



May 15, 2017
National Postal Forum **May 21-24, 2017
Baltimore Convention Center
EXHIBITOR BULLETIN #2

DEAR NPF EXHIBITOR:

The following information is provided to help you plan your onsite agendas. Please read carefully. If you have any questions, do not hesitate to call Mary Guthrie at (703) 293-2313 or Laurie Woodhams at (703) 293-2329.

EXHIBITOR REGISTRATION

If you registered as an Exhibitor your badge will allow you access to the Exhibit Hall during installation, dismantle, show hours and the Welcome Reception, General Session, Business Sessions and Workshops.

You can download a copy of the Program Guide, Exhibit Hall Guide and Session Matrix from our website at www.npf.org on the home page. We have provided links below for your convenience.

[2017 Program Guide and Exhibit Hall Guide](#)
[2017 Session Matrix](#)

The registration bags that include a Program/Exhibit Hall Guide will be distributed Sunday afternoon, May 21, 2017 to the individual booths.

EXHIBIT HALL ONLY ATTENDEES

Complimentary Guest Passes that were received at the NPF Headquarters by May 5, 2017, will allow those attendees access to the exhibit hall at no charge. Exhibit hall passes will be available onsite for purchase in the amount of \$50.00. **Exhibit Hall Only attendees will ONLY be allowed in the Exhibit Hall.**

ATTENDEES - FIRST TIMERS

FYI - First time attendees to the National Postal Forum will have a blue dot on their badge. Regular attendees, USPS representatives and exhibitor personnel will be designated accordingly on their badge.

EXHIBITOR REGISTRATION HOURS

Following are the **Exhibitor** registration hours for the National Postal Forum.

Saturday, May 20	8:00 am – 5:00 pm
Sunday, May 21	8:00 am – 5:00 pm
Monday, May 22	7:00 am – 5:00 pm
Tuesday, May 23	7:00 am – 3:00 pm
Wednesday, May 24	8:00 am – 12:00 pm

Exhibitor Installation and Dismantle personnel may pick-up special passes at the Exhibitor Registration Desk starting Friday, May 19th at 8:00 am.

EXHIBITOR INSTALLATION

Level 100 Exhibit Halls E, F, G & Swing

Saturday, May 20	8:00 am – 5:00 pm
Sunday, May 21	8:00 am – 5:00 pm

Exhibits must be set by 5:00 pm on Sunday, May 21, 2017, to facilitate cleaning the Exhibit Hall.

EXHIBITION HOURS

Level 100 Exhibit Halls E, F, G & Swing

Monday	May 22	9:30 am – 4:00 pm
Tuesday	May 23	9:30 am – 2:00 pm
		5:00 pm – 6:30 pm (Exhibitors' Reception)
Wednesday	May 24	9:00 am – 12:00 pm

EXHIBITOR DISMANTLE

Level 100 Exhibit Hall E, F, G & Swing

Wednesday, May 24	12:00 pm – 8:00 pm
Thursday, May 25	8:00 am – 5:00 pm

All exhibits must be packed and ready to ship and carriers must check in by 2:00 pm on Thursday, May 25, 2017. If you have hand carriable items, please present your business card that matches your badge to the Security Guard at the door, and indicate the items that are being removed on the back.

PRESS ROOM

There will be a Press Room located in Room 331 at the Baltimore Convention Center. Exhibitors are welcome to drop-off at these location press releases and any special event invitations that exhibiting companies are hosting. The Press Room will be open from 9:00 am – 4:00 pm, beginning Sunday, May 21st through Wednesday, May 24th.

SHOW OFFICE

The Show Office is located on level 100 in Exhibit Hall E at the Freeman Service Desk at the Baltimore Convention Center. If you have questions or need to speak to the Show Manager, Mary Guthrie, stop by this office. You may also contact Laurie Woodhams, Exhibit Sales Manager, at the Exhibitor Registration Desk located in the Pratt Street Lobby.

LUNCHEON AND DESSERT STANDS

There will be lunch in the exhibit hall on Monday and Tuesday for attendees and to provide exclusive exhibit hall time. Tickets can be purchased for \$35.00 per day. Dessert stations will be located throughout the exhibit hall as well.

PRIZE DRAWINGS

There will be a daily Raffle Drawing in the Exhibit Hall. One lucky person will win a \$500 American Express Gift Certificate each of the three days. Attendees scan their badge at all of the Prize Drawing Stations (#1, #2, #3-Final Station) each day to be eligible for that days drawing. Refer to the exhibit hall floor plan for the locations of the Prize Drawing Stations. Grand Prize Drawings will be held Wednesday, May 24th at the back of the hall at 11 a.m.

