

TO: National Trails Symposium 2006 Conference exhibitors  
FROM: Steve Ruden  
RE: Decorating Services for Conference October 18-22, 2006

Thank you for exhibiting at the National Trails Symposium! The booth space(s) that you have ordered will include a 6' draped and skirted table, two chairs, booth sign, and wastebasket. Drapery and skirting color is hunter green. If you wish to order additional furnishings, utilities, AV, or other services, please use the enclosed order forms. We at the RiverCenter are pleased to provide decorating services for the Symposium, and want to ensure that you have an enjoyable experience with us. Enclosed with this letter, you will find:

- Directions and move-in information for the Great Hall
- Service Order Forms

Please review this information at your earliest convenience and return any order forms promptly. We must receive any and all orders by **5PM on October 12, 2006** in order to guarantee supply of the services that you need. In addition, any orders received later than this date will be subject to 'standard show' rates, which are significantly higher! Please note that credit card orders may be faxed to us at **563 – 326 – 8505**, which will guarantee receipt of order on the day you send it! If you require confirmation, please indicate so on your cover sheet.

If at any time you have questions about your order, or need additional information, please do not hesitate to call us at 563 – 326 – 8502. Please ask for me personally, and I will provide any assistance you may need.

For those of you who are taking advantage of our Material Handling services, please remember to ship your items so that they do not arrive earlier than **October 12, 2006**. Any shipments that arrive prior to this date will be refused. **In addition, please be sure to make arrangements for pickup from the RiverCenter between 8AM and 5PM on October 23<sup>rd</sup>.** When you check in, you will receive 'empty tags' for any shipped containers that you would like stored during the show. Please affix these to said containers and place in the aisle in front of your booth, and our staff will collect them. These containers will be returned to your booth within the first sixty minutes following the close of the show.

We look forward to providing you with quality service. Again, welcome and thank you for participating in the National Trails Symposium!

Sincerely,

Steve Ruden  
RiverCenter

## EXHIBITOR INFORMATION

### Driving Directions to RiverCenter South Building, Great Hall Dock:

#### From the West –

Follow I-80 East to I-280 East (Bypass to Rock Island – Moline, IL).  
Take I-280 to the River Drive exit (approximately 6 miles); bear Left at end of ramp.  
Follow River Drive into Davenport. Once Downtown, turn left on **Pershing Street**.  
Once you pass through 2<sup>nd</sup> Street you will see the Convention Center dock on the left hand side of the street. If you pass 3<sup>rd</sup> Street you have gone too far.

#### From the East (Peoria) –

Follow I-74 West through Moline, IL, and cross the Mississippi River. Immediately beyond the bridge, exit at Grant Street /State Street Exit, keeping Left on the ramp. Ramp will cross first light and turn left at 2<sup>nd</sup> light (One Way Westbound). Follow Grant Street along river as it becomes River Drive into Davenport. Once downtown, turn right on **Pershing Street**.  
Once you pass through 2<sup>nd</sup> Street you will see the Convention Center dock on the left hand side of the street. If you pass 3<sup>rd</sup> Street you have gone too far.

#### From the East (Chicago) –

Follow I-80 West to the interchange with I-74.  
Follow Signs for I-74 West. Do not remain on I-80. Take I-74 through Moline, IL, and cross the Mississippi River. Immediately beyond the bridge, exit at Grant Street /State Street Exit, keeping Left on the ramp. Ramp will cross first light and turn left at 2<sup>nd</sup> light (One Way Westbound). Follow Grant Street along river as it becomes River Drive into Davenport. Once Downtown, turn left on **Pershing Street**.  
Once you pass through 2<sup>nd</sup> Street you will see the Convention Center dock on the left hand side of the street. If you pass 3<sup>rd</sup> Street you have gone too far.

#### From the North (Dubuque) –

Remain on 61 South into Davenport. Continue on 61 South into downtown Davenport.  
Turn left on 3<sup>rd</sup> Street (one way heading east) and move to the far right hand lane. Travel under skywalk and turn right on **Pershing Street**. Loading dock is on your right hand side.

Please remain at the dock area ONLY long enough to unload! Once finished, please move your vehicle to a street side parking space, or to one of the hotel or City parking ramps near the facility. This allows all exhibitors an opportunity to load/unload.

Carts will be available on a first come first serve basis at the door to facilitate your move-in. Please return carts to the dock area when you are finished loading into your booth space(s).

