Northeast Decorating
NDES
& Exhibit Services, Inc.

Re: Vital Signs 2009 Conference
Rochester Riverside Convention Center
October 15-18, 2009

Dear Exhibitor:

On behalf of the above-mentioned Association, Northeast Decorating welcomes you as an exhibitor.

Please note that the Association has made arrangements with Northeast Decorating to provide your Exhibit space with the following equipment.

Exhibitor Booth Size: 10' Deep x 10' Wide to include:

- 8' High Backdrop Draping
- 3' High Side Rail Draping
1 - 7"x 40" Exhibitor ID (**One Line**) Sign
1 - 8' x 24" Table (Vinyl Topped/Cloth Skirt)
2 - Chairs
1 - Wastebasket

Vehicle Space: 20' Wide x 25' Deep to include:

1 - 8' x 24" Table (Vinyl Topped/Cloth Skirt)
2 - Chairs
1 - Wastebasket

If you require any **additional equipment** or services **not listed in the booth package above**, please fill out and return the enclosed order form(s) to: **Northeast Decorating**
225 Wilkinson Street **OR** **FAX to: (315) 471-0237**
Syracuse NY 13204 **(machine in secure office location)**

If you have any questions or concerns, please feel free to contact us directly at 315-471-9989

Sincerely,

Susan Brewer
NORTHEAST DECORATING
Email: suzi@nede.net
Enclosures