



Re: 2008 Quality Expo Detroit  
June 11 – 12, 2008  
Rock Financial Showplace

Dear Exhibitor:

NEC Expo Services, Inc. has been selected by your show management to serve as the Official Exhibition Service Contractor for this event.

The following items are included as part of your 10' booth fees paid to show management.

Provided by NEC Expo Services

- 8' Back Drape
- 3' Side Drape
- 1 – 7" x 44" One line Booth Identification Sign
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The following forms are for you to complete and return if you require additional equipment or services. **PLEASE NOTE:**

- Read the enclosed Payment Policy form thoroughly.
- Assess your show needs carefully.
- Avoid unnecessary delays and save valuable time and money by following all instructions contained herein.

**TO QUALIFY FOR ADVANCE RATES, YOUR ORDERS WITH PAYMENT MUST BE RECEIVED BY US BY **JUNE 2, 2008** (SEVEN (7) DAYS PRIOR TO FIRST MOVE-IN DAY). SOME EQUIPMENT OR SERVICES MAY REQUIRE MORE THAN 7 DAYS LEAD TIME. PLEASE SEE APPROPRIATE ORDER FORMS FOR ACTUAL DEADLINES.**

If we can be of any further assistance, please contact us.

We are looking forward to being of service to you.

**THANK YOU FOR YOUR PATRONAGE.**

**7/27/07**