

**New Hampshire State Home Show  
Radisson Hotel Manchester Downtown  
Manchester, NH  
March 2-4, 2012**

**TO ALL EXHIBITORS:**

We are pleased to inform you that *SER exposition services* has been selected by **New Hampshire State Home Show** to serve as your Official Service Contractor.

Exhibitors have three ways to order additional exhibitor materials and to access facility policies, procedures and utility forms:

**1. Order all your materials online through our secure server.**

To order online go to our website at **serexpo.com** and click the gold "Order Online" link in the lower right hand corner. If you agree with the terms and conditions proceed by entering your Show ID Number. Then enter your case sensitive password.

Your Show ID Number and Password are:

**Show ID Number: 03022012A**

**Password: zmsqqqax**

*Online Ordering will not be available for this show after February 22, 2012.*

**2. Fax or Mail order forms by downloading your Exhibitor Services Manual from our website.**

If you do not feel comfortable ordering online you may download your Exhibitor Services Manual and fax or mail the forms to *SER exposition services* directly. You will be downloading a .pdf file and you must have Adobe Acrobat Reader to read this file. You will be able to download Adobe Acrobat Reader from our website.

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**3. If you do not have or have limited Internet capabilities**

Please contact us at 508-757-3397 to have an Exhibitor Services Manual faxed, emailed or mailed to you.

**If you have any questions during your ordering process please visit the FAQ's page. If you cannot find your answer here, please call us at 508-757-3397.**

**ALL ORDERS AND PAYMENT MUST BE RECEIVED BY FEBRUARY 22, 2012.**

# ***SER exposition services***

35B New Street  
Worcester, MA 01605  
(508) 757-3397  
(508) 757-9136 (Fax)  
serexpo.com

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Manchester, NH  
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TO ALL EXHIBITORS:

We are pleased to inform you that *SER exposition services* has been selected by New Hampshire State Home Show to serve as your Official Service Contractor. Besides the ability to order additional materials, you will find policies and procedures for the Radisson Hotel Manchester Downtown that you must be aware of and adhere to.

**BOOTH EQUIPMENT:** Each booth will be set with an 8' high back wall, 3' high side rails and one 7" x 44" Exhibitor ID sign with booth number.

**SHOW COLORS:** Green and White

**BOOTH SIZE:** Varies

**EXHIBIT HALL CARPETED:** Ballroom – Yes  
Exhibit Hall – No  
Armory – No  
**Please Note: Carpet is NOT permitted in the Armory and is not allowed to be affixed to the flooring in any way.**

**EXHIBITOR MOVE-IN:** Wednesday, February 29, 2012, from 6:00 PM to 8:00 PM – Large vehicles & exhibits only  
Thursday, March 1, 2012, from 7:00 AM to 12:00 PM – Large exhibits  
Thursday, March 1, 2012, from 12:00 PM to 9:00 PM – Small exhibits  
Friday, March 2, 2012, 7:00 AM to 12:00 PM

**SHOW HOURS:** Friday, March 2, 2012, from 1:00 PM to 8:00 PM  
Saturday, March 3, 2012, 10:00 AM to 8:00 PM  
Sunday, March 4, 2012, 10:00 AM to 4:00 PM

**EXHIBITOR MOVE-OUT:** Sunday, March 4, 2012, from 4:00 PM to 11:59 PM  
ALL CARRIERS MUST CHECK IN BY 6:00 PM

**All materials must be removed on Sunday night; there will be NO move-out on Monday.**

**SHIPPING: ADVANCE RECEIVING AT THE WAREHOUSE:**  
*SER exposition services* will accept crated, boxed or skidded materials beginning thirty (30) days prior to show set-up date.

**DIRECT SHIPMENTS TO EXHIBIT FACILITY:**  
*SER exposition services* will receive shipments at the exhibit facility beginning on move-in day only. Shipments sent directly to the Radisson Hotel Manchester Downtown earlier than move-in day **will be refused**.

For additional information, please refer to the "Material Handling Information/Rate Schedule" form within the Exhibitor Services Manual.

**SAFETY:** Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. *SER exposition services* cannot be responsible for injuries from falls caused by the improper use of this furniture.

For services other than what is included in your booth, please see our show service order forms within the Exhibitor Services Manual. **ALL ORDERS AND PAYMENT MUST BE RECEIVED BY FEBRUARY 22, 2012.** A credit card on file with *SER exposition services* is required for all exhibitor orders. If you need assistance, additional information or special services, please contact us at (508)757-3397 or fax (508)757-9136. **You may also find answers to your questions by visiting our website at serexpo.com.**