

GENERAL INFORMATION

For all questions on NCEA 2018 policies, regulations and display limitations, contact NCEAexhibitor@ntpevents.com or call 800-687-7469.

For questions regarding shipping, storage, labor, rental of utilities, furniture, carpet, special decorations, audio/visual, etc., please see the Official Contractors listing at the end of this section.

EXHIBIT LOCATION

Duke Energy Convention Center
525 Elm St,
Cincinnati, OH 45202
Phone: (513) 419-7300
Web: <http://www.duke-energycenter.com/>

SHOW HOURS

Tuesday	April 3	10:00 am - 3:00 pm
Wednesday	April 4	8:45 am - 5:15 pm
Thursday	April 5	8:30 am – 1:30 pm
<i>(Hours Subject to Change)</i>		

Exhibitor personnel are permitted to enter the hall at 7:30 am each exhibit day. Any exhibitor requiring earlier entry must obtain written permission from Show Management the day prior and obtain a Special Work Permit. Exhibitors must exit the hall at posted times during set-up and tear-down and at the end of exhibit hours on show days.

EXHIBIT SET-UP HOURS

Monday	April 2	8:00 am – 6:00 pm
Tuesday	April 3	7:00 am – 9:00 am
Set-up MUST be completed by 8:30am on April 3rd		

Note: All displays must be in place and display material, cartons and refuse removed from the aisles by 8:30am, Tuesday, April 3rd to facilitate final preparations of the exhibit hall. Exhibitors will be permitted to work within their exhibit spaces until 9:30 am.

EXHIBIT BREAK DOWN

Thursday	April 5	1:30 pm – 8:00 pm
All materials must be removed by 8:00 pm on April 5th		

Note: All exhibitor materials must be removed from the hall by 8:00 pm, Thursday, April 5, 2018. All signed Bills of Lading must be completed and turned into the GES Exhibitor Service Center by 8:00 pm on Thursday, April 5. All carriers must check-in no later than 6:00 pm on Thursday, April 5 for all outbound shipments. Displays must be completely packed and ready to ship, before your carrier or vehicle will be allowed access to the loading docks.

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Exhibitors may not begin dismantling any portion of their booth before 1:30 pm on Thursday, April 5th. All boxes/cartons are to remain out of sight until the exhibit hall has closed. Exhibitors who begin dismantling during expo hours face a penalty of lost priority points towards future space draws.

BOOTH EQUIPMENT & CARPET

Each 10' deep exhibit will receive 8 foot high back drape (blue and white) and 3 foot high side drape (blue) as well as a company ID sign. Electricity, furnishings, displays, and any other items are the responsibility of the exhibitor.

All exhibits **must have** floor covering (wall-to-wall (carpeting or other flooring), with no concrete floor exposed. The aisle carpet color for NCEA 2018 will be pepper), with pavilions carpeted in red and green. Exhibitors are encouraged to order booth cleaning/vacuuming for each night of the show. Cleaning service can be ordered from the Convention Center by completing the form available in this manual.

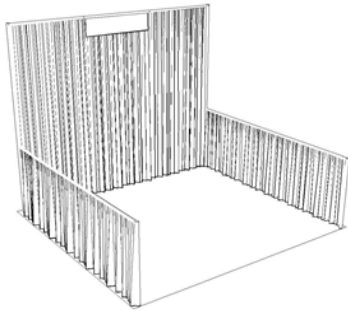


Diagram of a standard 10' x 10' booth space:

PARKING

The Duke Energy Convention Center has over 5,000 parking spaces locating immediately surrounding the Center in metered street spaces, private flat lots and private garages. The garages are located at 605 Plum St and 609 Elm St respectively. Both garages offer direct entry to the convention center via Cincinnati's Skywalk System.

- Garages hourly parking rate is \$2.00. The maximum daily rate is \$10.
- Garages space can be reserved online at <http://www.duke-energycenter.com/directions>. Service fees applied to online reservation. Credit cards and cash are accepted.
- Height restriction for both garages is 6'8".
- Overnight parking is not permitted.
- There are no in and out privileges.

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BUSINESS CENTER

A **Fedex** is located within walking distance of the convention center.

