



Name of Show: HBA Akron Home & Flower Show 2010
Date of Show: February 26 – February 28, 2010

Dear HBA Akron Home & Flower Show Exhibitor:

Enclosed are a series of forms from Miller's Convention and Trade Show Services. As your service decorator, it is our responsibility to provide you equipment and services to enhance your booth space and assist with your material handling needs. You may also go online to www.millersexpo.com to complete these forms to e-mail or fax.

Furniture and Accessories Order Form:

This is a list of equipment that is available to you for the show to use within your booth space. If there are items you need that are not listed give us a call (330) 753-9104.

Material Handling Order Form:

If you have a need to ship equipment to the exhibit site these shipments must be delivered to the John S. Knight Center on February 22, 2010 between 9:00 a.m. and 3:00 p.m. **Any other time and the freight may be refused.**

Advance shipments can be sent to Miller's Convention & Trade Show Services at 869 West Waterloo Road, Akron, Ohio 44314. Please arrange shipment to arrive between 2/01/2010 and 2/19/2010. Miller's will deliver your freight to the John S. Knight Center directly to your booth space.

Credit Card Authorization & Payment Information Form:

Miller's will use this form for payment purposes. If paying by check, this form can be mailed with your payment directly to us. Please note the deadline for advanced rates is February 15, 2010. Orders after that date will be charged the standard show rates.

If there are any services or equipment not listed in this packet, please call for more information.

If we can be of further assistance, please contact Dean Miller at **330-753-9104**.

See you at the show!

Sincerely,

Dean Miller
Miller's Party Rental Center, Inc.
Miller's Convention and Trade Show Services