



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: Christine Longroy.

Or if you wish to pay with a credit card, contact Christine Longroy at 248-823-5415 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 Thursday May 1st, between the hours of 1:30 – 5:00 p.m. All displays must be complete by 9:00 a.m. Friday May 2nd. Installation assistance, data and/or electrical requirements must be prescheduled with Christine Longroy 248-823-5415 or longroy@navbus.com by April 25th.

4. Dismantling

Dismantling should begin Friday, May 2 from 7:30 PM to 9:00 PM, after the Networking Wine & Cheese Reception. If preferred, you may also choose to dismantle Monday, May 5 from 7:30 AM to 10:00 AM. All products must be removed from the showroom and picked up from NBS warehouse May 5th and scheduled with Jason Tatomir. Product that needs additional time for pick up must be pre arranged with Christine Longroy or storage fees will apply. If you require dismantling assistance this must be prescheduled through Christine Longroy 248-823-5415 or longroy@navbus.com by April 25th.



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