



Tradeshow of Scouting!

is Monday, June 4, 2018.

THIS IS YOUR CONFIRMATION LETTER!!

Thank you for your reservation, here are some reminders for you:

- Directions to The Birchwood Manor are available here: <http://hwoodmanor.com/directions.html>
- Exhibitor Check-In begins at 3:00pm. All exhibitors must be in place and set-up by 5:30pm. The doors to the tradeshow will formally open at 5:45pm and will remain open until 9:00pm. Exhibitors must have a staff member at their table at all times once the doors open.
- Food and beverages will be available for purchase from the Birchwood Manor.
- Please enter at the back of the building. There is a special entrance from the back leading directly into the main ballroom. Displays, equipment, etc. **may not** be brought in through the front entrance.
- Exhibits must be taken down between 8:45pm – 9:30pm.
- Please remember to bring your door prize(s) and turn them in at exhibitor check-in. We will use your prize(s) throughout the night. Email us your door prize description in advance.
- Please email the names of the people staffing your booth.
- Remember retail sales are not permitted onsite. However, orders and reservations may be taken onsite.

If you have any questions prior to the show please contact me. Thanks for your participation and see you Monday!

Art Lobdell | Field Director

BOY SCOUTS OF AMERICA

1 Saddle Road
Cedar Knolls, New Jersey 07927
P 973.765.9322 X228 | F 973.267.3406
C 973.769.2340
Art.Lobdell@scouting.org