

DON'T FORGET...



Holiday Fair

Kristy Warner,
Show Manager

864-255-5846

KWarner@

carolinafirstcenter.com

SHOW MANAGEMENT

Carolina First Center
One Exposition Drive
Greenville, SC 29607
FAX: (864) 255-8615

Important Deadlines!

1. Deadline for Previous Exhibitor's *Seniority* Booth Space Application: June 1, 2010
2. Deadline for Booth Change Requests: November 1, 2010
3. Deadline to Include Your Information in the Show Program: November 1, 2010
4. Deadline to be able to pay for booth space with a Check: November 1, 2010
5. Deadline to submit 50% deposit: November 1, 2010 (Full Amt due w/app after 11/1)
6. Deadline for Advanced Rates on Electrical/Telephone: November 12, 2010
7. Deadline to order Electrical for your Booth: December 1, 2010 (7:00 p.m.)
8. Deadline to Apply for Storage Trailer or Handicapped Parking: December 1, 2010

Move-In & Move-Out Schedule

Move-In Dates & Times:

Tuesday, November 30, 2010 from 9:00 a.m. until 6:00 p.m.

Wednesday, December 1, 2010 from 9:00 a.m. until 9:00 p.m.

Move-Out Dates & Times:

Saturday, December 4, 2010 following the show at 6:00 p.m. until 11:00 p.m.

Sunday, December 5, 2010 from 9:00 a.m. until 2:00 p.m.

Show Dates!

December 2, 3 & 4, 2010 (Thursday, Friday & Saturday)

Storage Trailer Parking & Handicapped Parking Passes

Please note that we require that these passes are applied for **PRIOR** to our show dates! Both Storage Trailer and the Handicapped Parking Passes (for spots in the loading dock area) are given out on a first-come, first-served basis until those parking spaces are filled. We cannot guarantee parking spaces, however, so the earlier you apply, the better your chances will be to reserve one.

Did Your Information Change?

Don't forget to fill out your application in full, including your current address, telephone and cell phone numbers, a contact number and an email address, (if you have one). If your information changes after you apply, be sure to contact us immediately! Remember, we must be able to contact you! Otherwise, your space assignment could be delayed!

Thank you!