

September 4, 1999

Dear Exhibitor,

We are pleased that SIGAda '99 has selected us to handle the exhibit requirements for the October 19-20, 1999 Conference.

Please review this information carefully. It contains shipping instructions, equipment order forms, equipment services, and payment credit card authorization forms.

As your Convention Services Manager I am available to assist you throughout your event. I can be reached at (310) 318-7711.

Incoming Shipments:

Crowne Plaza Redondo Beach & Marina Hotel

Attn: Noluna Ceballos

SIGAda 1999 Conference

300 N. Harbor Drive

Redondo Beach, CA 90277

Vendor Name & Booth #

We suggest using a carrier that has tracking capabilities.

Shipments may be received no earlier than Monday, October 11, 1999.

(Shipping & Receiving Dock is located on the back side of hotel (Catalina Avenue).

Outgoing shipments must be packed by exhibitors with specific shipment instruction forms filled out prior to show closing. Outgoing shipments are at the cost of the vendor/exhibitor (forms included).

SIGAda '99 Exhibit Package will include the following:

- 8' x 10' Pipe & Drape Booth
- 1 six foot table with (2) Chairs and a Wastebasket
- Storage of shipments up to 300 lbs. from October 11, 1999
- Booth Electrical (1 - 110V Outlet)

- Complete set-up and tear down of exhibit (Pipe & Drape, Table, Garbage Pick-up). (Extra labor provided \$25.00 per hour, four hour minimum).

Additional Equipment Rental:

Extension cords	\$20.00
Power Strips	\$10.00

Extra tables and chairs will be provided at no cost if pre-ordered. On-site orders will be at a cost of \$10.00 per piece.

Audio Visual Equipment:

- A State of the Arts Audio Visual rental price summary is included. Please circle Audio Visual needs and initial printed price and send back by September 27, 1999. All orders must be paid for prior to show opening and guaranteed on a credit card. Audio Visual equipment rentals are rented on a daily basis and are subject to service charge and sales tax.

Telephone lines

- If you should require a telephone line, the order form must be filled out and returned on or before September 27, 1999. Telephone lines are \$110.00 each per day.

Credit card authorization forms must be filled out and returned by September 27, 1999. (Needed only when purchasing phone lines, additional equipment, etc...)

Vendor Information

- Move in -Monday, October 18, 1999, 12:00pm
- Show opens - Tuesday, October 19, 1999, 10:30am onwards
- Tear Down - Wednesday, October 20, 1999 from 4:00pm-6:00pm