

**Northeast Decorating
NDES
& Exhibit Services, Inc.**

**Re: Green Building Conference
On Center Complex-Syracuse, NY
March 11-12, 2010**

Dear Exhibitor:

On behalf of the above-mentioned Association, Northeast Decorating welcomes you as an exhibitor.

Please note that the Association has made arrangements with Northeast Decorating to provide your Exhibit space with the following equipment.

Booth Space Size: 8' wide x 10' deep to include:

- 8' High Backdrop Draping
- 3' High Side Rail Draping
- 1 - 7"x 40" Exhibitor ID (**One Line**) Sign
- 1 - 6' x 24" Table (Vinyl Topped/Cloth Skirt)
- 2 - Chairs
- 1 - Wastebasket

Table Top Display

- 1 - 6' x 24" Table (Vinyl Topped/Cloth Skirt)
- 2 - Chairs
- 1 - Wastebasket

If you require any **additional equipment** or services **not listed in the booth package above**, please fill out and return the enclosed order form(s) to:

**Northeast Decorating
225 Wilkinson Street
Syracuse NY 13204**

OR

FAX to: (315) 471-0237
(machine located in secure office area)

If you have any questions or concerns, please feel free to contact us directly at 315-471-9989

Sincerely,

Susan Brewer
NORTHEAST DECORATING
Email: suzi@nede.net