



LOGISTICS & SPECIFICATIONS: Tabletop

Thank you for contracting a tabletop display at 2010 Nutracon Conference. In order to meet the deadlines and specifications for this opportunity, please read the following information in its entirety.

Tabletop Exhibitor Listing: An inclusion of your marketing opportunity is a 25 word tabletop exhibitor listing in the conference workbook. For inclusion in the printed conference workbook, please submit your **25 word company description (exactly as you wish it to be printed) and your company logo (.eps file with the font outlined).**

Submission Deadline: **1/30/2010, 12:00 p.m. MT**

Standards Approval: Printed materials for distribution must be submitted for review and obtain NHHM standards approval prior to posting. NHHM reserves the right to remove any material that has not been approved. New Hope Natural Media Standards Booklet that can be viewed online at <http://newhope.com/standards/>. In the event your proposal requires modification, a member of the NHHM Standards team will contact you to communicate any required adjustments and will provide you with suggestions and assistance in modifying your content to meet NHHM standards requirements. Should you have questions or require assistance you can reach a member of the Standards Department Team as listed below:

Don McLemore, VP of Standards, T: 303-998-9524
Steve Taormina, Standards Director, T: 303-998-9390
Michelle Kelly, Standards Manager, T: 303-998-9082

Material Submission: Please submit a copy the materials that you wish to distribute and/or display either electronically via email to rjoiner@newhope.com or via fax 913-514-6513, no later than February 5th, 2010 to obtain content approval. **Please note in subject line of your correspondence "Request for Standards Approval -2010 NU TT Materials".**

Submission Deadline: **February 5th, 2010, 12:00 p.m. MT**

Shipping: The exhibitor is responsible for all shipping and receiving charges. Packages for functions may be delivered to the Hilton up to 3 days prior to your arrival date, and will be held at The UPS store. No COD packages will be accepted. The Hotel policies on safe package handling are based on advice from the United States Postal Service and the Federal Centers for Disease Control and Prevention.



Labeling Instructions: When shipping packages/boxes to the Hilton Anaheim, please address them as follows:

Ship To: Anaheim Hilton Hotel
777 Convention Way
Anaheim CA. 92802
Attention: Mail Department – Hold for Guest Arrival
c/o Tina del Rosario, Meeting and Conventions Manager

Nutracon Conference ~ March 10th and 11th, 2010
Product Type(s): Nutracon Tabletop Materials
Box Number: 1 of #
Total Number Boxes Shipped: #

Exhibiting Company Name:
Exhibiting Company Onsite Contact Name:
Exhibiting Company Onsite Contact Phone:
Shipping Contact Name:
Shipping Contact Telephone:
Shipping Contact Email:

Shipment Retrieval: Packages can be retrieved from The UPS Store from 7:00 a.m. to 7:00 p.m., Monday through Friday, and 9:00 a.m. to 5:00 p.m. Saturday and Sunday. Packages may be picked up from The UPS Store directly or delivered to a guest room or meeting room. After hours, packages may be retrieved by contacting the Concierge or Front Desk.

Setup Dates/Times and Location: **2010 Nutracon Conference, Anaheim Hilton, 2nd Floor**
Tuesday, March 9th 5:00 p.m. - 6:00 p.m.
Wednesday, March 10th 7:00 a.m. - 7:30 a.m.

Tabletop Display: Tabletop Exhibitors will be provided with:
1 – Standard folding table
2 – Chairs

Vendor Services: Exhibitors requiring additional onsite services may contact the following vendors and are responsible for all costs associated:

The UPS Store – Shipping: (714) 740-4248
PSAV - Audio Visual: (714) 740-4473

Removal: To avoid the disruption of closing sessions and in respect those exhibiting around you, please refrain from packing materials and/or breaking down your tabletop display until the conclusion of the conference, March 11th at 5:30 p.m.

Questions? Contact Us: E: [Exhibitor Services](#)
T: 303.998.9208

E: [Regina "Gina" Joiner](#), Operations Coordinator
T: 303.998.9085

E: [Keegan Poss](#), Sales Administration
T: 303.998.9144