



SMG
Exposition Services

355 Plaza Drive • Secaucus, NJ 07094
201.330.8227 • Fax: 201.330.1586

Dear Exhibitor,

SMG Exposition Services is the exclusive Decorator and Service Contractor for the **SupplySide East International Trade Show and Conference** to be held at the **Meadowlands Exposition Center, Tuesday & Wednesday, April 28 & 29, 2009.**

Enclosed are order forms for rentals and services available at the show as well as information from other companies which may be helpful.

Please note the following details:

Advance Order Pricing: is available at a substantial savings over on-site pricing if full payment including 7% sales tax is received by:

APRIL 17, 2009

Orders received without full payment including 7% tax will not be processed

SORRY, NO EXCEPTIONS WILL BE MADE.

Freight Shipments sent to either our Advance Warehouse or directly to our loading dock **require a credit card to be on file in our office** before shipments can be accepted.

PAYMENT AND ORDER SUMMARY FORM: This form is required with all orders. If paying by credit card, or shipping freight, please also complete the credit card information in the space below your order summary. Orders received without full payment, **INCLUDING 7% SALES TAX** will not be processed.

NOTE: Electric, Audio Visual and Telephone Service forms included in this packet **are from other companies.** All such **orders must be placed with the individual companies.**

FURNITURE/ACCESSORIES RENTAL ORDER FORM: Use this form to order items in addition to what is included with your booth package.

Booth Package includes:

8' High Backdrape - (Black)
3' High Siderail - (Black)
(1) Exhibitor I. D. Sign

LABOR ORDER FORM: Use this form to order labor to set-up and dismantle your exhibit, indicating the number of laborers, and estimated time required. *The Meadowlands Exposition Center is a union hall. Please read the enclosed Union Regulations sheet for specific details concerning labor regulations. Exhibitors who intend to use an outside I & D House may only provide a supervisor at the Meadowlands Exposition Center, and must submit the "Notification of Intent to Use Exhibitor Hired Contractor" form, along with the proper Certificate of Insurance, 30 days prior to the move-in date.*

MATERIAL HANDLING INFORMATION/RATE FORM: The Meadowlands Exposition Center cannot receive advanced shipments. Direct shipments to the Exposition Center **will be refused if sent prior to the exhibitor move-in date.**

All advanced Shipments must be sent PREPAID to our Advance Warehouse. The appropriate addresses and rates per hundred weight (Minimum 200#) are listed on this form. **A credit card is required to be on file in our offices for freight to be accepted. (See payment/order summary form for charge authorization.)**

GROUND OR AIR SERVICE: *UPS Freight* is our chosen carrier. A representative will be on-site to answer questions, and to arrange ground shipments.

Please note that rental prices include: Use of materials for the entire duration of the show, delivery to your booth, and pick up at the close of the event. All materials are to remain the sole property of SMG Exposition Services.

MOVE IN DATES/HOURS

Monday	April 27, 2009	8:00 am to 5:00 pm
Tuesday	April 28, 2009	8:00 am to 11:00 am

SHOW HOURS

Tuesday	April 28, 2009	Noon to 5:30 pm
Wednesday	April 29, 2009	Noon to 4:30 pm

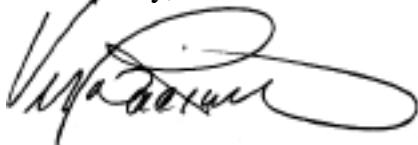
MOVE OUT DATES/HOURS

Wednesday	April 29, 2009	4:30 pm to 9:00 pm
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If drivers have not checked in at the Service desk by 6:00pm, freight will be forced onto common carrier.

Please feel free to contact our office staff at (201) 330-8227 if you have any questions.

Sincerely,



Vera Jacimovic
Exhibitor Services Coordinator