

Dear TCOYD Exhibitors and Sponsors:

This e-mail contains helpful information on logistics for the Kalispell, Montana TCOYD Conference and Health Fair on Saturday, September 20, 2008 at the Hilton Garden Inn Kalispell. 1840 US Highway 93 South, Kalispell, MT 59901.

DECORATING COMPANY. We are only going to have tabletops for this event. Hence, no decorating company has been hired.

SHIPPING: It is highly recommended to ship the least possible freight due to lack of storage. If there is a company representative in the area, you may want to consider shipping directly to him/her. Otherwise, you can ship your materials to arrive starting Tuesday, September 16, 2008 through Friday, September 19, 2008. Ship to: Hilton Garden Inn Kalispell C/O TCOYD Event on 9/20 Attn: Diane Gray. 1840 US Hwy 93 South, Kalispell, MT 59901. The number there is, 406-758-2573. **Again, freight will ONLY be accepted from Tuesday, September 16 through Friday, September 19, 2008.** Please make sure to write the name of the company exhibiting so the freight can be identified.

NOTE SHIPPING: Please make sure the person manning the table top and/or setting up has the tracking number and name of shipping company to locate the freight in case there are any issues.

BOOTH ASSIGNMENTS/NUMBERS: There will not be booth assignments for this conference as there will be tabletops only. Advise your company rep/s that I will print signs with the exhibiting company name and place them on the tables.

SET UP: Set up will take place on Saturday, September 20, 2008 from 7:30 - 9 AM. **NOTE HEALTH FAIR:** Due to space limitations, the Health Fair is going to be set up in the Hotel's parking lot area, which is outdoors, but will be covered with a tent. Please dress accordingly as it may rain or be warm depending on the weather.

EXHIBIT HOURS: From 9 AM - 4 PM.

BOOTH STAFF: Please provide the names of your booth staff as soon as you have it available. The deadline is Friday, September 12, 2008.

FOOD: There will be a buffet style lunch. All booth staff is welcome to join us for lunch.

NAME BADGES: Name badges will be placed on the tables next to the sign with the company name.

EXPECTED ATTENDANCE: We expect at least 800 attendees at the Kalispell, Montana Conference and Health Fair.

PLEASE HELP: We, at TCOYD ask for your help in spreading the word about the conference. Please refer your staff manning the booth and anyone you think will benefit from attending to the following link for more information, http://www.tcoyd.org/conferences/conf_09.20.08.php

HOTEL: We are staying at the Hilton Garden Inn Kalispell, 406-756-4500. Should you decide to stay there, tell them you are there for the TCOYD Conference and Health Fair. Hopefully they can give you a good rate.

Thanks for your continued support and look forward to seeing you in Kalispell, Montana!

Sincerely,

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