



COMPTTEL PLUS Fall 2015 Business Expo
Exhibit Dates: October 18-20, 2015
San Francisco Marriott Marquis, San Francisco, CA

Dear Exhibitor:

Welcome to the COMPTTEL PLUS Fall 2015 Business Expo. We look forward to assisting you with the planning of your exhibit. This Exhibitor Services Manual contains important details relevant to your participation. Please take time to review this information and feel free to contact us if you have any questions.

This manual is designed to provide you with all of the information necessary for a successful and profitable exhibition. In this manual, you will find forms for services offered by the official show contractors. If you are utilizing outside contractors (contractors not specifically mentioned in this manual), please notify them of the insurance requirements for access to the show floor, and inform Show Management of the company name and personnel. Please feel free to contact the official service contractor directly.

Please pay particular attention to the Deadline Dates Checklist located in the General Information Section. This schedule outlines the important dates for completion of forms for services. In order for your requests to be serviced accurately, we request that all forms be sent by the date listed.

We have found that it is most efficient if this manual is given to the person directly responsible for your participation at the exposition. Exhibitors using a display house should forward on pertinent information.

On behalf of COMPTTEL, we are pleased that you will be joining us this year. If there is anything that we can do to assist you, please feel free to contact us.

We look forward to seeing you and to a very successful and productive COMPTTEL PLUS Fall 2015 Business Expo!

Sincerely,

Diane Postel
COMPTTEL Exhibits Coordinator
P: 312-673-5572
dpostel@comptel.org