



Thank you for your participation in this year's event.

### 1. Display Area Assignments

An assignment location and layout with dimensions will be provided so you can plan your product display appropriately.

### 2. Display Area Payment

NBS will provide each exhibitor with an invoice to submit for payment processing. Please make checks payable to NBS and remit to:

NBS  
2595 Bellingham  
Troy, Michigan 48083  
Attn: Tami Reynolds

Or if you wish to pay with a credit card, contact Tami Reynolds at 248-823-5465 and she will take your information and process your payment.

### 2. Product deliveries and pick up to NBS

All deliveries must be coordinated through Jason Tatomir @ 248-823-5472. All product MUST be received and moved through the warehouse. Receiving hours 7:00 – 11:30 12:30 – 3:30.

### 3. Installation

Exhibitors must set up their displays on Tuesday, July 27, between the hours of 1:30 – 5:00 p.m. All displays must be complete by 9:00 a.m. Wednesday, July 28. Installation assistance, data and/or electrical requirements must be prescheduled with Katie Rodriguez at 248-823-5445 or [rodriguez@navbus.com](mailto:rodriguez@navbus.com) by July 16.

### 4. Dismantling

Dismantling should begin Wednesday, July 28 from 5:00 PM to 7:00 PM, after the Networking Reception. If preferred, you may also choose to dismantle Thursday, July 29 from 7:30 AM to 10:00 AM. All products must be removed from the showroom and picked up from the NBS warehouse July 30 and scheduled with Jason Tatomir. Product that needs additional time for pick up must be pre arranged with Katie Rodriguez or storage fees will apply. If you require dismantling assistance this must be prescheduled through Katie Rodriguez 248-823-5445 or [rodriguez@navbus.com](mailto:rodriguez@navbus.com) by July 15.



USE YOUR  
ENVIRONMENT  
TO CREATE  
AND INNOVATE