

828 E. Ferry Street, Buffalo, New York, 14211
(716) 896-6170
FAX: 896-8908

International Colour Association Conference
Rochester Riverside Convention Center
June 24-29, 2001

Dear Exhibitor:

We are pleased to have been selected as the official service contractor for the International Colour Association Conference. This manual contains information and order forms for many of the services we offer, all are optional.

BOOTH PACKAGE: Each 9' x 10' booth consists of 8' high burgundy and beige background drapes, 32" high burgundy side dividing drapes, 1-6' table skirted in burgundy, 2 samsonite folding chairs, 1 wastebasket and a 7" x 44" booth identification sign.

PAYMENT POLICY: Hale Northeastern requires payment at the time of your order for all services. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and other services.

ORDER SUMMARY: After ordering any special equipment, please summarize your services on the Order Summary form and include with your order. Payment for all services must accompany your order. Please note; the advance order deadline date is June 13 to receive discounted prices. Please add applicable sales tax to all services.

EXHIBIT FACILITY: The main floor of the Rochester Riverside Convention Center is served by 4 loading docks. The floor surface is concrete. **If your exhibit requires Electrical, Telephone, Cleaning, Audio Visual or Plants please complete the appropriate enclosed order forms and return them to the Rochester Riverside Convention Center.**

SHOW SCHEDULE

	EXHIBITOR MOVE-IN
Sunday, June 24	1:00p.m. – 6:00p.m.
SHOW DATES AND HOURS	
Monday, June 25	9:00a.m. – 5:00p.m.
Tuesday, June 26	9:00a.m. – 5:00p.m.
EXHIBITOR MOVE-OUT	
Tuesday, June 26	5:00 p.m. – 9:00p.m.

Hale Northeastern will maintain a service desk with a professional staff to assist you during the set-up and dismantling of the exhibition. If you have any special requirements or questions concerning our services, please do not hesitate to call. **Please note that there are substantial savings if you place your order by the deadline date, June 13, 2001**

Yours very truly,

HALE NORTHEASTERN INC.

Sally B. Wiesner
Account Executive

Mary Ann Benson / Liana Dypka
Customer Service Representatives