



**ILLINOIS GEOTHERMAL CONFERENCE
PEORIA CIVIC CENTER, PEORIA, IL
FEBRUARY 28-29, 2012**

Dear Exhibitor:

We are pleased to see that you will be among the exhibitors at the **IL GEOTHERMAL CONFERENCE**.

Exhibits (included with your exhibit fee paid to GAOI):

Each 10' x 10' exhibit space will be provided with a back drape 8' high and side drapes 3' high

- 1 – 10'x10' GREEN carpet
- 1 – 6' skirted display table
- 2 – folding chairs
- 1 - 7" x 44" one-line identification sign

Drapery colors will be beige and hunter green. Floor at this location is carpeted (booths only).

As part of our contract with show management, **EXCEL DECORATORS has been chosen as the exclusive provider of furniture, dravage, labor, cleaning, floral, and sign services for the show. This means that these services need to be contracted through EXCEL.**

Order forms for additional equipment are now available on line. To access your exhibitor order forms, go to:

www.exceldecorators.com

Click on: **Exhibitor Ordering**

Select Event: **IL Geothermal Conference**

Select Button: **Download Forms**

Enter password: **poster** (lower case letters)

IMPORTANT NOTE:

All electrical hookups need to be arranged in advance through the Peoria Civic Center. A link to the form is available on Excel's website along with your exhibitor kit.

For electrical questions

Please contact:

Carol Krumwiede

309-680-3530

These forms may be downloaded, printed, and returned to Excel Decorators by fax or mail. Be sure to reply at your earliest convenience and complete the forms properly to ensure a smooth set-up and installation. **Pre-payment is required.** In order to ensure discount prices, payment or credit card authorization **MUST** accompany your order. A credit card authorization form is enclosed for your convenience.

Dravage and Material Handling: Please refer to the Dravage and Material Handling Form for information regarding rates, shipping addresses, and deadlines. **Note: DO NOT ship directly to the facility prior to the official exhibit installation date!!!** Your shipment will be refused and will be subject to special handling charges and time penalties.

If you have any questions, or if you would prefer to receive your exhibitor order forms by fax, please contact our office.

We are looking forward to working with you on a successful event.

Thank you,

EXCEL DECORATORS, INC.

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