If you have any questions while on the road please call (563) 529-4692.



**RIVERCENTER/ADLER THEATRE  
136 EAST THIRD STREET  
DAVENPORT, IOWA 52801**

**PHONE: 563-326-8500**

**FAX: 563-326-8505**

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**ORDER FORM FOR TELEPHONE & NETWORK SERVICES**

Show Name: **2006 National Trails Symposium** Show Date: **October 19-22, 2006**

PHONES: unlimited local calling; credit card toll and long-distance calling.

Note that you must dial '9' to obtain an outside line.

TELEPHONE RATES:	BOOTH #	QUANTITY	TOTAL CHARGE
\$125.00 – STANDARD RATE	_____	_____	\$ _____
\$175.00 – SHOW ORDER RATE *	_____	_____	\$ _____

**DSL SERVICE: Symmetric Digital Subscriber Line.**

Client must supply PC with 10/100 Network Card with CAT 5 Jack connector, and have network card drivers installed. Client must also have browser (MS Internet Explorer or Netscape Navigator) installed. RIVERCENTER will need to program network settings to configure client computer to guest IP addressing. This will be done during vendor move-in.

DSL RATES (PER COMPUTER):	BOOTH #	QUANTITY	TOTAL CHARGE
\$180.00 – STANDARD RATE	_____	_____	\$ _____
\$230.00 – SHOW ORDER RATE *	_____	_____	\$ _____

\* **SHOW RATE** applies for any orders placed after **October 12, 2006.**

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Contact Name \_\_\_\_\_ Fax Number \_\_\_\_\_

\_\_\_\_\_  
COMPANY NAME/NAME ON CREDIT CARD

\_\_\_\_\_  
CREDIT CARD TYPE AND NUMBER

\_\_\_\_\_  
EXPIRATION DATE

\_\_\_\_\_  
CHECK NUMBER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**PLEASE REMIT PAYMENT TO:**

**RIVERCENTER  
136 EAST THIRD STREET  
DAVENPORT, IOWA 52801**

**CREDIT CARD ORDERS: You may Fax Signed Order to 563 – 326 – 8505**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

**RiverCenter/Adler Theatre**

136 East Third Street  
Davenport, Iowa 52801  
563.326.8500 (Phone)  
563.326.8505 (Fax)

**2006 National Trails Symposium**

**October 19-22, 2006**

**MATERIAL HANDLING**

As your official drayage provider, we would like to give you the following information. Please do not ship freight to the facility earlier than **October 12th** . Exhibitors may not bring freight onto exhibit floor, personal and self-brought items **ONLY!**

**ALL SHIPMENTS MUST BE PREPAID AND ADDRESSED IN THIS MANNER:**

**National Trails Symposium**  
{Your **Company Name** & **Booth Number** }  
**C/O RiverCenter**  
**136 East Third Street, Pershing Dock**  
**Davenport, IA 52801**

**DRAYAGE CHARGES INCLUDE THE FOLLOWING SERVICES:**

- Receipt of and storage of shipments for up to FIVE days prior to move-in.
- Handling of shipments to Exhibitor Booth Area.
- Removal, storage, and return of marked empty containers during show.
- Handling of shipments (if properly tagged and packaged) to Dock , including loading onto carrier's truck as needed.

NOTE: RiverCenter is NOT responsible for making arrangements with carriers, payment for shipping, etc. Exhibitor is responsible for shipping labels, accurate bills of lading, and all other shipping arrangements.

Freight not picked up by **5PM** on **October 23, 2006** will be force-shipped by RiverCenter at the sole expense of the vendor/recipient.

**CALCULATING CHARGES:**

TOTAL WEIGHT for all items to ship \_\_\_\_\_

Round UP to nearest 100 POUNDS \_\_\_\_\_

Divided by 100 = \_\_\_\_\_ (this is your multiplier).

(Multiplier) \_\_\_\_\_ x \$ 30.00 = **(TOTAL DUE)** \$ \_\_\_\_\_

**MINIMUM CHARGE FOR DRAYAGE IS \$30.00 ( 100# or less )**

Exhibitor Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_

OR Check # \_\_\_\_\_ (Please mail with this form to the above address)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Credit Card Orders: You may FAX your order to: 563 – 326 – 8505 for Same Day Processing.**



**RiverCenter/Adler Theatre**136 East Third Street  
Davenport, Iowa 52801

563.326.8500 (Phone)

563.326.8505 (Fax)

**BOOTH FURNISHINGS ORDER FORM**

Thank you for participating in the 2006 National Trails Symposium!

