



Raising Student Achievement Conference 2018
Pheasant Run Resort & Convention Center
December 3-4 2018

Dear Exhibitor:

The Exposition and Conference Center at Pheasant Run Resort is the official site of the Raising Student Achievement Conference 2018. The Exposition Center staff recognizes that your participation in this event is important to your company's success. We will work with you to make this event as profitable and rewarding as possible.

Please read all the information carefully that is contained in this exhibitor kit, as you will be responsible for meeting all deadlines. Please be aware that each service may have a different deadline.

Included with this letter is an exhibitor kit that contains order forms offering additional services you may require for your exhibit. You will notice that the pricing is either "discount" or "standard." To take advantage of our "discount" pricing, you must include a check, money order or credit card number with your order, and it must reach our office by **Monday, November 19, 2018**. You may return these order forms mail or fax. If you are mailing the forms, please mark the envelope "Pheasant Run Resort, Attn: Exposition Center". All exhibit orders must be faxed to our accounting department at (630) 584-5458. If we receive your order after the **Monday, November 19, 2018** cut off date, **charges are subject to our standard pricing**.

The Exposition and Conference Center will begin accepting freight for this event starting **Monday, November 26, 2018**. The material handling fee for freight delivered to the Exposition and Conference Center is \$.40 per pound. **Please make sure that your shipment(s) have your company name and booth number clearly marked.** For more details on shipping, see the *Material Handling* section of your exhibitor kit.

The booth package contains an 8 x 10 pipe and drape booth, a one line ID sign, a skirted table and 2 chairs. You may order additional items through Pheasant Run Resort. Last minute requirements, questions or shipping concerns may be addressed at the Pheasant Run service desk located on the North side of the Exposition and Conference Center floor. The service desk will be staffed during set-up and teardown times.

Thank you,

The Exposition Center Staff