



Please see the following information for everything you need to know to help you prepare for OPNYC, June 10-11 at Penn Plaza.

### Show Hours

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

### What does your booth come with?

**\*\*Your booth package includes (1) 4ft. table and (3) chairs, and (3) rolling racks if needed. If you require more rolling racks, be sure to speak with Tricia Barglof by Friday, May 31<sup>st</sup> at 262-754-6932 or [tbarglof@offpriceshow.com](mailto:tbarglof@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 Tricia in the OFFPRICE Show office at 262-754-6932 or [tbarglof@offpriceshow.com](mailto:tbarglof@offpriceshow.com)

### OPNYC Shipping Instructions

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

**MO Trucking Inc**  
**ATTN: Exhibiting Company Name**  
**Off Price Show-Penn Plaza Pavilion**  
**Booth # \_\_\_\_\_**  
**21 Picone Blvd**  
**Farmingdale, NY 11735**  
**Phone # 631-755-5858**  
**Pieces \_\_\_\_\_ of \_\_\_\_\_**

**Shipments should arrive between May 6 - June 4.**

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 9<sup>th</sup> and picked-up between 5pm-7pm on Tuesday, June 11<sup>th</sup>

**Return Shipments:** Samples and shipments must be removed from the Penn Plaza by 9:00pm on Tuesday, June 11<sup>th</sup>. You may either arrange shipping with a local carrier or send back to MO Trucking's warehouse. If you decide to send items back to the warehouse, shipments must be picked up by July 1.

### 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, 2019. 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, May 31<sup>st</sup>. If you have any questions or did not receive your log in, please contact Tricia Barglof at [tbarglof@offpriceshow.com](mailto:tbarglof@offpriceshow.com) or 262-754-6932.