



International Council of Air Shows, Inc.

750 Miller Dr SE, Ste F3, Leesburg, VA 20175

Phone: 703.779.8510 Fax: 703.779.8511 Email: icas@airshows.aero Web: www.airshows.aero

To: All ICAS 2013 Exhibitors

From: Karen Connors

Dear Exhibitor:

This is your Exhibitor Service Kit for the 2013 ICAS Convention in Las Vegas, from GES, our official exhibit services contractor. Included is information from GES and Encore Productions. Whether you are a new or veteran exhibitor with ICAS, **please make sure to review this kit thoroughly**. If you are unsure about what you need, you may call me or the GES Service Center to discuss your display so that we can guide you through the services and products you may require to move into your booth.

Pay close attention to the **Important Dates** section of the Show Information page. Note the discount deadlines for ordering and deadlines for shipping your display materials. These dates are not flexible.

We are often asked about **Union Rules at the show site** and how that affects our exhibitors move-in and move-out. Please refer to the page included here for that information.

If you are planning to bring a vehicle or aircraft onto the show floor, pay special attention to the Vehicle Placement Order Form that must be completed so GES can coordinate your move-in. Vehicles will be moved in on Sunday, December 1, and you will need to make an appointment with GES. Please call the ICAS office as soon as possible if you will need this service.

Please note that GES offers a **Cartload Handling Service** for exhibitors requiring minimal assistance with the move-in and move-out. Details are included within.

Note also that **electric is not included with your booth**. An order form is supplied in this kit and is to be faxed back to Encore Productions at 702-946-4452, not to ICAS. ICAS has negotiated a rate of \$110.00 for a 500w outlet if ordered by November 15, 2013.

Let me stress again how important it is to **review this kit thoroughly** and to review your requirements with us in advance of arriving in Las Vegas. We do not wish our exhibitors to encounter surprises that could have been avoided with a conversation ahead of time.

Lastly, a very important reminder: **You must register yourself and all of your booth staff for the Convention**. Registration is not included in your booth fee and you must be registered in order to exhibit.

Again, if you have any questions about these materials, you may call me or the GES Service Center. We are here to make your exhibit at the ICAS Convention as successful as possible, so please, do not hesitate to contact us.