



**AAPG Eastern Section Meeting
Kalamazoo, Michigan
September 25 – 29, 2010**



GENERAL INFORMATION

We are excited to serve as your host for your upcoming 2010 AAPG Eastern Section Conference. Your exhibit booth will be a full exhibit booth that measures 7' x 10' and includes an 8 foot table, linen table covering with a skirt, 2 chairs, pipe and drape for back and sides and a wastebasket

Additional information and printable forms can be accessed by clicking on the selections from the menu under this tab (Exhibitor Information). These selections included: (1) labor services forms, (2) additional equipment request forms, (3) shipping instructions, (4) loading and unloading information, and (5) credit card authorization forms.

To better assist you with your conference needs, please make sure your inbound and outbound shipping needs are coordinated five (5) days prior to the start of your show.

Payment must accompany order and be received by our office a minimum of five (5) days prior to exhibitors arrival. MasterCard, Visa, Discover, and American Express are the acceptable forms of payment. Please be sure to complete the enclosed Payment Authorization Form.

If there are any questions on billing, special requests or further information is needed, please contact your Convention Services Manager, Brandie Bisig at 269.226.3179.

Thank you,
Tim Rayman
Director of Catering & Convention Services

Radisson Plaza Hotel & Suites | 100 W. Michigan Ave., Kalamazoo, MI
49007 | Direct: 269.226.3135 | Cell: 269.760.2315 | Fax: 269.226-3158