



Great Northeast Home Show – January 29-31, 2010

Exhibitor Form Checklist – Times Union Center

We suggest you photocopy all completed forms for your records

Item

Due Date

- Seminar form.....Wednesday, December 16
- Door prize form.....Monday, December 21
- Ad for the special section.....Monday, December 21
- Exhibitor publicity form.....Wednesday, December 23
- Booth rental balance.....Monday, December 28
 Checks made payable to: Times Union
 Mail to: Home Show, Times Union, News Plaza, Box 15000, Albany, NY 12212
- Booth furnishings order.....Friday, January 22
- Phone/Internet service.....Friday, January 22
- Electric.....Friday, January 22
- Porter service.....Friday, January 22
- Water and drainage serviceFriday, January 22

Important Numbers

- Booth sales/Advertising.....Times Union - Shannon Seebode.....(518) 454-5583
- Floor plan/building logisticsEd Lewi Associates – Amanda Lecce....(518) 383-6183
- Seminars.....Ed Lewi Associates – Amanda Lecce....(518) 383-6183
- Booth furnishings.....Clifton Park Rental.....(518) 877-7449
- Phone/Internet service.....Times Union Center – Noelle Piazza(518) 487-2089
- Electric.....Times Union Center – Noelle Piazza(518) 487-2089
- Porter Service.....Times Union Center – Noelle Piazza(518) 487-2089
- Water and drainage service.....Times Union Center – Noelle Piazza(518) 487-2089

Cut Your Costs

- Order everything you need for you booth space IN ADVANCE. Orders placed after above dates and/or at the show are subject to premium charges.
- Ship your material in as few crates as possible (details are in the manual).
- Build as much of your booth as you can prior to arriving at the show.