



Dear Exhibitor:

Rileighs Convention Services, LLC has been selected by Show Management as your official full-service contractor for decorating, drayage and labor at the Greater Lehigh Valley Auto Show being held at Lehigh University.

To help you with your decorating needs, we have enclosed all required forms. By returning the completed forms to our office, all equipment will be installed in your booth prior to your arrival. In the event you are not going to personally plan and supervise your exhibit, please forward this kit to the person you appointed to be in charge.

IMPORTANT:

The facility **HAS NO provisions for receiving and storing freight.** All required shipping information is enclosed. Please refer to our Freight/Drayage form.

Any Exhibit Materials that need to be shipped directly to the Convention Facility cannot arrive prior to your (exhibitor) set-up time(s) as indicated by Show Management. Shipment(s) that arrive at the Convention Facility prior to the stated set-up times or are received in the absence of the attending exhibitor **WILL BE CHARGED "DRAYAGE CHARGES"** in accordance with Service B-Direct Shipments. Advance shipments to warehouse are only received Monday thru Friday 8 AM – 4 PM (excluding holidays.)

In submitting your request for our services, please include your payment plus **6% Sales Tax** to receive discount price.

All services may be put on one of the Credit Cards listed on our forms. All orders placed during installation are to be C.O.D.

We are looking forward to being of service to you. If any additional information is needed, please contact our office.

Sincerely,

Rileighs Convention Services, LLC
(717) 236-5075 or (800) 421-5075