



LONG ISLAND
COMMERCIAL
REAL ESTATE
EXPO

Exhibitor Information

March 16, 2016
Hilton Long Island
Melville, NY

Welcome sponsor/exhibitor to the Long Island Commercial Real Estate Expo
Wednesday, March 16 from 10:00am - 3:00pm at the Hilton Long Island, Melville, NY.

PLEASE READ THIS COMPLETELY!

It contains information and instructions to make your trade show experience as successful as possible. We are here to ensure a productive event for both you and your staff.

GENERAL INFORMATION:

Production Company – Expos Your Business

Event Web Site – www.licree.com

General Email – info@licree.com

Phone – (347) 699-6040

PRE-SHOW:

- I. Have you submitted your ad?
- II. Are your trade show & display materials up to date and working properly?
- III. Do you have a raffle prize or some other attraction?

SHOW DAY:

I. EXHIBIT LOCATION: are chosen by us based on our experience.

II. SET-UP HOURS: Access to the ballroom for setup will begin at 7:00am. Exhibit set-up is to be complete by no later than 9:30 AM on March 16. Please allow enough time to prepare.

III. ENTRY: For your convenience, please use the rear Ballroom entrance to the hotel.

IV. ARRIVAL: Upon arrival, come to the Event Registration Table and check-in before your company begins set-up. Make sure to pick up your badge. You will be escorted to your location. Exhibitors should keep event badge visible – this helps our event staff identify you and more important, it allows attendees to identify you.

V. EXHIBITOR BADGES: Register each attending staff member using their own name and unique contact info. <https://www.eventbrite.com/e/licree-2016-staff-guest-admission-registration-22474560014>

You have an option to purchase Kickoff Breakfast tickets for \$19.95.

Booth Equipment

Table exhibit space consists of a six ft table with two chairs. Booth exhibit space consists of a 10'x10' area with six ft table with two chairs. There is no pipe and drape. It is **not permitted** to hang anything from the walls unless approved by Expos Your Business 72 hours prior to the event.

Your exhibit space ALREADY Includes:

- A. 1- 6' Table - If you DO NOT need tables, please let us know by e-mail
- B. 2 - Chairs
- C. 1- Company Sign -Signs are placard style with black lettering

Exhibit space DOES NOT Include Electricity. Order it [HERE](#) The cost is \$75

Exhibit space DOES NOT include WIFI. Order it [HERE](#) The cost is \$30

Please be courteous to your neighbors. Show Management has the right to remove booth set-ups that exceed height restrictions, block the line of vision or have noise levels above those considered reasonable.

OTHER IMPORTANT INFORMATION:

1. NON-EXHIBITOR SOLICITATION: If you are approached and solicited by a “non-exhibitor,” please notify an event staff member or the registration desk. We do, however, encourage exhibitors to network.

2. SHIPMENT OF EXHIBIT MATERIAL: If you need anything shipped to the Hilton, remember that all deliveries must be addressed to you at Leonard's with the name of the show clearly visible.

Hilton Long Island
598 Broad Hollow Road
Melville, NY 11747

HOLD FOR March 16 LICREE

