

Northeast Ohio Apartment Association Trade Show

Thursday **November 12th** 2015 11am - 5pm

Holiday Inn Cleveland South, 6001 Rockside Road. Independence, OH 44131

NOAA - 216.241.1635

Thank you for reserving a booth in the Northeast Ohio Apartment Association annual Trade Show.

Booth Setup by 10:45am

Morning Seminar 9:00am - 11:00am

Trade Show 11:00am - 5:00pm

Monopoly Theme Game

- Please see the “Trade Show 2015 Sponsorship.pdf” for details on the Monopoly Theme Game.

Booth Setup

- All booths are supplied with a 6 foot skirted table and two chairs.
- Please have your **booth ready by 10:45 am.**
- You may setup / drop off your booth materials the day before, as long as no events are planned with Holiday Inn Rockside. The main hall will remain open and accessible through the night so leave valuables overnight at your own discretion.

Shipping Info

Packages may be received as early as Monday November 9th,
No cost to receive Shipments.

Include on Shipping Label: NOAA Trade Show - 11/12/2015

Please arrange for inside delivery. The Holiday Inn – Independence CANNOT accept freight that must be unloaded by their staff.

You must take all materials with you when you leave.

Oversized freight must be delivered and picked up the same day as your function. The Holiday Inn – Independence Reserves the right to refuse any delivery due to lack of available storage space.

For Return Shipments...

It is the responsibility of you or on site contact to label items and prearrange for return shipments and billing. All packages must be picked up within three days after the function. The Holiday Inn – Independence cannot be held responsible for any packages left over 30 days.

Sample Shipping Label

Received as early as Monday 11/9/2015

Holiday Inn Cleveland South

6001 Rockside Road

Independence, OH 44131

NOAA Trade Show - 11/12/2015

“Your Company/Contact Name”