



August 11th – 13th, 2009

Hello Exhibitor!

Enclosed is your exhibitor kit for the **2009 TriCon**. This kit includes information pertaining to regulations & available services for the event. Please note:

ALL ORDER FORMS ARE DUE ON MONDAY, JULY 27TH, 2009

- **Electricity / Water Order Form**
Electricity is not included in your booth price. Please order this service by **Monday, July 27th** in order to take advantage of discounted pricing.
- **Telephone / High Speed Internet**
Phone / fax / credit card lines are not included in your booth price. Please order this service by **Monday, July 27th** in order to take advantage of discounted pricing.
- **Decorating Order Form**
You may order tables, chairs, and other items with this form. Please order this service by **Monday, July 27th** in order to take advantage of discounted pricing.
- **Exhibitor Bracelet Order Form Notice (MUST BE ORDERED PRIOR TO EVENT)**
Exhibitor bracelets can be picked up at the Exhibitor Service desk during move-in.
- **Drayage and Shipping Instructions** – You may ship directly to our facility!
- **Due Dates & Reminders Page** - Save yourself \$\$\$ by turning your forms in early!
- **Important Exhibitor Information Sheet** – Read thoroughly!
- **Fredericksburg Expo & Conference Center Rules & Regulations**
- **Directions to the Fredericksburg Expo & Conference Center**
- **Space Assignment and Floor Plan** – Your space assignment will be given to you at a later time as well as the final layout. Please still submit your Services forms – as long as your company is listed, you are good to go. The Fredericksburg Expo & Conference Center reserves the right to change space assignments.
- **Move-In / Out Procedures**

Should you have questions regarding the contents of this packet, please call Casey Silversmith, Exhibit Services Manager, at 540-548-5555 ext 108, or e-mail, csilversmith@feacc.com.

We look forward to your participation in the 2009 TriCon!