



NORTHEAST GREENHOUSE CONFERENCE AND EXPO 2025

Exhibitor Frequently Asked Questions

What is the Exhibitor Move In Schedule?

- Move in times will be strictly enforced to ensure a smooth process.
- During set up, please keep aisles clear to facilitate a smooth move in and to be courteous to other exhibitors.

Exhibitor Set-Up	Tuesday November 11 9am - 11am - High Profile Premium Exhibitors and End Cap Exhibitors 11am - 7pm - All Exhibitors
Trade Show Hours	Wednesday November 12 10am - 5pm Thursday November 13 10am - 3pm
Exhibitor Tear Down	Thursday November 13 3pm - 8pm

Will my booth staff receive name badges to access the exhibit hall?

As part of your exhibit fee, you are entitled to trade show passes for your booth staff.

Important notes about the Exhibit Hall:

Unloading/Loading:

The trade show will take place in the Center of NH Expo. Standard vehicles, i.e. vendors that can fit into a standard parking space, will unload into the Expo Center via the Granite Street parking garage, third level. Garage clearance is 7'. All vehicles exceeding that maximum clearance are prohibited from parking in the facility. A fifteen-minute grace period is allowed for vendor unloading via the parking garage without incurring a parking fee.

Vehicles in tow are prohibited from entering garage without prior approval from garage management.

All other vehicles will unload into the Expo Center through the rear loading dock. Please schedule arrival of deliveries on your set up day to avoid delays. If they are not removed within the contracted time, the DoubleTree Hotel may charge a fee, or have vehicle towed, at the owner's risk and expense.

For move-in, please note that our dock height is 49". The hotel does not provide moving equipment, i.e. pallet jacks, dollies, two-wheelers.

Vehicle engines shall not remain running while waiting to unload or load; any vehicle left running will be denied access.

A limited number of standard sized vehicles (cars/trucks) are allowed in the Expo Center in specified areas, but there is no direct drive in access available. All preapproved vehicles will need to be placed on a dock height flat bed truck to unload at the hotel loading dock.

Exhibitors have the option of providing their own non-motorized dollies, flatbed or two wheelers for their own use during move in/out. No carts or dollies are available to borrow from either the show decorator or facility.

Weight / Size Limitations in the Armory:

Exhibitors must be aware that the facility has weight restrictions in the Expo Center building. Weight in each exhibit booth must not exceed 125 lbs. per sq. ft. (10,000 lbs. per 8'x10' booth).

Due to weight restrictions, forklifts are not permitted in the building. Pallet jacks and scissor lifts will be allowed in accordance with weight limits (including weight of materials transported on lift). Use of hotel lifts and ladders is not permitted. If you require a pallet jack or lift, these services will need to be ordered through our show decorator, Capital Convention Contractors. Please refer to your show kit for additional details.

Flooring:

The Expo Center Floor is concrete, and carpet will be available from our show decorator, Capital Convention Contractors.

Will there be a Show Decorator?

Capital Convention Contractors is the official service contractor. They will be emailing you an "Exhibitor Services Manual," to order tables, electricity, and drayage/shipping services.

All orders and payments for those items must be made directly to Capital Convention Contractors. Please note that your booth space does not come equipped with any tables or chairs. If you require these, you must order them through the show decorator directly.

We encourage you to review the exhibitor services manual from Capital Convention Contractors which includes detailed information on the rules and policies associated with the facility, as well as the fees associated with optional services and items available to you.

How do I Ship Items for my Booth?

Drayage services for all shipments are provided by Capital Convention Contractors and are subject to material handling charges. The proper forms within the exhibitor services manual should be completed and submitted to Capital Convention Contractors, prior to the event. The hotel will not accept any vendor shipments.

Is there parking available?

Parking for regular sized vehicles (cars and small trucks and vans) is available in the Granite Street Garage for \$7.00 per day for event participants. You must have your parking ticket validated at the conference registration desk to receive this discounted rate. Overnight parking is \$14 per night. The garage can be accessed at 65 Granite Street and at 700 Elm Street. Garage clearance height is 7 ft.

Oversize vehicles must reserve parking spots in advance. Please email leslie@delaneymeetingevent.com **by Monday October 13th** if you would like to reserve parking. The parking fee for vehicles that are over 7ft tall but can fit in a standard 8ft x16ft parking space is \$10.00 per day. The parking fee for all larger vehicles is \$25 per day.

Are there hotel accommodations available?

Northeast Greenhouse Conference participants are invited to take advantage of discounted lodging. A room block is available at the DoubleTree by Hilton Manchester Downtown, located at 700 Elm Street, Manchester, NH. Overnight accommodations are available for a reduced rate of \$169 per night + 8.5% tax. **This rate will be guaranteed until Sunday, October 19, 2025, unless the block sells out in advance of that date.** Call the DoubleTree by Hilton Manchester Downtown directly at 603-625-1000 and be sure to mention you're with the Northeast Greenhouse Conference.