

Dear TCOYD Exhibitors and Sponsors:

Please take moment to review the information on logistics for the Kauai TCOYD Conference and Health Fair on Sunday, April 25, 2010 at the Kauai Marriott Resort, 3610 Rice Street, Lihue, Kauai, HI 96766, 808-245-5050.

DECORATING COMPANY. No decorating company has been contracted for this event and we will **ONLY have tabletop displays.**

SHIPPING: It is highly recommended NOT to ship freight there. We recommend you send your freight with the representative manning the tabletop display. Should you decide to ship your freight, **ship to: For TCOYD Event on 4/25, Kauai Marriott Resort, Attn: Silvia Gama, 3610 Rice Street, Lihue, Kauai, HI 96766. Please keep freight to a minimum weight and volume. Silvia's number is 808-246-5071 in case you have any questions. Freight will only be accepted from Tuesday, April 20 through Friday, April 23.**

NOTE SHIPPING: Should you decide to ship freight, please make sure the person manning the table top display has a tracking and name of shipping company to locate the freight in case there are any issues.

BOOTH ASSIGNMENTS/NUMBERS: There is not going to be table top assignment numbers. I will create a sign and place it on the table before your booth staff arrives along with the nametags.

SET UP: Set up will take place on Sunday, April 25, 2010 from 10:30 - 11:30 AM. Set up **MUST** be complete by 11:30 AM when the Health Fair opens to the public.

BOOTH STAFF: Please provide the names of your booth staff as soon as available. The deadline is Friday, April 16, 2010.

EXHIBIT HOURS: The exhibit hours are Sunday, April 25, 2010 from 11:30 AM - 3:45 PM.

FOOD: There will be a buffet style lunch and all display staff is welcome to join us for lunch.

NAME BADGES: Name badges will be placed next to the company sign on the table for when your booth staff arrives.

EXPECTED ATTENDANCE: We expect 400 attendees at the Kauai Conference and Health Fair.

PLEASE HELP: We, at TCOYD ask for your help in spreading the word about the conference. Please refer to your staff manning the booth and anyone you think will benefit from attending to the following link, <http://tcoyd.org/national-conferences/kauai-2010.html>

HOTEL: We will be flying in on Sunday morning and out after the event.

Look forward to working with you and your staff on Kauai!