



Dear Exhibitor:

Rileighs Convention Services, LLC has been selected by Show Management as your official full-service contractor for decorating, drayage and labor at the upcoming Ivesco Spring Show being held at the Carlisle Expo Center.

To help you with your decorating needs, we have enclosed all required forms. By returning the completed forms to our office, all equipment will be installed in your booth prior to your arrival. In the event you are not going to personally plan and supervise your exhibit, please forward this kit to the person you appointed to be in charge.

PLEASE NOTE:

All booths will be 10 deep X 10 wide draped 8' high backwall and 33" high side divider draperies. Booths will be provided with one 7" x 42" exhibitor identification sign, one 8' topped and skirted table, two chairs and one wastebasket. Additional furniture requirements should be ordered through Rileighs.

IMPORTANT:

The facility **HAS NO provisions storing Exhibit Materials after the show is closed.** All required shipping information is enclosed. Please refer to our Freight/Drayage form for information on shipping you Exhibit materials back.

In submitting your request for our services, please include your payment plus **6% Sales Tax** to receive discount price.

All services may be put on one of the Credit Cards listed on our forms. All orders placed during installation are to be C.O.D.

We are looking forward to being of service to you. If any additional information is needed, please contact our office.

Sincerely,
Rileighs Convention Services

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DISPLAYS • EXHIBITS • SPECIAL EVENTS • CONVENTION SERVICES