



February 17, 2009

Exhibitors:

Welcome to CSI-Memphis 34th Annual Products Display Show! Yes, our first Show was held in April of 1975 at the Coliseum on the Mid-South Fairgrounds. Then in 1977, the Show was moved to the Pipkin Building - still at the Fairgrounds, where it remained for 29 years. As some of you know, this is our third year at the AgriCenter International Showroom.

There are several things that you need to know in order to save you time and money. The points to remember are as follows:

1. **If you need to ship your display to the Show**, the shipping address is:
CSI-Memphis Products Display Show; Booth No.: XXX (your booth no.)
C/O Hicks Convention Services; 935 Rayner Street; Memphis, Tennessee 38114
Hicks Phone No. is 800/798-0262
2. The actual street address of the AgriCenter International Showroom is:
7777 Walnut Grove Road; Memphis, Tennessee 38120
Phone: 901/757-7777; Website: www.agricenter.org
DO NOT SHIP ANYTHING TO THIS LOCATION
3. If you need overnight accommodations, we have reserved a block of rooms at:
Wingate Inn; 2270 N. Germantown Parkway; Memphis, Tennessee 38016
Phone: 901/386-1110; Fax: 901/386-8801; e-mail: wingateinnmem@hotmail.com
Cost: \$90.00 + \$14.35 tax = \$104.35. **Reservations must be made by March 1, 2009.**
4. Booth displays may be installed anytime after 8:00 AM, Tuesday, March 17, and **must** be removed by Noon, March 18.
5. Loading and unloading is to be done from the east side loading dock (see the "Exhibitor Layout"). This door will be open from 8:00 AM until 4:00 PM on the day of the Show and from 8:30 PM after the Show and closed at 10:00 PM. It will be reopened at 8:00AM and closed at Noon on March 19. **Exhibitors need not use this loading dock if their displays are portable – they may use the pedestrian doors.**
6. Parking during the loading and unloading is available on a first come first served basis; but from 3:30 until 4:00 PM, exhibitors are requested to relocate their vehicles to the southern area of the parking area. **DO NOT PARK IN A FIRE LANE OR IN AREAS DESIGNATED AS FIRE ZONES. The Fire Marshall will tow your vehicle!**
7. **There will be a short Exhibitors meeting at the CSI booth at 4:00 PM, just prior to the opening of the Show at 4:30 PM. PLEASE ATTEND for last minute changes, problems, etc.**

2007 PDS Exhibitor Instructions (cont.)

8. Any booth requesting an electrical outlet on the registration form will have a SINGLE 100v plug good for 8 amps. **If you need more than 8 amps, let us know before March 6. If you need an additional plug, bring a double outlet with the single male plug. If you change your mind and want more power AFTER you arrive at the Show, the additional cost will be yours!**
9. If you have problems before or during the Show, i. e, want more tables, skirts, chairs or need more power, etc., contact Mr. Wally Bostelmann, our Facilities Manager. During the show, he may be reached via his cell phone, 901/603-9448. **DO NOT ORDER ADDITIONAL POWER OR BOOTH ACCESSORIES FROM ANYONE EXCEPT WALLY.**
10. During the Show, door prizes will be announced at 30 minute intervals on the hour and half hour. We interrupt you as little as possible!
11. If you plan to award door prizes, our policy is to award such to those guests who are **present**. You may or may not follow this as you wish. All Exhibitor door prizes are to be awarded through our Awards Manager, **Mr. Gary Cofer**. He, or one of his helpers, will visit you during the Show, or you may contact him during the Show on his cell phone at 901/826-9446.
12. Transmitted with this letter are 10 complimentary Show tickets for you to pass out to customers, etc. Should you need more, contact **Mr. Danny Clark** at 901/774-7327; or you may contact him via e-mail at ndidanny@bellsouth.net.
13. You will be contacted during the Show by our sales staff for your comments - positive or negative. Don't be bashful – we need to know what you think! They will have registration forms for the 2010 PDS – take it, fill it out and turn it in! **The early birds get the best booths!**
14. The Booth Judges will be around starting about 5:30 PM. Put on your best face! Remember that the prizes are \$300.00 for 1st place, \$200.00 for 2nd and \$100.00 for 3rd.
15. **As for eating the BBQ, eat all you want; it's on the house (yes, liquid refreshments are too)!**
16. Finally, we have included in this packet an Exhibitor Floor Plan and a list of exhibitors with their booth numbers. We would greatly appreciate your prominently displaying these in your office. We hope you will display this on your website by going to our website, www.csimemphis.org, clicking on “Products Display Show” and attaching same to your site. **Help us spread the word!**

Our Chapter wishes to thank all of you for being here. Your participation this year (and over the past years) has helped to make this event one of the largest in the CSI nation. The CSI Memphis Chapter Dempsie B. Morrison Scholarship Fund, Inc., also is very grateful for your booth fees. The dual scholarships for our University of Memphis architectural students have been awarded, without interruption, since 1979, due primarily to the booth fees collected from our exhibitors.

That's about it! Enjoy the Show!

Pam Davidson, CSI, CDT
2009 PDS Exhibitor Liaison

CSI-Memphis 2009 Products Display Show (PDS); 1758 N. Reid Hooker; Eads, Tennessee 38028