51 E 5th St.

Cincinnati, OH 45202

7am – 10pm Mon – Fri

8am – 8am Sat

10am – 8pm Sun

T: (513) 241-3366

SECURITY

Uniformed security guards and badge checkers will be stationed throughout the exhibit hall on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses.

The final responsibility, however, lies with the exhibitor. It is advised that items such as laptops, small monitors, or anything that is easily concealed, NOT be left unsecured in a booth over night.

INSURANCE

It is each exhibiting company's responsibility to maintain liability and property insurance covering its trade show exhibit presence. Exhibitors agree that NTP, its agents and employees, NCEA, its agents and employees, and the Duke Energy Convention Center: (a) Will not be responsible for any damage to or for the loss or destruction of the exhibitor's property or injuries to the exhibitor, his/her representatives, agents or employees, all claims for any such loss, damage, destruction, or injury being expressly waived by the Exhibitor. (b) Will be exempted from or indemnified for any claims for injury to any of the Exhibitor's representatives, agents, or employees.

NCEA as licensee of the Duke Energy Convention Center shall require all of its contractors, exhibitors and agents to procure and maintain commercial general liability insurance naming the city of Cincinnati as an additional insured and affording immediate protection to the limits of not less than \$500,000 per occurrence and carry workers' compensation before allowing such persons to enter the facility. All policies shall contain an endorsement waiving any claim or right of subrogation against the city.

EXCLUSIVE SERVICES

The Convention Center and its exclusive providers have sole and total control over all of the following services (collectively, "Exclusive Services"):

- Food and beverage service (including samples)
- Temporary utilities (electrical, compressed air, plumbing, water, and drainage)
- Telecommunications (voice, data, and network services)
- Exhibit booth cleaning

GENERAL INFORMATION



Official Contractors

NCEA goes through a lengthy process when selecting vendors for Convention to ensure that all exhibitors receive the best value and customer service. All approved vendors will have an "official vendor" logo on their paperwork. While you have the right to use any vendor for the Convention, choosing non-official/non-approved vendors may end up costing you more. NCEA asks that you use only the official vendors for NCEA 2018.

Audio-Visual & Computers (in-booth a/v and computer rentals)

BAVServices
10 Sonwil Drive
Buffalo, NY 14225

Contact..... Greg Back
Phone (800) 264-5010
Email..... gback@bavservices.com
www.bavservices.com

Catering (exclusive booth food & beverage service provider)

Spectra, Duke Energy Convention Center Phone..... (513) 419-7275
525 Elm Street Email...Steven_hennigan@comcastspectacor.com
Cincinnati, OH 45202

Electrical, Utilities, and Cleaning

Duke Energy Convention Center
525 Elm Street
Cincinnati, OH 45202

Phone..... 513-419-7317
Email... DECC-Exhibitorservices@comcastspectacor.com

General Service Contractor (material handling, display labor, rentals)

Global Experience Specialists, Inc. (GES)
7000 Lindell Road
Las Vegas, NV 89118-4702

Phone..... (800) 475-2098
International Calls..... (702) 515-5970
Fax..... (866) 329-1437
International Faxes.... (702) 263-1520
www.GES.com/chat

Hotel (Official Vendor)

Connections Housing
3834 Silvestri Lane
Las Vegas, NV 89120

Reservations..... 855.476.6976

Internet & Telephone (in-booth internet & telephone access)

Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118

Phone..... (513) 419-7201
EmailCSR@smartcity.com

Lead Retrieval (provides systems to capture sales leads)

Convention Data Services
107 Waterhouse Road
Bourne, MA 02532

Phone..... (508) 743-0186
Or (800) 746-9734
Email xpressleadpro@cdsreg.com

GENERAL INFORMATION

Registration (provides exhibitors and attendees with name and company identification)

Convention Data Services
107 Waterhouse Road
Bourne, MA 02532

Phone..... (508) 743-8576
Email NCEA@xpressreg.net

Show Management (booth space assignments, operational/regulations issues, questions)

NTP Events
313 S. Patrick St.
Alexandria, VA 223421

Phone.....800-687-7469
Fax.....703-706-8229
Email.....NCEAexhibitor@ntpevents.com

Shipping Services-Van Line/Ground and Air (ground and air services)

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