



**LIBERTY
EXPOSITION
SERVICES, INC.**

3615 Gardner Avenue - Kansas City, MO 64120 - Phone: 816/891-9500 - Fax: 816/891-9507 - Web Site: libertyexpo.com

**MID-WEST PARENT EDUCATORS CONFERENCE
APRIL 17-18, 2009
KCI Expo Center**

We are proud to have been selected as the **Official Service Contractor** and we look forward to assisting you to achieve your exhibit goals. The enclosed forms in this Exhibitor Service Kit contain important show information and order forms for services offered by our company. Please review All of the following pages **carefully**. If you need additional information or assistance please call your Liberty Expo Customer Service Representative at **816-891-9500** or see us on show site at the Liberty Expo Exhibitor Service Center located on the exhibit floor. *We Look forward to Serving you .*

EXHIBITOR SET UP:	Thursday	April 16	5:00 PM – 9:00 PM
SHOW HOURS:	Friday	April 17	9:00 AM – 6:00 PM
	Saturday	April 18	8:00 AM – 5:00 PM
EXHIBITOR MOVE OUT	Saturday	April 18	5:00 PM - 7:00 PM

THE EXHIBIT FLOOR MUST BE CLEARED OF ALL DISPLAY MATERIAL BY 7:00 PM

BOOTH SIZE	10' X 10'
EQUIPMENT	One 7'' x 44'' Identification Sign 1 - 8' x 30'' Draped Table 2 - Folding Chairs 1 – Wastebasket

(Changes or additions to the above booth package are available for an additional charge; please refer to the booth furnishings form)

DRAPE	8' Red & White Backdrops
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AISLE CARPET	The exhibit hall is NOT carpeted.
SHIPPING INFO	Freight shipments must be sent prepaid. <u>COD shipments will be refused.</u>

Your freight will be accepted at: **LIBERTY EXPOSITION SERVICES
c/o Yellow Freight Systems
233 S. 42nd Street
Kansas City, Kansas 66106**

Please refer to the enclosed material handling form for further information and scheduling.

PAYMENT POLICY

All Accounts Must be Paid in Full prior to the closing of the show. **Please provide your show representative with a means of payment.** Payment in full must accompany your order by the published deadline dates to qualify for the Discounted Rates. **(Deadline Dates vary)** Refer to the payment policy on the enclosed recap of orders form for methods of payment and cancellation policies.