibits will be located in the Expo Center and Expo North, as well as at outdoor space adjacent to these buildings. Large and heavy equipment can best be displayed inside the Expo Center and Expo North buildings or at the abundant outside space. Forklift service is available in all buildings in the Champlain Valley Exposition.

**SHOW HOURS:** Exhibition hours are 9:00 a.m. to 5:00 p.m. Friday, May 11, 2012 and 9:00 a.m. to 4:00 p.m. Saturday, May 12, 2012.

**EXHIBIT SET-UP:** Most outside spaces will be available for move in and set-up on Tuesday, May 8, 2012. Inside space will be available for set-up beginning at 8:00 a.m. on Wednesday, May 9, 2012. The booths will be available for exhibitors to set-up their displays beginning at 8:00 a.m. Thursday, May 10, 2012. All displays must be ready for the opening of the show at 9:00 a.m., Friday, May 11, 2012. Set-up hours on Tuesday, Wednesday and Thursday will be 8:00 a.m. to 6:00 p.m. All display material must be removed from inside the Blue Ribbon Pavilion, Expo Center and Expo North by Noon, Sunday, May 13, 2012.

**EXHIBIT SPACE:** Outside spaces are shown in blocks of 25'x25' for planning purposes only. The outside spaces may be renumbered on the final layout to reflect the actual configuration chosen by the exhibitors. Rows L, H, G, W and part of Row Y have been reserved for live demo equipment and will accommodate exhibitors with equipment that they intend to operate as part of their display. Should that space be filled we will expand to other dedicated space specially for live demonstrations.

Inside booths include backdrop, side rails, an identification sign, a skirted table, two folding chairs and a waste basket. Inside bulk space includes a draped table, two chairs and a wastebasket.

**SPACE ASSIGNMENT:** Previous exhibitors have been invited to choose space(s) similar to what they had in 2010. Space will be sold on a first-come-first-served basis. A deposit of at least 25% of the total exhibit space fee is required before space can be assigned.

**PROGRAM:** Each exhibitor will be listed in the show program at no additional charge, provided that they have contracted for space by March 1, 2012. Details concerning advertising in the show program and in the April issue of *The Northern Logger and Timber Processor* will be mailed upon receipt of the contract.

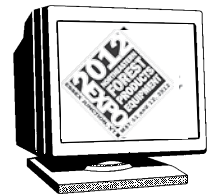
**ELECTRICITY:** Inside booths and spaces will have electricity available if needed for an additional charge. The charge for basic 110V/500 watt service is \$50 when ordered 15 days in advance of the show. An electrical order form will be sent to all exhibitors for non-standard electrical needs. Outside exhibitors who require electricity should make arrangements on their own to acquire a portable generator. When using portable generators, every consideration should be given to your neighbors. Pick a space that will minimize the distraction to other exhibitors.

**SECURITY:** There will be security on the grounds beginning at dusk, Tuesday, May 8, 2012 through Sunday, May 13, 2012.

**SAFETY:** Every exhibitor must adhere to the highest safety standards. The show's safety director will order any demonstration shut down and removal of any display that is deemed unsafe or fosters unsafe work practices.

**ADVERTISING:** The show is being promoted extensively through advertising in *The Northern Logger* and other trade journals in this country and Canada.

**ADMISSION AND REGISTRATION:** Admission is free to members of the wood industry who register in advance. This applies to attendees who register in advance online, and to exhibitors who register in advance either by mail or online. There will be a \$7 registration fee for attendees and exhibitors alike who fail to pre-register. Each person will be required to register prior to entering the show. A complete list of registrants will be available to each exhibitor, upon request. A modern registration system will be in place at the Expo which will accurately report the numbers attending and will produce a neat, printed badge.



For current information about booth availability and occupancy, visit the show website at:

[www.northernlogger.com](http://www.northernlogger.com)