



Event Date: Thursday, September 17, 2015 9:30am – 6:00pm
Location: NBS Commercial Interiors
2595 Bellingham
Troy, MI 48083
248.823.5400

BOOTH LOCATION

Please **carefully** review your provided plan and booth location. If you have any questions please be sure to let us know as soon as possible so we can do our best to accommodate your needs. Those that had indicated on their Vendor Registration Form, NBS has done their best to provide any special needs (i.e.: power, table or chair). Those vendors needing a laptop or some sort of projection screen please plan on bringing that with you at time of set up.

We will NOT be able to hang or mount anything to walls within our facility. We also will not be removing additional furnishings outside of the booth parameters identified. If you have any questions about your assigned space, please do not hesitate to contact us. If you would like to visit the showroom and get a tour of your assigned space, please contact Megan Robinson at mrobinson@yournbs.com 248.823.5479 for an appointment.

EVENT PROMOTION

NBS e-blasted the invitation to our customers on August 17th, 2015. A second e-blast will go out next week, as well as a reminder the week before the event. We have printed [re]ocon business cards that are available at the front desk in our Troy office. Feel free to pick up a few to distribute to your contacts accordingly whom you feel may want to attend our [re]ocon event. Otherwise, please use the attached email invitation as well to promote electronically.

SHIPPING & RECEIVING

Many of you have asked about delivering products to the warehouse for the event. The NBS warehouse will be able to receive products for the event beginning Monday, September 14th. **PLEASE do not** ship in any product prior to September 14th without contacting Jason first to make any special arrangements. Anyone interested in coordinating a shipment **must** contact Jason Tatomir, Warehouse Manager. All products will need to be removed from the warehouse timely after the event. Jason will advise on those requirements and specifics directly based on your conversations. Jason can be reached at 248.823.5472 or via email at JTatomir@yourNBS.com



2595 Bellingham, Troy, Michigan 48083
p: 248.823.5400 f: 248.823.5401 yourNBS.com

SET-UP

Booth set up MUST be completed ***no later than 5pm*** on Wednesday, September 16, 2015. Please plan accordingly for your booth set up after 1:00 pm on 9.16.15. Again, if there are any special circumstances, please let Megan Robinson know at mrobinson@yournbs.com.

DAY OF EVENT

Please plan on being at NBS no later than 8:30am the day of [re]Jocon 9/17/2015. We plan on having a vendor preview from 8:30am-9:30am for NBS team members. This will also allow time for you to get settled into your booth and make any last minute adjustments. Please park across the street, behind or to the south of the building (DO NOT PARK IN FRONT), since parking at our showroom will be extremely limited that day.



In order for all of our customers to see your amazing products and services, please plan to keep your booths open until 5pm. After 5pm you are welcome to join us at the reception and experience the raffle!

RAFFLE

This year the organization that we will be sponsoring, along with all of you, will be the Boys & Girls Clubs of Southeastern Michigan. The Boys & Girls Clubs of Southeastern Michigan - Matilda R. Wilson Club of Auburn Hills is a youth development organization providing a positive environment that enables its members to become responsible, self reliant caring adults. We provide programs and services for members ages 6-18 years of age. The money raised can and will be used to provide learning materials, tutoring, sport activity equipment, group development to help these young adults learn about giving back to the community, skills on how to avoid being bullied as well as numerous other learning sessions.



We are collecting raffle items between now and the day of the event for the great organization and any donation would be welcomed and appreciated. Please consider donating to support this effort by contacting Megan Robinson at 248.823.5479 or email mrobinson@yournbs.com. Your manufacturer or rep group will receive recognition for the donation. And, don't forget to bring along your wallets and checkbooks the day of the event! 100% of the proceeds will be donated directly to the Boys & Girls Club of Michigan.

On behalf of Rich and NBS Commercial Interiors, thanks again for your support! This event wouldn't be possible without your participation! We are very much looking forward to a day of learning, networking, and some great connections!

Please don't hesitate to see, call or email me with any questions!

Megan Robinson

mrobinson@yournbs.com

248.823.5479 Direct