

Dear Exhibitor,

The CDC Operating Committee is very much delighted in your participation in the conference exhibit program. The exhibits at the CDC draw a significant number of attendees and play an important role in presenting the most recent advances in control-related products and publications to the control community. We look forward to host you in Maui this December.

Booth Rental

The standard rental space includes a floor area of approximately 8' X 10' with one 6' skirted table, 2 chairs, 1 wastebasket, and Exhibitor Identification provided. All other aspects of the exhibit are to be provided by the exhibitor. The space shall be rented from Noon Monday, December 8, 2003 to 5:00 p.m. Friday, December 12, 2003. The exhibitor may set up the exhibit at any time during the hours the space is rented and shall be allowed to write sales orders. It is expected that the exhibit shall be removed no later than 5:00 PM Friday, December 12, 2003.

Schedule

Set-Up	Noon-5pm	Mon	December 8, 2003
Exhibition	9am-5pm	Tue	December 9, 2003
Exhibition	9am-5pm	Wed	December 10, 2003
Exhibition	9am-5pm	Thurs	December 11, 2003
Exhibition	9am-Noon	Fri	December 12, 2003
Tear-down	Noon-5pm	Fri	December 12, 2003

Drayage Service

The exhibitor is responsible for the storage of all displays at the selected Official Exposition Service Contractor: **ICES (International Convention & Event Services)**. Conference site, The Hyatt Regency Maui, Hawaii WILL NOT accept exhibitor materials for storage. Exhibit kits are being sent from **ICES** to the exhibitors. The exhibitors may also contact **ICES** directly to request a kit. Contact information (NOT shipping address) of **ICES** is as follows

Yuki Lei Sugimura
ICES, Maui
Community Relations and Events Management
4243 Lower Kula Road
Kula, HI 96790
Ph: 808 878-1888
Fax: 808 878-4076
Email: yukilei@hgea.org
Web: <http://www.islandmovers.com/ICES/>

Please feel free to contact us should you need additional information. We look forward to host you in Maui this December.

Yours sincerely,

Prof. Hua Wang, Boston University
Exhibits Chair, CDC 2003
Phone: (617)353-8860
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