



PO Box 4195 * Sunland, CA 91041
Tel: (818) 352-8282 Fax: (818) 450-0326
www.sundecorating.com

IHACI / HVAC EQUIPMENT SHOW
PASADENA CONVENTION CENTER
NOVEMBER 16, 2011

To All Exhibitors:

We are pleased to have been selected by Show Management as your Official Service Contractor to assist you in making sure your show participation is successful.

This Exhibitor Service Kit contains information and order forms on the wide variety of services offered by Sunrise Decorating Company. Please review the pages carefully. If we are to serve you efficiently, it is most important that you fill out these forms and return them to us promptly.

To qualify for discount prices, full payment must be included with your orders and be received by Sunrise Decorating Company, Inc. (SDC) at least fourteen (14) days prior to show installation. Orders received without payment prior to show will be charged at "Floor Order" rates as listed on the enclosed forms. Please note that the sum of your SDC orders can be paid with one check instead of including a separate check for each order.

For your convenience, we are enclosing a credit card form. We accept Visa, Mastercard, Discover, American Express and Optima credit cards. **CHECKS WILL BE ACCEPTED FOURTEEN (14) DAYS PRIOR TO SHOW INSTALLATION. CREDIT CARDS OR CASH ARE THE ONLY METHOD OF PAYMENT THAT WILL BE ACCEPTED AT SHOW SITE.**

Any additional cost incurred for services and/or orders placed at showsite, including labor and material handling, are due and payable at showsite, YOUR SHOWSITE REPRESENTATIVE MUST BE MADE AWARE OF THIS PAYMENT POLICY, AND HAVE A MEANS OF PAYMENT, WHICH MAY BE MADE BY CASH, OR CREDIT CARD AUTHORIZATION.

We realize that exhibiting in an exposition can be complicated. If you need assistance or additional information, please contact us.

We look forward to serving you.

SUNRISE DECORATING COMPANY.

SHOW COLORS: RED WHITE BLUE

BOOTHS SIZE: 10' X 10'

BOOTHS FURNISHED WITH:

8' HIGH BACKWALL

3' HIGH SIDERAIL

(1) ONE LINE ID SIGN

(31 CHARACTERS INCLUDING SPACES)

(1) 500 WATT ELECTRICAL OUTLET