

Dear Exhibitor,

Capital Convention Contractors is pleased to provide complete exhibitor services for the RCS 08 Residential Construction Show at the CT Expo Center January 10, 2008. In our commitment to promise an enjoyable and smooth-running event, this Capital Exhibitor Service Kit has been prepared for your use in planning your event. *Please review the following information carefully and place orders early to save time and money!*

Each 10'x 10' Booth package will include:

- 8' High back drape
- 3' High side drape
- Exhibitor ID sign

Drape Colors: Blue / Burgundy / White / Burgundy / Blue

Aisle Carpet: Blue

Exhibitor Move-in and Move-out Schedule:

Exhibitor set-up:	Wednesday,	January 9, 2008	12:00pm – 5:00pm
Show opens:	Thursday,	January 10, 2008	12:00pm – 6:00pm
Exhibitor Dismantle:	Thursday,	January 10, 2008	6:00pm – 9:00pm

ADVANCE ORDER DEADLINE:

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **December 27, 2007**. *We must have a major credit card on file to process your orders!* Complete the Payment Policy Form in its entirety with correct information. Capital Exhibitor Order Forms must be returned to our office and can be faxed directly to 978-562-9600. Order forms for other contractors should be returned to the specific contractor providing these services.

IMPORTANT SHIPPING PROCEDURES:

Capital recommends shipping exhibit materials up to 30 days prior to event move-in to our *Advance Freight Receiving Warehouse*, Making advance shipping arrangements will ensure a prompt and secure delivery to your exhibit site! The event's location will not have the facilities to receive and store such materials in advance and may refuse your shipment and additional charges may occur.

For Advance Shipping to Warehouse: All freight shipments must be shipped prepaid and received in our warehouse no later than **January 5, 2008**. *A 25% late charge will apply if orders for advance shipping are received after this date.*

For Direct Shipping to Show Site: DO NOT ship exhibit materials directly to show site to arrive prior to **January 9, 2008**. You MUST designate your shipment for arrival during exhibitor set-up date only and label your materials c/o CAPITAL CONVENTION CONTRACTORS.

OUTBOUND SHIPPING: Exhibitors MUST contact their carriers for pickup at the loading dock. The drivers MUST check-in at the loading dock by 8:00pm Thursday, January 10, 2007.

Please call our **Exhibitor Service Department at 877-335-3700** for any questions we may assist you with. We look forward to working with you!

Sincerely,

CAPITAL CONVENTION CONTRACTORS