

# General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road . Limerick Business Center  
Pottstown, PA 19464

Phone: 610-495-8866 . Fax: 610-495-8870  
Email: [info@generalexposition.com](mailto:info@generalexposition.com)

## Exhibitor Quick Facts

### Community Association Institute

Garden State Exhibit Center  
October 26, 2016

#### Exhibitor Move-In Hours:

Tuesday, October 25, 2016 from 12:00Noon to 5:00PM

All exhibits must be completely installed by: 5:00PM on Tuesday, October 25, 2016.

#### Show Hours:

Wednesday, October 26, 2016 from 10:00AM to 3:30PM

#### Exhibitor Move-Out Hours:

Wednesday, October 26, 2016 from 3:30PM to 5:00PM

All equipment & exhibit materials must be completely removed from the show floor by: 5:00PM on Wednesday, October 26, 2016.

Note: All Freight Carriers must check in at the dock or service desk at the close of the show or freight will be shipped C.O.D. via our show carriers YRC or UPS.

#### Shipping Information

##### Advance Warehouse Shipping Address:

Name of Exhibiting Company  
Your Booth Number  
Community Association Institute  
General Exposition Services  
205 Windsor Road  
Limerick Business Center  
Pottstown, PA 19464

Advance Warehouse Discount Deadline: Friday, October 21, 2016

Last Date to Arrive at Warehouse Address: Friday, October 21, 2016

Warehouse receiving hours: Monday - Friday 8:30 AM - 11:45 AM and 12:30 PM - 4:30 PM

##### Direct Show Site Shipping Address:

Name of Exhibiting Company  
Your Booth Number  
Community Association Institute  
Garden State Exhibit Center  
c/o General Exposition Services  
50 Atrium Drive  
Somerset, NJ 08873

Direct Show Site Delivery Hours: Tuesday, October 25, 2016

**No Freight will be accepted in advance at show site.**

#### Show Colors:

Drape: Super Booths- Blue/Gold

Premium Prime Booths- Blue

Standard Booths- Black

Prime Booths- Silver

Booth Carpet: none

The Show floor is: Aisle Carpet ONLY- blue matrix

If you desire booth carpeting of another color, please indicate this on the Carpet Order Form.

#### Booth Equipment:

Each booth is supplied with 8 foot high back drape and 3 foot high side drape along with an ID Sign containing Company name and Booth number. All booths will be 10 feet deep and 10 feet wide.

DO NOT pin or staple any materials to the drape. Special background will be needed for any display materials that exceed 25 lbs in total weight. Arrangements for this type of display should be made in advance and brought to the exhibit hall ready for assembly. Installations are subject to approval of show management.

**Display Furniture:**

1-6' skirted table, 2 chairs and a wastebasket are included with your booth space. Additional furnishing items can be rented by completing the Furniture Order Form.

**Payment and Charge Authorization Form must be completed for every order. Credit Card Authorization MUST accompany ALL orders. To qualify for Advance Discount Prices, FULL payment including 7 % Tax MUST be included with your order.**

**Electrical Service:**

Electric is not included with your booth space. If you require electric, please complete the Garden State Exhibit Center electric order form and fax it directly to the Garden State Exhibit Center.

**Telephone/Internet Services:**

Telephone/Internet is not included with your booth space. If you require telephone/internet ,please complete the Garden State Exhibit Center electric order form and fax it directly to the Garden State Exhibit Center.

*Electrical Plumbing and Telephone/Internet orders should be made, with payment, directly to Show location.*

**Service Desk:** An exhibitor's service desk will be located in the exhibit hall to service the needs of exhibitors.

**Please refer to the Form List provided in the online service kit for additional services offered.**

**Assistance:** If you have any questions or need assistance, please contact General Exposition Services at:

Phone: (610) 495-8866 Fax: (610) 495-8870

Email: [info@generalexposition.com](mailto:info@generalexposition.com)

**Exhibiting Company:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_