

Dear 2013 KeHE Holiday Show Exhibitor,

Thank you for joining us at this year's Holiday Show! The following is your Exhibitor Services Manual which includes all the necessary forms and information needed to ensure your successful participation in the 2013 KeHE Holiday Show. As the main contact for this exhibiting company, you are the **sole representative** receiving the Exhibitor Services Manual. Please forward this manual to everyone on your team that may benefit from this information.

Please take the time to review this information and **pay special attention to the deadlines on the various order forms**. Ordering early will save you time and money. In addition, we also highly encourage all exhibitors to ship their materials to the advanced warehouse. This will ensure timely arrival of all your items from the warehouse to your booth on site. For your reference, each 10' X 10' & 5'x10' booth comes with the following furnishings:

- Standard 8' high back drape in Red and Grey, 3' draped side rails in Red
- Booth carpeting in Pepper including daily vacuuming
- Company identification sign- 18"x12" (All Caps)
- (1) 6' Red skirted table per 10'x10'; (1) 4' Red skirted table per 5'x10'
- (2) chairs per 10'x10';(1) chair per 5'x10'
- (1) wastebasket
- 24 hour perimeter exhibit hall security

KeHE is offering the opportunity to purchase New and Emerging Vendor Tabletops. Exhibitors that chose to purchase a New and Emerging Vendor Tabletop will receive the following furnishings:

Tabletop Package

- Standard 8' high back drape in Grey and White, 3' draped side rails in Grey
- Booth carpeting in Pepper including daily vacuuming
- (1) 4' counter height table skirted in Grey
- (1) 6' counter height table skirted in Grey
- (1) counter height chair
- (1) wastebasket
- Company identification sign- 18"x 12" (All Caps)
- 24 hour exhibit hall security

As the KeHE Show Management Team, we are here to assist you as you prepare for the 2013 KeHE Holiday Show. If you have any questions please feel free to call or email us for additional assistance.

We look forward to seeing you in June!

Sincerely,



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