WIFI STATION

Exhibit Hall – Booth # 405

All attendees are welcome to access their email and the Internet and recharge their devices.

USPS CONSULTATION CENTER

Exhibit Hall – Booth # 423

Check out the USPS Consultation area, which allows you to get expert advice from industry and postal representatives each day--offering one-on-one exchanges of ideas, best practices and information so you can enhance professional skills.

US POSTAL INSPECTION SERVICE RESPONSE VEHICLE

Exhibit Hall – Booth # 317

Stop by and see one of the US Postal Inspection Service's Response Vehicles and get a live demonstration. They add a value no other mail service can provide. You'll learn

about emergency response equipment that supports USPS investigations, mail screening operations and natural disaster response/recovery initiatives.

SOLUTIONS THEATER

Exhibit Hall – Booth # 1417

Expand your knowledge, participate in conversation or relax and enjoy a variety of mini-sessions scheduled throughout the Forum. In the heart of the Exhibit Hall find the solutions you seek, plus have the opportunity for one-on-one time with various Postal and industry experts. Don't miss it, admission is free!

NPF APP AND GAME

Download the NPF APP from your Apple Store and Google Play. Use the NPF APP to access program and schedule information. Floor plans of the Baltimore Convention Center and Exhibit Hall as well as the list of Exhibitors are available for your information. The Vendor Game has been designed to promote networking and to drive attendance to the exhibitors that sponsored the App. Detailed instructions will be displayed onsite.

Vendor Game – Attendees scan vendor QR codes located at each of the sponsoring exhibitors in the exhibit hall to receive game entries. Scanning a game sponsor's QR code will give you bonus entries. Winners will be drawn at the Prize Drawing Stage on Wednesday starting at 11 a.m., for prizes from exhibiting sponsors. You must be present to win. Go to the participating sponsor's booth to collect your prize.

SECURITY

The NPF has provided a 24-hour guard service to secure the exhibit hall. However, we recommend that every precaution be taken to ensure that your personal and company property is secure. Please do not leave unattended property, such as handbags, cameras, briefcases, VCR's, computers or equipment that may be easily taken.

In a medical or other emergency go to the nearest security guard or the Security Office. State the area from which you are calling as well as the nature of the incident.

SPECIAL EVENTS

Welcome Reception

The Welcome Reception and seven USPS Area Receptions will be held once again this year and held in the Key Ballroom at the Hilton Baltimore on Sunday, May 21, 2017 from 5:30 p.m. – 7:00 p.m. This is included in the Exhibitor registration.

PCC Event

The PCC reception will be held Monday, May 22nd from 5:00 p.m. – 6:30 p.m. in the Holiday Ballroom at the Hilton Baltimore. The PCC reception welcomes all attendees to enjoy lively conversation, appetizers and refreshing beverages while meeting valuable PCC members. This is included in the Exhibitor registration.

Exhibitor's Reception

Meet and greet mailing industry experts on Tuesday, May 23rd, from 5:00 p.m. – 6:30 p.m. in the Exhibit Hall. A cash bar, complimentary hors d'oeuvres and the band Grey Dogs will be entertaining you while you'll have the opportunity to check out the latest developments in a relaxed, friendly setting. This is included in the Exhibitor registration.

NPF Partnership Recognition Lunch

Join NPF attendees at a seated lunch, on Wednesday, May 24th from 12 p.m. – 2:00 p.m. in the Level 400 Ballroom when Partners and Sponsors are recognized. Stay and listen to the inspired words from guest speaker Jeanne Bliss. Exhibitors may purchase tickets for \$50.00 at the Registration Desk

Wednesday Evening Event

Exhibitors are welcome and encouraged to join their industry peers at the M & T Bank Stadium, home of the Baltimore Ravens. Wear your favorite team jersey and mingle with others while enjoying good food and music. Exhibitors may purchase tickets for this event at the Exhibitor Registration Desk on-site for \$100 per person.

EXHIBITORS ADVISORY COMMITTEE MEETING

An Exhibitors Advisory Committee Meeting will be held on Tuesday, May 23rd, from 2:30 p.m. – 3:30 p.m. in Board Room in the Executive Offices in the Sharp Street Lobby at the Baltimore Convention Center. The people listed below and on the next page are your representatives for the Exhibitor Advisory Committee Meeting. Please be sure to convey your suggestions and ideas to one of these people or to Show Management before the meeting on Tuesday.

If you have any questions or concerns, please call Mary Guthrie at (703) 293-2313 or Laurie Woodhams at (703) 293-2329. We look forward to seeing you in Baltimore.



NATIONAL POSTAL FORUM 2017 EXHIBITOR ADVISORY COMMITTEE

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