December 17, 2001

TO: All Key Contacts at Supplier Member Companies

2002 ABMA Suppliers’ Display

If you have not already received the appropriate paperwork for the 2002 ABMA Suppliers’ Display, you will shortly. ABMA has contracted with Chene Expositions to handle the various services and equipment required for a product event for all concerned.

The Display will take place on March 15, 2002 from 8:00 AM to NOON in the Palm Court Ballroom of the Renaissance Vinoy Resort and Golf Club. The reservation deadline is January 18th. Please remember that the display of completed brushes, rollers, brooms, and mops for resale is prohibited as are imports of finished paint applicator and accessories found for sale in retail stores.

Booth Registration:

The registration fee for a booth in the ABMA Suppliers’ Display is $175, if paid prior to January 18, 2002. Otherwise, the booth fee is $275. (Checks should be made payable to ABMA in US funds drawn against a US bank. If making a wire transfer, add $40 for the service fee.) The fee includes:

- One 8’ x 10’ booth with draping
- Two chairs
- One 6’ x 30” draped table
- ID Sign with company name (7” x 44”)

To register, complete and return the attached Booth Space Application; sign and return the Suppliers’ Display ’02 Contract and Policies sheet; and enclose your payment. Please note that there will be no booth registration possible on the Annual Convention delegate registration form. The attached Application for Booth Space is the ONLY form to secure a booth for the 2002 ABMA Suppliers’ Display. Remember, only exhibiting suppliers and registered manufacturing delegates may participate in the Suppliers’ Display; non-exhibiting Suppliers will NOT be allowed in the Suppliers’ Display.

Exhibitor Requirements:

In order to participate in the 2002 Suppliers’ Display, all members must be in compliance with the following:

- **Dues Payments:** Suppliers must be members in good standing in order to display. This means that all dues must be paid in full by March 1, 2002 at the latest, according to the ABMA Bylaws. However, no one will be assigned a booth until their dues are paid in full, so suppliers are encouraged to pay their dues promptly.

- **Booth Assignments:** The number of booths is limited. All assignments will be made on a first-come, first-serve basis. One booth will be allowed per company with requests for all double booths, or any other multiple, handled on a space available basis. Every effort will be made to position suppliers in locations removed from their competitors; to
aid in that process, therefore, please list on the application form, up to four member companies which you would rather not have adjacent to your booth.

- **Electrical & Audio Visual Needs:** Audio-visual presentations are permitted. Exhibits of machinery and/or equipment are also acceptable, but must be contained within the designated booth space and fit on top of the table. All electrical and audio-visual requirements should be pre-ordered using the form from Chene Expositions. Fees for electrical and A/V equipment will be charged on an individual basis. Please be sure to include your credit card information in the space provided.

- **Shipping & Set Up:** Chene Expositions will provide the materials for the tables and booths for the display. *Please do NOT forward materials to the Renaissance Vinoy Resort and Golf Club.*

**Show Hours:**

<table>
<thead>
<tr>
<th>Thursday, March 14</th>
<th>11:00 AM – MIDNIGHT</th>
<th>Set Up Access</th>
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<tbody>
<tr>
<td>Friday, March 15</td>
<td>6:00 AM – 7:45 AM</td>
<td>Set Up Access</td>
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<tr>
<td></td>
<td>8:00 AM – Noon</td>
<td>Suppliers’ Display</td>
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<td></td>
<td>12:30 PM – 3:00 PM</td>
<td>Exhibit Breakdown</td>
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<td><em>Note:</em> Any breakdown or preparation for move out prior to the designated closing time will result in a $250 fine.</td>
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<td>7:00 PM – 11:00 PM</td>
<td>Suppliers Reception</td>
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Please keep in mind that the purpose of the show is to acquaint ABMA Manufacturers with the technical aspects of your business as opposed to distributing promotional and sales material. The ABMA Suppliers’ Display works to strengthen the supplier/manufacturer relationship by increasing interaction.

The Display also promotes the domestic manufacturing of brushes and brush related products including mops, rollers, and brooms. Therefore, the display of completed brushes, rollers, brooms, and mops for resale is prohibited as are imports of finished paint applicator and accessories found for sale in retail stores.

The ABMA Suppliers’ Display is the ideal forum for meeting with your industry peers. You might want to consider providing your manufacturer customers with carry bags for brochures and samples. Nevertheless, be sure to participate by sending in your application form today!

If you have any questions, please contact ABMA headquarters, (215) 564-3484 or Cynthia Crouch of Dupont Filaments at (302) 992-3284.

Sincerely,

Kenneth R. Hutton
Executive Director

Enclosures