

GENERAL INFORMATION

For all questions on NCEA 2014 policies, regulations and display limitations, contact NTP's Jackie Odemer at 703-706-8219, or 800-687-7469, x219.

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

EXHIBIT LOCATION

David L. Lawrence Convention Center
1000 Fort Duquesne Blvd
Halls B & C
Pittsburgh, PA 15222
Phone: (412) 565-6000 Web: <http://www.pittsburghcc.com/>

SHOW HOURS

Tuesday	April 22	12:00 pm - 5:00 pm
Wednesday	April 23	8:00 am - 4:00 pm
Thursday	April 24	9:00 am – 3:00 pm
<i>(Hours Subject to Change)</i>		

Exhibitor personnel are permitted to enter the hall at 7:30am 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 21	8:00 am – 5:00 pm
Tuesday	April 22	10:00 – 11:30 am
Set-up MUST be completed by 11:30am on April 22		

Note: All displays must be in place and display material, cartons and refuse removed from the aisles by 10:30am, Tuesday April 22nd to facilitate final preparations of the exhibit hall. Exhibitors will be permitted to work within their exhibit spaces until 11:30 am.

EXHIBIT BREAK DOWN

Thursday	April 24	3:00 pm – 9:00 pm
Friday	April 25	8:00 am – 12:00 pm
All materials must be removed by 12:00 pm on April 25		

Note: All exhibitor materials must be removed from the hall by 12:00 pm (noon), Friday, April 25, 2014. All signed Bills of Lading must be completed and turned into the GES Exhibitor Service Center by 9:00 am on Friday, April 25. All carriers must check-in no later than 8:00 am on Friday, April 25 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 3:00 pm on Thursday, April 24th. 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 and 3 foot high side drape (8 foot drape will be Blue, White, Gold and side drape will be blue) as well as a 7" x 44" company ID sign. Electricity, furnishings, displays, and any other items needed 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 2014 will be blue, with pavilions carpeted in red. Exhibitors are encouraged to order booth cleaning/vacuuming for each night of the show. Cleaning service can be ordered from GES by completing the form available in this manual.

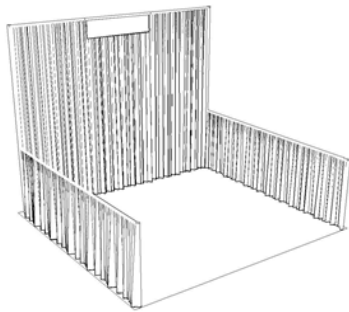


Diagram of a standard 10' x 10' booth space:

PARKING

The David L. Lawrence Convention Center (DLCC) features a 700-car parking garage with an 8' clearance. The entrances and exits are located on 10th Street and 11th Street on the eastside of the DLCC. In addition, several other parking facilities are located within a 10 – 15 minute walk of the DLCC.

Daily parking rates are \$13 - \$20 in the DLCC garage.

BUSINESS CENTER

A FedEx Office is located across the street from the convention Center - 960 Penn Ave, Pittsburgh, PA 15222 - (412) 391-2014

Hours of Operation

Monday – Friday 7:30 AM – 9:00 PM
Saturday 10:00 AM – 6:00 PM
Sunday Closed

Latest Express Drop-off

Monday – Friday 7:00 PM
Saturday 3:30 PM
Sunday No Pickup

Latest Ground Drop-off

Monday – Friday 6:00 PM
Saturday & Sunday No Pickup

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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 David L. Lawrence 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 David L. Lawrence Convention Center shall require all of its contractors, exhibitors and agents to procure and maintain commercial general liability insurance naming the city of Pittsburgh 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 City 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, water, and drainage)
- Telecommunications (voice, data, and network services)
- Exhibit booth cleaning
- Facility-affixed audio and lighting

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 2014.

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

BAVServices
10 Sonwil Drive
Buffalo, NY 14225

Contact..... Bob Majdanik
Phone (800) 264 5010
Email..... bob@bavservices.com
www.bavservices.com

Catering (exclusive booth food & beverage service provider)

Levy Restaurants
1000 Ft. Duquesne Blvd
Pittsburgh, PA 15222

Phone..... (412) 325-6182
Fax..... (412) 325-6190
www.pittsburghcc.com

Convention Center (cleaning)

David L. Lawrence Convention Center
1000 Ft. Duquesne Blvd
Pittsburgh, PA 15222

Phone..... (412)325-6102
Email..... exhibitorservices@pittsburgh.com
www.pittsburghcc.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 Agency).

Travel Planners
381 Park Avenue, South
New York, NY 10016

Reservations..... (800) 221-3531
Main Phone..... (212) 532-1660

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

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

Phone..... (713) 853-8900
Phone..... (888) 446-6911
www.smartcity.com

Lead Retrieval (provides systems to capture sales leads)

Convention Data Services
107 Waterhouse Road
Bourne, MA 02532

Phone(508) 743-0197
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)

National Trade Productions
313 S. Patrick St.
Alexandria, VA 223421

Contact Jackie Odemer
Phone.....800-687-7469 x219
Fax 703-706-8234
Email.....NCEAexhibitor@ntpshow.com

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

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

Utilities (provide electrical, air, and plumbing to your booth)

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