

## Dear Exhibitor:

Welcome to the 2018 CSBA Annual Education Conference and Trade Show. We are delighted that you will be joining us to share your products and services with our membership in San Francisco, November 29 – 30, 2018 at Moscone West.

The GES Exhibitor Service Kit provided by our show decorator, Global Experience Specialists, will assist you in creating your perfect booth for the show. Included is information on electricity, telecommunications, furniture, freight, valet, as well as food and beverage services.

As an exhibitor with CSBA, you are provided side and back rails, drapery, carpeting and one 7" x 44" company identification sign. Drapery and booth carpet will be blue, and aisle carpet will be blue jay. Other carpet colors are available at an additional charge. We are excited to announce complimentary wi-fi on the trade show floor, this year only.

Please study this kit carefully and thoroughly to ensure that your exhibiting experience is successful. We encourage you to keep a copy of all order forms for your reference so that any inquiries can be handled easily and promptly. Also, make sure to read each form for relevant dates, information and instructions on where to send payment, as it can vary depending on services required.

Please contact a GES representative at (800) 475-2098 or by fax (866) 329-1437 should you have any specific questions. As a friendly reminder, the early deadline for the discounted rate is Monday, November 5, 2018. Advance shipment dates are October 29 through November 23, 2018.

If you would like to talk with the CSBA Exhibits Team, please contact Laura Bohannon, Exhibits Sales Manager at (775) 392-3200 or [lbohannon@csba.org](mailto:lbohannon@csba.org); or Tara Towne, Exhibits Specialist at (916) 669-3276 or [ttowne@csba.org](mailto:ttowne@csba.org).

Thank you for your participation and support of California's public school children.

Sincerely,

**Laura C. Bohannon, CMM, CMP**

*Exhibits Sales Manager*