



## DEAR EXHIBITOR:

Welcome to the 2017 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 Diego, November 30 - December 1, 2017 at the San Diego Convention Center.

The GES Exhibitor Service Kit provided by our show decorator, Global Experience Specialists, will assist you in creating the 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 will be grey, booth carpet will be grey, and aisle carpet will be pepper. Other carpet colors are available at an additional charge.

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 Wednesday, November 15, 2017. Advance shipment dates are October 26 through November 24, 2017.

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*

NOVEMBER 30 - DECEMBER 2, 2017 SAN DIEGO CONVENTION CENTER

California School Boards Association | 3251 Beacon Blvd., West Sacramento, CA 95691 | [aec.csba.org](http://aec.csba.org)