HARRAH'S RESORT ATLANTIC CITY . ATLANTIC CITY, NEW JERSE'S

To: Participating Suppliers – Exhibitor Service Manual Primary Contacts

From: Erica Hromas

Re: 2015 UniPro Fall Purchasing Conference

Harrah's Resort Atlantic City – Atlantic City, New Jersey

We are pleased you are joining us at Harrah's Resort Atlantic City for the 2015 UniPro Fall Purchasing Conference, October 12 – 15, 2015. Supplier set-up will be Monday, October 12, 2015 from 8:30 a.m. – 6:00 p.m. The Purchasing Sessions will begin on Tuesday, October 13, at 8:00 a.m. and will conclude at 11:00 a.m. on Thursday, October 15. It is very important that you adhere to the rules of the show and staff / maintain your booth until 4:30 p.m. on Tuesday and Wednesday, and until 11:00 a.m. on Thursday. No booth may be dismantled prior to 11:00 a.m. on Thursday.

The following exhibit information and shipping instructions are <u>very</u> important in preparation for this conference:

- ➤ Information on shipping samples, food preparation, electrical, furnishings, etc. are available in this Exhibitor Service Manual. Please pay close attention to the deadline dates included on the forms, as many dates vary.
- Please refer to the exhibitor listing and floor plan included in this Exhibitor Service Manual for the location of your booth(s) (alphabetical and numerical listings are provided).
- As part of your registration fee, your 10' x 10' Exhibitor Booth(s) will be furnished as follows:
 - √ 8' high back wall drape (gray & blue / ProForma: black & gold / Companions: beige & burgundy)
 - √ 33" side rail drape

- \checkmark 2 6' draped tables
- ✓ 4 chairs
- √ 1 wastebasket
- √ 11" x 17" booth identification sign

Any additional requirements you may have outside of this booth package (electrical, food prep, shipping fees, etc.) are at your own expense.

- ➤ The exhibit hall of Harrah's Resort Atlantic City <u>is</u> carpeted. The carpet is deep red with some multicolor accents throughout. An order form can be found using this Exhibitor Service Manual if you wish to order carpet and / or padding for your Booth(s).
- Canned, Dry, & Non Food Advance Shipping: All canned, dry, and non food exhibitor freight may be shipped in advance to the GES warehouse; shipment(s) must be received on or between Tuesday, September 8th and Wednesday, October 7th (Monday Friday, 9:00 a.m. 3:30 p.m.).

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- Canned, Dry, & Non Food Direct Shipping: All canned, dry and non food exhibitor freight may be shipped direct to the onsite GES storage unit at Harrah's Resort Atlantic City. Shipment(s) should arrive on or between Saturday, October 10th after 10:00 a.m. and Monday, October 12th by 6:00 p.m.
- Frozen / Refrigerated Direct Shipping: All frozen / refrigerated exhibitor freight may only be shipped direct to the onsite GES storage unit at Harrah's Resort Atlantic City. Direct Shipment(s) should arrive on or between Saturday, October 10th after 10:00 a.m. and Monday, October 12th by 6:00 p.m. Product shipped prior to this date will not be accepted. "Frozen" and / or "Refrigerated" should be clearly marked on the outside of all containers.
- Food Prep Services: If you require food prep services of Harrah's Resort Atlantic City, please contact Charles Bernier:

Charles Bernier
Director of Catering & Convention Services
Harrah's Resort Atlantic City
Phone: 609 – 441 – 5060

Fax: 609 – 441 – 5855 Email: cbernier@harrahs.com

- ➤ Should you have any direct questions of GES, please contact GES at 800-475-2098 or visit www.ges.com/chat.
- Your company representative attending this Fall Purchasing Conference should bring the following pertinent shipping information with them:
 - ✓ Method of shipment (UPS, FedEx, etc.)
 - ✓ Shipped Date
 - ✓ Expected Arrival Date
 - ✓ Quantity of Boxes Shipped

- ✓ Tracking Number(s) & Copy of Shipping Document(s)
- ✓ "Addressee" Information
- ✓ Pre addressed FedEx or UPS labels for Return Shipments

If you have any questions regarding the logistics of the 2015 UniPro Fall Purchasing Conference, please contact any member of UniPro's Meetings & Conventions Department at 770 – 952 – 0871.

We look forward to seeing you in Atlantic City for another great show!

UniPro Meetings & Conventions

