

## **DNA 2009 Service Kit Outline**

Welcome Letter  
Show Facts  
Helpful Hints  
How to Place Your Pre-Show Orders  
Payment Policy Agreement  
Cost Calculation Worksheet  
Charge Authorization Form  
Third Party Payment  
Stand Booth Equipment  
Carpeting  
Stand Booth Furnishings  
Custom Booth Furnishings  
Custom Booth Rentals  
Special Signs  
Floral Order Form  
Labor Discount Form  
Install & Dismantle Labor Order Form  
Non-Official Contractor Form  
Material Handling Limits of Liability  
Tips for Drayage  
Freight Routing Form  
Exhibit Shipping & Drayage Rate Information  
Shipping Labels  
Yellow Freight  
Telephone & Internet Order Form  
Electrical Order Form  
Photography Order Form