

ASIS Expo
Holiday Inn Boxboro Woods
Boxboro, MA
April 27, 2010

TO ALL EXHIBITORS:

We are pleased to inform you that *SER exposition services* has been selected by **ASIS Expo** to serve as your Official Service Contractor.

Exhibitors have three ways to order additional exhibitor materials and to access facility policies, procedures and utility forms:

1. Order all your materials online through our secure server.

To order online go to our website at **www.serexpo.com** and go to Exhibitor Services. If you agree with the terms and conditions proceed by entering your Show ID Number. Then enter your Password (password is case sensitive).

Your Show ID Number and Password are:

Show ID Number: 04272010A

Password: xujmwzuy

Online Ordering will not be available for this show after April 19, 2010.

2. Fax or Mail order forms by downloading your Exhibitor Services Manual from our website.

If you do not feel comfortable ordering online you may download your Exhibitor Services Manual and fax or mail the forms to *SER exposition services* directly. You will be downloading a .pdf file and you must have Adobe Acrobat Reader to read this file. You will be able to download Adobe Acrobat Reader from our website.

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Show ID Number: 04272010A

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3. If you do not have or have limited Internet capabilities

Please contact us at 508-757-3397 to have an Exhibitor Services Manual faxed, emailed or mailed to you.

If you have any questions during your ordering process please visit the FAQ's page. If you cannot find your answer here, please call us at 508-757-3397.

ALL ORDERS AND PAYMENT MUST BE RECEIVED BY APRIL 19, 2010.

SER exposition services

35B New Street
Worcester, MA 01605
(508) 757-3397
(508) 757-9136 (Fax)
www.serexpo.com

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BOOTH EQUIPMENT: Each booth will be set with an 8' high back wall, 3' high side rails, one 6' skirted table, two folding chairs, one wastebasket with liner and one 7" x 44" Exhibitor ID sign with booth number.

SHOW COLORS: **Green and White**

BOOTH SIZE: **10' x 8'**

EXHIBIT HALL CARPETED: **Yes**

EXHIBITOR MOVE-IN: **Monday, April 26, 2010, from 1:00 PM to 7:00 PM**

SHOW OPEN: **Tuesday, April 27, 2010, at 7:30 AM**

EXHIBITOR MOVE-OUT: **Tuesday, April 27, 2010, from 1:30 PM to 4:30 PM**
ALL CARRIERS MUST CHECK IN BY 3:30 PM

SHIPPING: ADVANCE RECEIVING AT THE WAREHOUSE:
SER exposition services will accept crated, boxed or skidded materials beginning thirty (30) days prior to show set-up date.

DIRECT SHIPMENTS TO EXHIBIT FACILITY:
SER exposition services will receive shipments at the exhibit facility beginning on move-in day only. Shipments sent directly to the show site earlier than move-in day **will be refused**.

For additional information, please refer to the "Material Handling Information/Rate Schedule" form within the Exhibitor Services Manual.

SAFETY: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. *SER exposition services* cannot be responsible for injuries from falls caused by the improper use of this furniture.

For services other than what is included in your booth, please see our show service order forms within the Exhibitor Services Manual. **ALL ORDERS AND PAYMENT MUST BE RECEIVED BY APRIL 19, 2010.** A credit card on file with *SER exposition services* is required for all exhibitor orders. Please include 6.25% MA Sales and Use Tax.

If you need assistance, additional information or special services, please contact us at (508)757-3397 or fax (508)757-9136. **You may also find answers to your questions by visiting our website at www.serexpo.com.**