Your standard booth package has an 8' high back drape and 3' high side rails, all in hunter green.  
Each space also includes a 2.5' X 6' draped and skirted (green) table, a sign, two chairs and a waste basket.

If you require additional furnishings for your booth area, please use this form to order them.

Note that if your order is received and paid by October 12, 2006, you pay the Standard rates. We will gladly accept orders later than October 12<sup>th</sup>, but you will be charged at the higher **show** rate.

Display Tables:	Standard	Show
_____ 8' x 30" x 30", top & skirt	\$ 22.00	\$ 30.00
_____ 6' x 30" x 30", top & skirt	\$ 20.00	\$ 28.00 (same as included table)
_____ 8' x 18" x 30", top & skirt	\$ 20.00	\$ 28.00
_____ 3' x 3' x 30", top & skirt	\$ 18.00	\$ 25.00
_____ 8' x 36" x 30", top & skirt	\$ 22.00	\$ 30.00

Seating:	Standard	Show
_____ Tan Plastic Chair	\$ 3.00	\$ 5.00
_____ Wooden 30" Bar Stool	\$ 7.00	\$ 12.00
_____ Conference Swivel Armchair	\$ 25.00	\$ 35.00
_____ Sectional Lobby Couch, 30"	\$ 15.00	\$ 22.00
_____ Wooden Bench, 72"	\$ 18.00	\$ 25.00

Miscellaneous:	Standard	Show
_____ Booth Carpet (light grey)	\$ 40.00	\$ 50.00
_____ Tall Bistro Table, black	\$ 18.00	\$ 25.00
_____ Tripod Easel	\$ 15.00	\$ 22.00
_____ Flipchart Easel (1 pad)	\$ 32.00	\$ 48.00
_____ Extra Pad for Flipchart	\$ 18.00	\$ 25.00
_____ Additional Drapery (3' or 8')	\$ 2.00 / ft	\$ 3.00 / ft.

**Audio/Visual:**

An array of A/V equipment is available. Pricing is dependent upon the number of show days. Clients and exhibitors may request quotations or a price list. Please call for a quote.

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Total Order Amount: \$ \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Or Check # \_\_\_\_\_ (Payable To: RiverCenter/Adler Theatre)

Signature \_\_\_\_\_ Date \_\_\_\_\_

REMEMBER, Standard Rates apply until October 12, 2006.  
Orders placed after this date will be charged at the "Show" Rate.

RiverCenter/Adler Theatre  
136 East Third Street  
Davenport, Iowa 52801  
563.326.8500 (Phone)  
563.326.8500 (Fax)

**2006 National Trails Symposium**  
October 19-22, 2006

## **FORKLIFT ORDER FORM**

Exhibitor: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

### **One Hour Minimum @ \$60.00/hour**

Rate is billed hourly and includes driver

Install: Date: \_\_\_\_\_ Time \_\_\_\_\_ \*

No. of hours \_\_\_\_\_

No. of forklifts \_\_\_\_\_

Install: Date: \_\_\_\_\_ Time \_\_\_\_\_ \*

No. of hours \_\_\_\_\_

No. of forklifts \_\_\_\_\_

Install: Date: \_\_\_\_\_ Time \_\_\_\_\_ \*

No. of hours \_\_\_\_\_

No. of forklifts \_\_\_\_\_

Maximum Item Weight To Be Handled: \_\_\_\_\_ #

**NOTE: Call for rates if greater than 4,000 #**

Dismantle: Date: \_\_\_\_\_ Time \_\_\_\_\_ \*

No. of hours \_\_\_\_\_

No. of forklifts \_\_\_\_\_

Dismantle: Date: \_\_\_\_\_ Time \_\_\_\_\_ \*

No. of hours \_\_\_\_\_

No. of forklifts \_\_\_\_\_

**Total Amount Due (hours x lifts x \$60.00): \$ \_\_\_\_\_**

Forklift orders will be scheduled on a first come, first serve basis.

- Forklift time will be charged starting at the requested time, regardless of exhibitor's readiness. If a forklift is not available at the requested time, charges will not start until lift is available.

**Orders must be received by October 12, 2006**