



Expositions ... Trade Shows ... Conferences

26th ANNUAL HISPANIC WOMEN'S CORPORATIONS INSTITUTE
PHOENIX CONVENTION CENTER
PHOENIX, AZ 85004
OCTOBER 6-7, 2011

www.meetcsi.com

Dear Exhibitor,

CSI, etc. is pleased to offer services for the 26th Annual Hispanic Women's Corporations Institute Conference & Trade Show being held at the Phoenix Convention Center on October 6-7, 2011. Our primary goal is to provide you with a professional, seamless and positive show experience. A copy of the Exhibitor Kit including all forms from the Phoenix Convention is attached to this e-mail.

Orders may be placed on line through our web site which is www.meetcsi.com. The login is at the top right of the main page and your password is **HWC1011**. **Discount deadline ordering date is 9/21/11.**

As you review our Exhibitor Service Kit, you will see many services and equipment, most of which can be ordered online at www.meetcsi.com. If there is anything that you require that is not listed, please contact our Exhibitor Service Department at cs@meetcsi.com or 800-471-7330, and we will do our very best to accommodate you. We encourage you to order early to take advantage of our discounted pricing (Please see the payment policy page.)

CSI, etc. will be onsite at our "Service Desk" during move-in and move-out to assist with any last minute needs and to answer any questions you may have.

We look forward to being of service to you and wish you great success with the show.

BOOTH EQUIPMENT Each 10' x 10' booth package includes: 8' high green & white back wall, 3' green side rails, one 8' green skirted table, two chairs, and an exhibitor ID sign.

BOOTH CARPET The facility is not carpeted; you can order carpet to match your booth/company theme.

SHOW SCHEDULE **Exhibitor Move-in: Wednesday, October 5, 2011**
Time: 1:00pm – 7:00pm (marshaling opens at 12:30 pm)

Exhibit Hours: Thursday, October 6, 2011
Time: 8:00 am – 6:00 pm

Exhibit Hours: Friday, October 7, 2011
Time: 8:00 am – 4:00 pm (marshaling opens at 4:00)

Absolutely no move-out prior to 4:00pm!

Exhibitor Move-out: Friday, October 7, 2011
Time: 4:00 pm - 6:00 pm

DISCOUNT RATES Orders must be received by 9/21/11, to receive the discounted rates.

ASSISTANCE Should you have any questions or need further assistance regarding any of the order forms, please call CSI Customer Service at 800-471-7330 or email at cs@meetcsi.com.

Advance Shipments

Company Name & Booth Number
26th Annual Hispanic Women's Corporations Institute
C/O CSI, etc.
2001 S. 15th Avenue
Phoenix, Az. 85007

Direct Shipments: To arrive **ONLY** during **MOVE-IN** hours

Company Name & Booth Number
26th Annual Hispanic Women's Corporations Institute
C/O CSI, etc.
Phoenix Convention Center
100 North 3rd Street, South Bldg, Hall G
Phoenix, AZ 85004