

P.O. Box 21245 - Louisville, KY 40221  
Ph. (502) 375-5811 - Fax (502) 375-0422

Jan 10, 2010

Glass Art Society  
June 10-12, 2010  
Marriott Downtown  
Kentucky Ballroom  
Louisville, Ky

Dear Technical Display Exhibitor,

A.G. Exhibitions, Inc. has been designated by **\*\*The Glass Art Society\*\*** to provide you with exhibit services such as tables, chairs carpet, etc... for use in your booth at the **\*\*Glass Art Society Conference - Technical Display\*\***.

**Each Exhibit is provided with:**

- (1) 8' Skirted Table
  - (1) I.D. Sign
  - (1) Trash Can w/Liner
  - (2) Folding Chairs
- Ballroom floor is carpeted

If you need additional furnishings other than what is provided with each booth, you need to telephone our office in advance at (502) 375-5811 with your needs and credit card number for payment or return your order by mail two weeks prior to the show for discount rate, standard rate there after.

**Timing:**

Set-up:	Wednesday, June 9, 1:30 pm- 6:00 pm Salon A-G Thursday, June 10, 8:00 am - 11:30 am Salon A-G
Initial Opening:	Thursday, June 10, 11:30 am - 4:00 pm
Final Closing & Take-down:	Saturday, June 12, 3:00 pm
Your Removal Complete by :	Saturday, June 12 by 6:00 pm

**Shipping Instructions:**

For any materials you may need to ship in advance, following is the correct shipping address:

**Your Company Name, c/o A.G. Exhibitions  
4750 (Suite E) Crittenden Drive  
Louisville, Ky 40209**

All the exhibit materials shipped, must be received at the above address before Freight delivered to your booth at the prevailing rates listed on the Shipping Information and Freight Service Order Form. We always will start accepting freight two weeks prior to setup. If you have any questions, please feel free to telephone us. Thank you.