



Name of Show: *Name of Show*

Date of Show: *Date of Show*

Dear Show Exhibitor:

Enclosed are a series of forms from Miller's Convention and Trade Show Services. As your service decorator, it is our responsibility to provide you equipment and services to enhance your booth space and assist with your material handling needs. You may also go online to www.millersexpo.com/exhibitor_forms.htm to complete and fax these forms.

Furniture and Accessories Order Form:

This is a list of equipment that is available to you for the show to use within your booth space. If there are items you need that are not listed, give us a call (330) 753-9104.

Material Handling Order Form:

If you have a need to ship equipment to the exhibit site these shipments must be delivered to the (*Exhibit Site*) on (*Date of Delivery*) between 8:00am and 3:00pm. Any other time and the freight may be refused.

Advance shipments can be sent to Miller's Convention & Trade Show Services at 869 West Waterloo Road, Akron, Ohio 44314. Please arrange shipment to arrive between (*Delivery Dates*). Miller's will deliver your freight to the (*Exhibit Site*) directly to your booth space.

Credit Card Authorization & Payment Information Form:

Miller's will use this form for payment purposes. If paying by check, this form can be mailed with your payment directly to us.

Please note the deadline for advanced rates is (*Date*). Orders after that date will be charged the standard show rates.

Thank you for this opportunity and we look forward to being of service to you.

You may contact Miller's via email: cwm@millersparty.com

Phone: (330) 753-9104

Fax: (330) 753-9298