



EXTENDING BRANDS INTO EXPERIENCE

Dear Exhibitor:

We are pleased to announce that MC² has been selected as the official service contractor for:

**2008 Air Force Information Technology Conference
August 25 - 27, 2008
Renaissance Montgomery Convention Center
Montgomery, AL**

Our purpose is to help you have the most successful show ever. We have enclosed information and order forms for ordering Furniture, Accessories and Services. Please read this information carefully. **Order by the deadline date and receive the discount rate on Furnishings, Accessories and Carpet.**

10'x10' inline booths only will be supplied with the following:

- Blue and White Backwall Drape
- Blue Siderail Drape
- 1 – 6' draped table
- 2 – side chairs
- 1 – wastebasket
- Blue carpet
- 1 – identification sign
- The aisles will be carpeted blue.

Exhibitor Show Information

Deadline Date for Discount Rates	Mon., Aug. 11, 2008	See enclosed order forms
Last day for Advance Shipments	Wed., Aug. 20, 2008	See Shipping Information
Deadline for Hanging Signs to MC²	Mon., Aug. 18, 2008	See Hanging Sign Form
First day for Direct Shipments	Fri., Aug. 22, 2008	See Shipping Information
	No shipments can be received before this date	
Exhibitor Installation	Fri., Aug. 22, 2008	1:00pm – 8:00pm
	Sat., Aug. 23, 2008	8:00am – 5:00pm
	Sun., Aug. 24, 2008	8:00am – 5:00pm
Show Hours	Mon., Aug. 25, 2008	10:45am – 4:30pm
	Tue., Aug. 26, 2008	11:00am – 4:30pm
	Wed., Aug. 27, 2008	11:00am – 3:30pm
Exhibitor Dismantle	Wed., Aug. 27, 2008	3:30pm – 7:30pm
	Thu., Aug. 28, 2008	8:00am – 5:00pm
Deadline for Carrier check-in	Thu., Aug 28, 2008	12:00pm

Sincerely,
MC²
CUSTOMER SERVICE - 800-322-9452 x2650