

**Northeast Decorating
NDES
& Exhibit Services, Inc.**

**Re: NAEP Upstate NY Regional Conference & Trade Show
High Peaks Resort – Lake Placid NY
October 2, 2019**

Dear Exhibitor:

On behalf of the above-mentioned Association, Northeast Decorating welcomes you.

Please note that the Association has made arrangements with Northeast Decorating to provide your exhibit space with the following equipment.

Exhibitor Booth Size 6' deep x 8' wide to include:

- 8' High Backdrop Draping (Red-White-Red)
- 3' High Side Rail Draping (Royal Blue)
- 1 - 7" x 40" Exhibitor ID Booth Sign
- 1 - 6' x 24" Table (Topped White w/ Black Skirt)
- 2 - Folding Chairs
- 1 - Wastebasket w/ Liner

If you require any **additional equipment** or services **not listed in the booth package above**, please fill out and return the enclosed order form(s) to:

**Northeast Decorating
3360 Milton Avenue
Syracuse NY 13219**

OR

FAX to: (315) 471-0237
(machine located in secure office area)

If you have any questions or concerns, please feel free to contact me directly at 315-471-9989

Sincerely,

Susan Brewer

Susan Brewer
NORTHEAST DECORATING
Email: suzi@nede.net
Enclosures