

sensors expo & conference

Dear Exhibitor;

Welcome to the **Sensors Expo & Conference!** This year's show is taking place June 7 – 9, 2010 at the Donald E. Stephens Convention Center in Rosemont, IL.

We are pleased to present you with your Exhibitor Service Kit which contains all the information you will need to successfully transport, set-up/tear-down, and equip your booth. All necessary forms from each "Official Show Vendors" are included and by reading and paying attention to order details and deadlines, you will save valuable time and money.

The "Official Show Decorator" is RES and their order forms and list of services can be found on the Sensors 2010 website (www.sensorexpo.com) in the "Exhibit" section under the "Exhibitor Services Manual" link. Other order forms for services such as Electrical, Telephone & Internet, Lead Retrieval, Computer Rental, Audio Visual and Plant & Floral, Marketing Services and General Information are also found on these websites.

Important Policies and Guidelines to note:

- ✪ No one under the age of 18 (including infants) is allowed on the show floor at any time.
- ✪ All exhibitors must carry general liability and workman's compensation insurance and provide Show Management with the appropriate certificate of insurance.
- ✪ If you are using an outside contractor (EAC) to help set-up and dismantle your booth, you must notify Show Management by May 7, 2010.
- ✪ Refer to the Labor Jurisdiction and Exhibitor Guidelines sections for important planning information.
- ✪ Be sure to make your travel and hotel arrangements ASAP!

If you have any questions at any time please feel free to call or email me at (617) 219-8374 or jvalenca@questex.com.

We are pleased you have chosen to participate in the ***Sensors Expo & Conference*** and look forward to a successful event!

Sincerely,

Joanne Valença
Event Operations Manager
Questex Media Group