



April 2011

Dear Fastener Tech '11 Exhibitors:

Please review all enclosed exhibit information carefully. Below is a list of important documents in this exhibitor packet which you will need to be sure to act on in a timely manner.

- Exhibitor set up hours, show hours, map and shipping instructions provided in the Exhibitor Service Manual
- Registration for show, reception and seminars (be sure to pass to customers for free show registration)
- Sponsorship Info
- Lead Retrieval System Information

Note: if you did not return your Show Book Directory/Ad form you can retrieve another copy at mwfa.net under downloads

Order badges on line at: <http://www.meetingaideinc.com/cgi-bin/mvi.exe/FASTEXHREGX>
(suggest you cut & paste). Your exhibitor ID is booth number, password is first 3 letters of company name. Attached is list if you need to confirm booth number.

Your booth package includes pipe and drape, one skirted table, two chairs, company sign, and carpet. Regular tables come with two chairs. Counter height tables will come with two stools. Please indicate below the size table you require and fax back to 847-438-7580. **If we do not receive a response you will receive an 8 foot table with two chairs.** If you order the upgrade of counter table/stools and had not ordered previously, we will bill you \$50 additional for the upgrade.

Company Name: _____

Table Size:

Regular Skirted Table: _____ 8ft. _____ 6ft. _____ 4ft.

Counter Height Table: _____ 8ft. _____ 6ft. _____ 4ft.

If you need to order additional furniture or services a complete exhibitor manual is posted at fastenertech.com and mwfa.net and fastenertech.com.

Parking Info: Parking passes are available at \$34.00 for a three-day pass which includes move-in and move-out. Daily parking is \$13 per day. Purchase pass at RES Service Center located in exhibit hall.

Be sure to examine all information to avoid confusion. Questions may be directed to Nancy Rich 847-438-8338, 800-753-8338, fax 847-438-7580 or e-mail mwfa@ameritech.net.

We look forward to your participation and the success of Fastener Tech '11!

Fastener Tech '11 Committee.