



ComPulse 2019
September 17 - 19
Inn at Bay Harbor, Bay Harbor

Table-top Exhibition Details

This year's exhibition is in tabletop format (no pipe-and-drape), will be in the Lower Level Foyer at the Inn at Bay Harbor.

NOTE: We do not encourage floor displays for this event. All displays must fit on top of a 6-foot table.

Exhibition schedule

Wednesday, September 18

Noon – 2:30 p.m.

Exhibition

2:30 p.m.

Exhibition tear-down

Shipping Instructions:

In order to assure arrival and timely processing of your packages, please use the following format on your shipments. Please be sure to include FIRST and LAST name of the person who will be receiving the package at the hotel. Provide detailed return address information, including phone number. Conference please list the title of your group or event and the dates of the program on the shipping label. Please ensure if sending multiple pieces that they are listed a "1" of "total number" of packages in the shipment.

Due to limited storage facilities, please ship all packages to arrive no more than one week prior (7 days) to the event. Storage of boxes - \$25 per box, per day.

Example

Name of Vendor/Guest
Inn at Bay Harbor
3600 Village Harbor Dr.
Bay Harbor, MI 49770

TAM/Katy Gilbert/Sept. 17 – 19/Box #___ of #___

NOTE: Please include return shipping documentation in your packages for shipping back to your facility. An out-bound handling fee of \$10 will be applied to each package sent out by the facility.