

Dear Exhibitor:

Welcome to International Hospitality Week. This year's show is taking place March 9-10, 2010 at the Las Vegas Convention Center in Las Vegas.

We are pleased to present you with your exhibitor service kit which contains all the information you will need to successfully transport, set-up/tear-down and equip your booth. All necessary forms from each "Official Show Vendor" are included. By reading and paying attention to order details and deadlines, you will save valuable time and money.

The official show decorator is GES. Their order forms and a list of services can be found by visiting the official show websites, www.ncbshow.com, www.irestaurantshow.com or www.hotelworldexpo.com. The exhibitor kit is located under exhibitor information heading in each respective show site. Other order forms such as electrical, internet, lead retrieval, audio visual, plant and floral and any additional order forms may also be found on this website.

No one under 21 years of age is allowed into International Hospitality Week Events either as an attendee or as booth personnel. For reasons of safety and the professional nature of this event, this policy will be strictly enforced.

Remember all exhibitors must provide a certificate of insurance for this event before they are permitted onto the show floor. International Hospitality Week has asked Show Insurance to handle all insurance issues for International Hospitality Week including collecting and verifying certificates of insurance. For further questions please visit the Show Insurance website at www.showinsurance.com.

Call Par Avion for Hotel, Airline and Car Rental reservations at 800-826-4353 or 310-590-4722 to secure your discounted rates. Discount deadline is February 4, 2010 and is based on availability.

If you have any questions at any time please do not hesitate to contact David Flautt by email at dflautt@oxpub.com, or please call (800) 247-3881.

Thank you for your participation in this years show.

Sincerely,



Kirstin Lewis
Group Operations Director