

George Fern Company

Expositions • Corporate Events • Exhibits

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George Fern Company is pleased to learn that your organization will be an exhibitor in **CENTRAL ASSOCIATION OF COLLEGE AND UNIVERSITY BUSINESS OFFICERS (CACUBO)**. As the Official Service Contractor for this exhibit, we are enclosing various equipment rental and service order forms for your information and use. We suggest that you anticipate your requirements, complete all appropriate forms and return them immediately as indicated on the respective letterheads.

CENTRAL ASSOCIATION OF COLLEGE AND UNIVERSITY BUSINESS OFFICERS (CACUBO) October 3-5, 2010

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|---------------------------|---|--|---|
| SHOW LOCATION | Marriott Downtown Indianapolis, IN | | |
| BOOTH EQUIPMENT | Each 10' deep x 10' wide booth will be equipped with 8' high Gold and Black back drape, 3' high gold side drape and one 7" x 44" identification sign. The exhibit area is carpeted. | | |
| EXHIBITOR SET-UP | Sunday, | October 3, 2010 | 2:00PM - 6:00PM |
| EXHIBIT HOURS | Monday, | October 4, 2010 | 10:00AM - 11:15AM 12:30PM - 2:00PM 3:00PM - 4:30PM 5:00PM - 6:00PM** |
| | | **BUSINESS PARTNER APPRECIATION RECEPTION | |
| | Tuesday, | October 5, 2010 | 9:00AM - 11:30AM |
| EXHIBITOR MOVE-OUT | Tuesday, | October 5, 2010 | 11:30AM - 3:00PM |
| DISCOUNT PRICES | To qualify for ADVANCE DISCOUNT PRICES , full credit card payment including 7% tax MUST be included with your order and must be RECEIVED, VIA MAIL OR FAX, BY FRIDAY, SEPTEMBER 24, 2010 . Allow 3 days for mailing. Orders RECEIVED AFTER FRIDAY, SEPTEMBER 24, 2010 , orders received WITHOUT credit card information and payment, and orders PLACED AT THE SHOW will be charged at STANDARD LATE ORDER PRICES . | | |
| PAYMENT POLICY | Our CREDIT POLICY requires 100% payment with order for service, tax and anticipated freight. CREDIT CARD information for payment of advance and show site orders must be forwarded to the George Fern Co. in order for us to provide any equipment or services. The PAYMENT AUTHORIZATION FORM must accompany your order. | | |

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information not covered in the Exhibitor Service Kit, please contact our Exhibitor Service Department at (513)333-7060 or use our FAX number, (513)333-7067.

We look forward to serving you.
George E. Fern Company