



1250 John A Papalas Dr., Lincoln Park, MI 48146
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15th LS-DYNA Users Conference
Edward Village – Dearborn, MI
June 10 – 12, 2018



Dear Exhibitor,

Convention & Show Services, Inc. (CSS) is pleased to be the Official Services Contractor for the **15th LS-DYNA USER'S CONFERENCE** to be held at the Edward Village Michigan Hotel in Dearborn, MI.

EVENT SCHEDULE				
Move In	Sunday	June 10, 2018	10:00 a.m. – 4:00 p.m.	Decorator Set-up
	Sunday	June 10, 2018	12:00 p.m. – 4:00 p.m.	Exhibitors
Open	Sunday	June 10, 2018	5:00 p.m. – 8:00 p.m.	Exhibit Hall Open
	Monday	June 11, 2018	7:00 a.m. – 5:00 p.m.	Exhibit Hall Open
	Tuesday	June 12, 2018	7:00 a.m. – 4:30 p.m.	Exhibit Hall Open
Move Out	Tuesday	June 12, 2018	5:30 p.m. – 8:30 p.m.	Exhibitors & Decorator

Each 8' x 10' Booth will include the following items:
8' High Back Wall Drape, Black and Beige
3' High Side Rail Drape, Black (end booths)
8' High Side Rail Drape, Black and Beige (adjacent booths)
One (1) 6' Table, Skirted Black
Two (2) Plastic Chairs, Black
One (1) Wastebasket
One (1) 7"x44" Exhibit I.D. Sign w/ Company Name and Booth #
Electrical provided by Show Management

As Services Contractor, for the 2018 Conference, we have enclosed the necessary forms for ordering additional furniture, drayage services, and other requirements. Many exhibitors are unaware of the depth and breadth of products and services offered by CSS. Because we have the insight into the control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

Please be sure to **READ THIS MANUAL**. The Exhibitor Manual contains important information in regards to your exhibit. Everyone who will be involved in making your show experience a success should take time to read the manual. Reading the manual will help you save money and help ensure that you reach your show objectives. If you don't take the time to read the manual now you may encounter higher costs, frustrating delays, and you may not be able to obtain the services and supplies that you will need.

Please complete the forms for services required and submit by **Thursday, June 7, 2018**. Payment in full must be received before you will be allowed to move in. Visa, MasterCard, and American Express are accepted for your convenience. Finance charges of 1.5% monthly will be applied to all delinquent accounts.

We would like to thank you for your cooperation. If you have any questions or we can be of any assistance, please feel free to contact our office.

Thank you,

Convention & Show Services, Inc.
Customer Service Department

Visit us at **www.convshow.com** for fast and easy online order processing.