

**Kansas City ITEC
 October 29-30, 2003
 Overland Park Convention Center
 Halls A and B**

PAYMENT – Please make sure full payment is received prior to the event. Participation will not be permitted unless paid in full. Centric Events Portland accepts the following major credit cards: Visa, MasterCard, and American Express.

EVENT HOURS – Event hours are Wednesday, October 29th, from 10:00am to 5:00pm and Thursday, October 30th, from 10:00am to 4:00pm. Exhibitors will be allowed in the event area at 8:00am on both event days for last minute details. ITEC requires all booths to be show-ready by 6:00pm, Tuesday, October 28th.

BOOTH INFORMATION – The event floor will be carpeted with black carpet, including your exhibit space. Carpet padding and booth cleaning are not included in your booth package. You can order padding and cleaning directly from GES. Please note, all booth spaces will be provided a 5 - amp drop of electricity. If you need additional electricity, please order it directly from the Overland Park Convention Center.

SCHEDULED MOVE-IN TIME – Exhibitor move-in is scheduled for Tuesday, October 28th, from 9:00am to 6:00pm in Halls A and B located at the Overland Park Convention Center. You have until 6:00pm to complete your booth set-up.

All vehicles must be unloaded immediately and then removed from the loading bay. For security reasons, one person must remain with the vehicle at all times. Exhibitors may handle their own freight subject to the following conditions: material can be hand-carried to and from the booth via accepted freight entrances or transport of larger items can be done using two-wheeled hand trucks or four-wheeled mover-type dollies, both provided by the exhibitor. If you have special requirements, check with the Move-In Coordinator at the main loading ramp before you pull your vehicle into the loading bay. Due to liability and safety issues, children are not allowed in the facility during move-in.

SCHEDULED MOVE-OUT TIME – Exhibitor move-out begins at 4:15pm on Thursday, October 30th. You may begin to dismantle your booths after 4:15pm. Move-out must be complete by 8:00pm.

HELIUM BALLOON POLICY – Helium balloons are not permitted in the Overland Park Convention Center.

AUTOMOBILE POLICY – The Overland Park Convention Center requires display automobiles to have less than a quarter of a tank of gas, a sealed gas cap and at least one disconnected battery cable.

SECURITY – For security reasons, the freight doors will be closed at 6:00pm on Tuesday, October 28th, and will not be re-opened until exhibitor move-out on Thursday, September 11th, after 4:15pm. The dock entrance will not be available after the dock has been secured. Also, take all valuables with you during off-show hours. ITEC is not responsible for lost or stolen property.

KANSAS CITY ITEC QUICK REFERENCE

Account Manager	Tamara Kamna	503-670-6137	tamara.kamna@centricevents.com
Decorator	GES	800-475-2098	To place orders, visit www.gesinterkit.com Show Code: 712000
Electrical, Internet and Telephone	Overland Park Convention Center	913-451-7400	To place orders, visit www.opconventioncenter.com
Facility	Overland Park Convention Center	913-451-7400	www.opconventioncenter.com
Food and Beverage	Aramark	913-339-3043	
Lead Retrieval	Expo International	781-821-6734	www.exgenex.com
Recommended Hotel	Sheraton Overland Park Hotel at the Convention Center	913-234-2100	