



Please see the following information for everything you need to know to help you prepare for OPNYC, June 11-12 at Penn Plaza.

### Show Hours

Set-up: Sunday, June 10<sup>th</sup> : 12:00pm - 5:00pm  
Show Hours: Monday, June 11<sup>th</sup> : 9:00am - 5:00pm  
Tuesday, June 12<sup>th</sup> : 9:00am - 5:00pm  
Tear-down: Tuesday, June 12<sup>th</sup> : 5:00pm-9:00pm

### What does your booth come with?

**\*\*Your booth package includes pipe & drape, (1) 4ft. table and (3) chairs, and (3) rolling racks if needed. If you require more rolling racks, be sure to speak with Melissa Witnik by Friday, June 1<sup>st</sup> at 262-754-6936 or [mwitnik@offpriceshow.com](mailto:mwitnik@offpriceshow.com), as quantities are limited. \*\***

In addition, if you need to order any additional services from Penn Plaza (i.e. electric, phone or internet) please contact Melissa in the OFFPRICE Show office at 262-754-6936 or [mwitnik@offpriceshow.com](mailto:mwitnik@offpriceshow.com)

### OPNYC Shipping Instructions

When shipping materials to New York prior to event date, please be sure to label packages as follows:

*Exhibiting Company Name  
Off Price Show-Penn Plaza Pavilion  
c/o GES Exposition Services  
203 Kuller Road  
Clifton, NJ 07011  
Phone # 201-708-8264*

### Shipments should arrive between May 11-June 1

For On-Site drop-offs/pick-ups: If you are dropping off exhibit materials at Penn Plaza, you may use the entrance on 32<sup>nd</sup> Street (145 W 32<sup>nd</sup> St. Freight door #29) Materials can be dropped-off between 12pm-5pm on Sunday, June 10<sup>th</sup> and picked-up between 5pm-7pm on Tuesday, June 12<sup>th</sup>

Return Shipments: Samples and shipments must be scheduled for pick-up or removal on Tuesday afternoon (*No Exceptions*), so please plan accordingly.

### Hotels

OFFPRICE has a room block at the **Courtyard New York Manhattan/Chelsea** (135 W 30<sup>th</sup> St).

(212) 967-6000 Room Block: Offprice  
King - \$220 Double/Double - \$270

**Guests should call the hotel directly at (212) 967-6000 or [Book your group rate for Offprice Room block online](#) to make their reservations, no later than the cut-off date of May 19, 2018. Be sure to mention the room block code of OFFPRICE Show.**

### Exhibitor Registration

Exhibitor Registration is open for badge registration. Username and passwords have been sent from [topstafforce@cteusa.com](mailto:topstafforce@cteusa.com). All registrations should be completed by Friday, June 1<sup>st</sup>. If you have any questions or did not receive your log in, please contact Melissa Witnik at [mwitnik@offpriceshow.com](mailto:mwitnik@offpriceshow.com) or 262-754-6936.