

EVENT QUICK FACTS

BOOTH INFORMATION

Each 10' x 8' Booth Package Includes:

8' tall backwall	(2) chairs
3' tall siderail	exhibitor ID sign
6' draped table	wastebasket

Each Table Top Package Includes:

6' draped table	(2) chairs
exhibitor ID sign	wastebasket

Show colors are: Black Side and Back Drape, Gold Table Skirts

EXHIBIT HALL CARPET

Exhibit Hall is Carpeted.

MATERIAL HANDLING

ADVANCE SHIPMENTS

Please use enclosed freight labels

Receiving hours: M-F 9:00 am to 4:00 pm

Must arrive by: October 6, 2021

To: Exhibitor Name & Booth # (if available)
For: New England Section of the AUA Annual Meeting
c/o Capital Convention Contractors
153 Northboro Road -Suite 6
Southborough, MA 01772

DIRECT SHIPMENTS

Please use enclosed freight labels

Received only during exhibitor move-in hours

Only on: October 14, 2021

To: Exhibitor Name & Booth # (if available)
For: New England Section of the AUA Annual Meeting
c/o Capital Convention Contractors
DoubleTree by Hilton
870 Williston Road
South Burlington, VT 05403

ADVANCE ORDER DISCOUNT DATE

Capital Equipment and Service Orders received with full payment by **September 29, 2021** enjoy the discounted Advance Price as shown in this Manual. Standard pricing will prevail for all orders received after this date.

For non-Capital services, please refer to the specific contractors' order forms enclosed within this manual for pricing policies.

SHOW SCHEDULE

Exhibitor Set-up:	Thursday,	October 14	11:00 a.m. – 3:00 p.m.
Exhibit Hours:	Thursday,	October 14	3:30 p.m. – 6:30 p.m.
	Friday,	October 15	7:30 a.m. – 12:30 p.m.
	Friday,	October 15	2:00 p.m. – 8:00 p.m.
	Saturday,	October 16	7:00 a.m. – 10:30 a.m.
Exhibitor Dismantle:	Saturday,	October 16	10:30 a.m. – 12:00 p.m.

Drivers for all carriers must be checked in at the Capital Exhibitor Service Desk for pickup of freight by: **October 16, 2021 12:00 PM.**