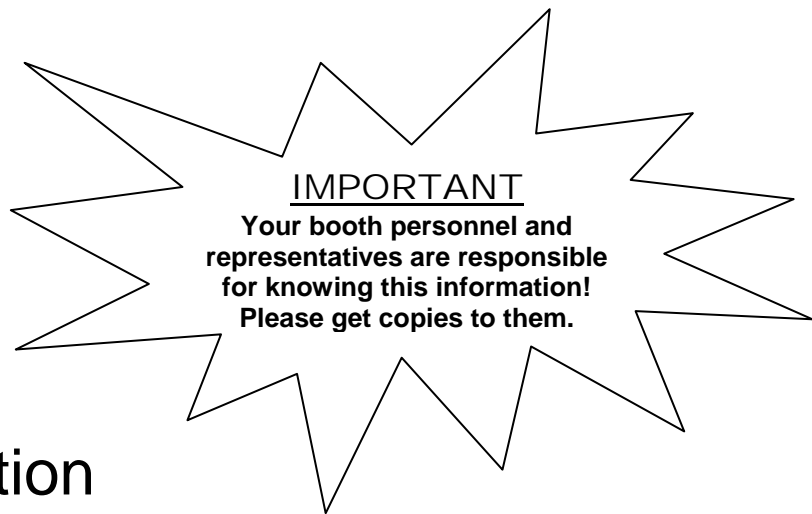




Architecture Exchange East  
November 4-6, 2009  
Richmond Convention Center



## Exhibitor Information

- **Expo Hours:**  
**Thursday, November 5<sup>th</sup> 11:30a.m. – 7:30p.m.**  
**Friday, November 6<sup>th</sup> 10:00a.m. – 2:30p.m.**  
**The exhibit hall will be open to exhibitors 1 hour prior to these opening times**
- **Booth set-up will be on Wednesday, November 4, 11am – 6pm**  
**All booths must be set-up by 6pm Wednesday**  
**Exhibit hall will not be open for exhibitors until 10:30a.m. on Thursday – 1 hour prior to show open**
- **Booth dismantle cannot begin before 2:30pm on Friday, November 6<sup>th</sup>.** (the loading dock, including the parking lot, will not be accessible until 2:30pm) Booth materials not removed from the floor by 6pm will be shipped back to the exhibitor at the exhibitor's expense.
- Show colors are green and white (drapes) and hunter green (aisle carpet)
- Pipe and drape included -- 8-foot backdrop and 3-foot side rails
- One 7-inch x 44-inch sign will be provided per exhibitor (not per 10 x 10 booth space)
- The **CONNECTIONS Opening Reception will be held on the tradeshow floor from 5:30 - 7:30p.m., Thursday, November 5<sup>th</sup>.** This is your opportunity to mingle with the architects around food and drink.
- Carpet, booth furniture, shipping, labor, etc. are available from **Exhibits, Inc.** Order forms are included in this exhibitor kit
- Electricity and telecom services are available from the **Greater Richmond Convention Center.** Order forms are included in this exhibitor kit
- Electronic Lead Retrieval Systems are available from **Expo Tracker.** Order forms are included in this exhibitor kit
- Audio Visual Services are available from **Projection.** Order forms are included in this exhibitor kit