



# Discover the *TREASURE* at the *MEGA Expo!*

Managed by:

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## 2010 MEGA EXPO UPDATE NEWSLETTER

September 1, 2010

10-2

### Promote the Expo with Brochure Mailing

Last month we mailed you a supply of promotional brochures for the Expo. Have you mailed them to your customers?

We still have plenty of brochures left and there's time to get them in the mail. It's important that we get the word out to as many people as possible.

If you'd like more brochures, send us an email or fax back the form that was in the package we sent you in August..

### Electrical Order Deadline Extended to September 10

Exhibitors in the tent will have access to electrical power. The order form for power available on the website.

The deadline for orders for electrical power has been extended until Friday, September 6. We will not be able to add electrical outlets to your booth on setup day or during the show. All electrical orders must be made in advance. We cannot supply power to the Expo's outside exhibitors

### Send Booth Personnel Form ASAP for Badges

If you haven't sent in your Booth Personnel Form, please get it to us right away so badges can be made for the people staffing your exhibit space.

The form is on the website for you to download. Badges can be picked up setup day, September 14.

### Upcoming Dates to Remember:

- **September 6** – Electrical Form returned to the Expo office.
- **September 6** – Hubbell/Tyner pre-show discount ends.
- **September 14** – Expo setup day.
- **September 15 - 16** – Show Time!

### Decorator Deadline for Discounts is September 6

The MEGA Show's official decorator, Hubbell/Tyner, has set Friday, Monday, September 6 as the deadline for completed orders to be submitted.

Any booth furnishings, popup tents, labor, forklift usage, etc. can be ordered from them. The Exhibit Service Kit is on our website for downloading.

After September 6, prices will increase. If you order something on setup day, September 9, you may have to wait until all pre-orders are filled

Full details on freight shipments are in the Kit. Please read the complete information about shipping material to be used at the Expo.

### Final Instructions for Setup in Next Week's Newsletter

All the details for moving in and setting up for the Expo will be in the newsletter we send out next week.

It's critical that you have your Hubbell/Tyner order in this week so that your decorating needs will be in place on September 14 for setup day.

Setup begins at 1:00 p.m on September 14. Look for all the information next week.

### Help Promote the Expo – Send Emailed Brochure

The email that contains this newsletter also contains the MEGA Expo promotional brochure. We've been emailing the brochure to thousands of people weekly.

There's still time for you to forward this PDF to customers on your email distribution list. Help us promote your Expo by continuing to get the word out to as many people as possible. Promote, promote, promote!