

SCHOOL BUILDING EXPO COLLEGE BUILDING EXPO

**May 11 – 12, 2010
Navy Pier – Chicago IL**

Dear Exhibitor,

Welcome to the **School Building Expo & College Building Expo**, taking place at the Navy Pier, Chicago, IL. The online Exhibitor Services Manual contains all of the information you need to help you prepare for a successful event. Please take the time to read through this manual for all of the important deadlines, service and material ordering information, procedures and costs related to these services and the event.

School Building Expo & College Building Expo have reserved a limited amount of rooms at the Hyatt Regency Chicago for exhibitors and attendees at a discounted rate of \$157 plus applicable taxes. Please check the "Travel Section" of the School Building Expo website or the online exhibitor manual section called "Travel" for complete details. Please make your reservations early as rooms fill up quickly – rooms are available on a first come, first served basis. Make sure you identify yourself as part of School Building Expo. **The deadline date for the discounted rate at all hotels is April 12, 2010.**

If you are using an "Exhibitor Appointed Contractor" to set-up and/or teardown your booth, you must inform Show Management by **Friday, April 9, 2010**. Please complete the Exhibitor Appointed Contractor (EAC) form, and mail or fax it to show management along with a valid "Certificate of Insurance" if this applies to your company.

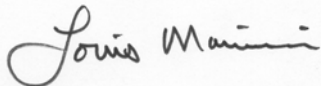
As an exhibitor you will be receiving periodic email bulletins with information such as upcoming deadlines, exhibiting tips and helpful reminders. Please be sure to keep an eye out for these informative bulletins!

Please note that no one under the age of 18 will be allowed into the Exhibit Hall during set-up, the Show or move-out.

Do not hesitate to call me at 203-371-6322 to assist you with any questions or problems.

We are delighted to have your participation and look forward to working with you towards a truly successful School Building Expo & College Building Expo at the navy Pier, 600 E. Grand Avenue, Chicago, IL.

Best regards,



Lou Mancini
Operations