



## COUNCIL *on* FOUNDATIONS

March 2012

Dear Colleague:

Thank you for exhibiting at the 2012 Annual Conference. We're looking forward to a successful gathering of your customers—philanthropic leaders from across the country.

This Exhibitor Service Kit may seem overwhelming, but it is designed to help you make the most of your exhibiting experience with the Council, meet deadlines, and save time and money.

The Kit is broken into three sections: Council Information, GES Information, which includes the shipping information, and Additional Service Order Forms. Each section includes cost and contact information, order deadline dates, and order forms.

Your booth package price includes back drape, side drape, one 6' skirted table, two chairs, and a wastebasket. The show information in the GES section contains show colors, the advance shipping address, and important shipping dates.

Additional vendors provide audio-visual materials, plant and floral rentals, and food and beverage order information. There is a business center at the JW Marriott, too. Contact information is provided so you can confirm hours and available services in advance.

Complimentary Wi-Fi will be available in the meeting rooms, ballroom, and exhibit area but not in the sleeping rooms. If you need a T1 line or faster Internet service in your booth, refer to the AVT Event Technologies order form included in the Additional Service Order Forms section.

Please contact me if you have any questions or need additional information. I look forward to seeing you in April.

Sincerely,

Laura K. Larson, CEM  
Exhibits and Sponsorship Manager  
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