



Dear Exhibitor:

We are pleased to announce that MC² has been selected as the official service contractor for:

Energy Exchange 2024
March 25 – 27, 2024
David L Lawrence Convention Center
Pittsburgh, PA

Our purpose is to help you have the most successful show ever. We have enclosed information and order forms for ordering Furniture, Accessories and Services. Please read this information carefully. **Order by the deadline date and receive the discount rate on Furnishings, Accessories and Carpet.**

Each 10x10 inline booth will be supplied with the following:

- Blue and Green backwall drape
 - Blue siderail drape
 - 1 – 6' table
 - 2 – side chairs
 - 1 - wastebasket
 - 1 – identification sign
- The aisles will be carpeted Gray.

Exhibitor Show Information

Deadline Date for Discount Rates	Mon. Mar 11, 2024	See enclosed order forms
Last day for Advance Shipments	Tue. Mar 19, 2024	See Shipping Information
First day for Direct Shipments	Sat. Mar 23, 2024	See Shipping Information
	No shipments can be received before this date	
Exhibitor Installation	Sun. Mar 24, 2024	8:00am – 5:00pm
	Mon. Mar 25, 2024	8:00am – 3:00pm
Show Hours	Mon. Mar 25, 2024	5:30pm – 7:30pm
	Tue. Mar 26, 2024	9:30am – 7:00pm
	Wed. Mar 27, 2024	9:00am – 5:00pm
Exhibitor Dismantle	Wed. Mar 27, 2024	5:00pm – 9:00pm
	Thu. Mar 28, 2024	8:00am – 12:00pm
Deadline for Carrier check-in	Thu. Mar 28, 2024	12:00pm

Sincerely,

MC²

CUSTOMER SERVICE - 800-322-9452 x2650