



Dear Big East Career Fair Exhibitors,

March 9, 2012  
Madison Square Garden

Metropolitan Exposition Services, Inc. is pleased to be the official contractor of the upcoming **Big East Career Fair** being held March 9, 2012 at the Madison Square Garden.

**Each 10' x 10' Exhibit Booth Includes**

- (1) 6' x 30" Draped Table (red/blue alternating)
- (1) wastebasket
- (1) 5.5" x 17" easel back company ID sign

*Please note that the exhibit area is carpeted.*

**Your Event Schedule is:**

<b>Exhibitor Move-In:</b>	Friday	March 9, 2012	8:00am-10:00am
<b>Show Hours</b>	Friday	March 9, 2012	10:00am-3:00pm
<b>Exhibitor Move-Out:</b>	Friday	March 9, 2012	3:00pm-4:00pm
<b>Force Freight/Clear Floor</b>	Friday	March 9 ,2012	4:00pm

Metropolitan Exposition will begin returning empty shipping containers **at 3:00pm on March, 9, 2012**; this process should take approximately **thirty (30) minutes**. Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check in no later than 3:30pm on Friday, March 9, 2012.



PDF

[Click Here to Access Exhibitor Manual](#)



**Call** 201-994-1301



**Fax** 201-994-1350



**Email** [exhibitorservices@metro-expo.com](mailto:exhibitorservices@metro-expo.com)

### **Material Handling**

\*\*The advance deadline for shipments to the Metropolitan warehouse is March 2, 2012. A 30% surcharge will be added to the material handling charge for shipments received after March 2, 2012.

\*\*Direct shipments can arrive at Madison Square Garden on **March 9, 2012 between 8:00am-10:00am.**

**IMPORTANT:** If you send materials to either the Metropolitan Exposition Warehouse or directly to Madison Square Garden and the materials go through the loading dock you will incur material handling charges. Please refer to the material handling page (**pg.9**) in the exhibitor manual for further information on the material handling fees. If you have any questions please call our Exhibitor Services department.

### **Metropolitan Exposition Transportation**

Metropolitan Exposition Transportation is the official show carrier. If you need a delivery and/or pick-up, please contact Metropolitan Transportation at (201) 355-4109, or email [shipping@metro-transportation.com](mailto:shipping@metro-transportation.com).

If you need any assistance with any of the order forms, furniture, or material handling, please contact our Exhibitor Service Department at 201-994-1301. Office hours are Monday - Friday from 8:00am - 6:00pm.

### **Wishing you a Great and Successful Show!**

Metropolitan Exposition Services  
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