



**21st Century Building  
Expo & Conference**  
Charlotte Convention Center  
Charlotte, NC  
**September 15-17, 2015**

**NATIONAL EXPO, INC · 601 Pin Oak Lane · Athens, IL · 62613 · 217-636-8178**

**National Expo** is pleased to have been selected as your official general services contractor for the  
**21st Century Building Expo & Conference.**

Please take note of the IMPORTANT INFORMATION & INSTRUCTIONS below:

**Official Service Contractor**

National Expo, Inc.  
601 Pin Oak Lane, Athens, IL 62613  
Phone: (217) 636-8178 Fax: (217) 636-8180  
Email: customerservice@natlexpo.com

**Show Management Contact**

Tracie Garrett, NCHBA  
5580 Centerview Dr #415,  
Raleigh, NC 27606  
Phone: 919-676-9090 Fax: 919-676-0402  
Email: TGarrett@nchba.org

**Show Information**

Back Drape: Blue/White/Gold Side Drape: Blue  
Aisle Carpet Color: Blue

Booth Package: 10'x10' Charcoal Carpet, One ID Sign With Company Name & Booth Number

**Important Dates / Deadlines**

Non Official Exhibitor Appointed Contractor : Tuesday, Sept 1, 2015  
National Expo Advanced Order Deadline: Tuesday, Sept 1, 2015  
Advance Freight Deadline: (without surcharge) Friday, Sept 11, 2015  
Exhibitor Setup: Tuesday, Sept 15, 2015 8:00 AM — 4:00 PM  
Show Hours: Tuesday, Sept 15, 4:30 PM—6:30 PM  
Wednesday Sept 16, 2015 10:00 AM — 4:00 PM  
Thursday, Sept 17, 2015 10:00 AM — 2:30 PM  
Exhibitor Move-Out: Thursday, Sept 17, 2015 2:30 PM — 8:00 PM  
Driver Check-In Time: Thursday, Sept 17, 2015 — 6:00 PM

**Shipping Information**

*A material handling fee is incurred for all shipments*

**Advance Warehouse:**

Company Name, Booth Number  
21st Century Building Expo - National Expo  
c/o ABF  
325 Peach Orchard Road  
Belmont, NC 28012

**Show Site:**

Company Name, Booth Number  
21st Century Building Expo - National Expo  
c/o Charlotte Convention Center, Hall C  
501 South College Street  
Charlotte, NC 28202

National Expo's products and services are available for online ordering. You will receive an email which will contain instructions on how to utilize our online ordering system. Access to electrical and internet order forms will also be available online. If you have any questions, need additional assistance or would like a copy of the service kit emailed to you prior to receiving your ordering instructions, please contact us at customerservice@natlexpo.com or call at (217) 636-8178.