



Dear Exhibitor:

Thank you for being part of the Christmas World Gift & Craft Fair. Note the set-up, move-out and final checklist below. Please have someone in your booth during all show hours, adhere to the contract and work your booth until 5pm on Sunday.

Show Dates: November 26, 27 & 28, 2010
Mega Center – Pheasant Run Resort
4051 East Main Street
St. Charles, IL 60174

Show Hours: Friday, November 26 • 5-9pm
Saturday, November 27 • 9am-6pm
Sunday, November 28 • 10am-5pm

Move-In: Friday, November 26 • 8am – 4pm

Move-Out: Sunday, November 28 • 5:15 – 10pm

Payments: All balances are to be paid in full by October 8, 2010. Please contact Margaret Iden at 630.469.4611, x100 if you are not paid in full at this time.

Decorator: Pheasant Run Resort – Val Miner, 630.584.6300, X7892
Each exhibitor receives 1-8ft table and 2 chairs. If you need additional furniture see the enclosed order form or online at www.ChristmasWorldFair.com.
Deadline for standard pricing is Friday, November 12, 2010.

Internet/Phone: Pheasant Run Resort – Val Miner, 630.584.6300, X7892
Direct dials and Internet services require 30 days to install.
Deadline is October 25, 2010. Internet/phone forms may be found in the exhibitor kit or online at www.ChristmasWorldFair.com

Electrical: Pheasant Run Resort – Val Miner, 630.584.6300, X7892
Deadline for standard pricing is 14 days. Note: Electrical is not included in booth cost. Electrical forms may be found in the exhibitor kit or online at www.ChristmasWorldFair.com

Food Permits: DuPage County Health Department – 630.682.7400, X7046
If you are handing out any food samples during the expo you will need to get a Temporary Food Service form. Food Service Forms can be found in the exhibitor kit or online at www.ChristmasWorldFair.com

Badges: You can pick-up your badges at the exhibitor Will Call desk at the exhibitor entrance on Friday, Saturday and Sunday during set-up and show hours.

Parking: Parking is free for both exhibitor and attendee.

Overnight Parking/Trailer Parking:
Trailer/Truck parking should be limited to the gravel lot east of the Mega Center to allow for ample parking for attendees.

During the Show:
No one can block traffic in the aisles so all exhibitors must remain in their booths at all times.

Show Program:
The Show Program will be distributed to all attendees as they enter the show.

Door Prizes: If you would like to donate any items to be used as door prizes, please give them to show management on Friday during set-up.

See you at the show!

For more information or to order more coupons contact Toni Spalding at 630.469.4611, x103
or E-mail Toni@TowerShow.com