



In partnership with the National Association of Parish Catechetical Directors and the Catholic Library Association

NCEA 2014 Convention & Expo

April 22-24, 2014 | Pittsburgh, PA
David L. Lawrence Convention Center



Dear Exhibitor,

Thank you for choosing to exhibit at the NCEA 2014 Convention & Expo. NCEA 2014 will take place April 22 - 24 in Pittsburgh, PA, at the David L. Lawrence Convention Center.

Please find attached your exhibitor service manual. This manual helps you maximize your efforts by consolidating information from many sources into one easy-to-read document, including information for ordering electricity, furniture, and lead retrieval services in addition to shipping information. Please be mindful of all deadlines as they vary from vendor to vendor. This manual includes everything you will need to know to have a successful NCEA 2014.

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/ approved vendors may end up costing you more. NCEA asks that you use only the official vendors for NCEA 2014.

Important information for 2014:

- Cost-Saving Deadline Checklist
- Updated insurance regulations
- Floor covering required for all exhibit booths
- David L. Lawrence Exhibition Guidelines

If you have questions about anything in the service kit, please feel free to contact NTP's Jackie Odemer at NCEAexhibitor@ntpshow.com or 800-687-7469, x219.

We look forward to working with you and seeing you in Houston!

Best Regards,

Amy E Durkin, CEM
Director of Association Events

Jackie Odemer
National Trade Productions, Inc.
NCEA Show Management