



**LIBERTY
EXPOSITION
SERVICES, INC.**

3615 Gardner Avenue - Kansas City, MO 64120 - Phone: 816/891-9500 - Fax: 816/891-9507 - Web Site: libertyexpo.com

Dear Exhibitor:

Liberty Exposition Services, Inc. has been selected as the "Official Service Contractor" for the "**MidWest Parent Educators Conference**" on **April 16-17, 2010 at the KCI Expo Center in Kansas City, Missouri**. We look forward to working with you to make your exhibit space successful.

MidWest Parent Service Kits are available at: www.libertyexpo.com
Service Kit Password: **431221**

After logging onto our web page select exhibitor kits. Your Show will be listed and the kit pages can be selected individually or the entire kit may be opened and printed. Some pages will require a password, please use the password listed above to open

The following information is included in the exhibitor kit:

**Booth Furnishings – furniture, carpet, floral, signs
(Deadline for discount pricing – April 7, 2010)**

Labor

Material Handling

**Shipping Information – To avoid late charges – shipment must arrive by:
April 13, 2010**

**Yellow Transportation is the preferred carrier. Visit them at:
www.myyellow.com**

Electrical

Once you have downloaded the service kit forms you need, please fax or mail your order to Liberty Exposition Services (use address and fax printed above). PLEASE include payment when faxing/sending your orders. Orders without payment will not be processed.

If you have any questions, please contact us at 816-891-9500.

A Liberty Exposition Service Desk will be maintained to answer any questions and to assist you with any additional requirements you may have on show site.

Sincerely,

Exhibitor Services Department