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- o Method of Payment
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- o David L. Lawrence Convention Center Electrical Order Form
- o David L. Lawrence Convention Center Plumbing Order Form
- o Smart City Internet/Network/Telephone Service Contract
- o Three Rivers Entertainment & Production Audio-Video-Data Order Form
- o TLC Floral Order Form

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

**ESA 95TH ANNUAL MEETING**  
**DAVID L. LAWRENCE CONVENTION CENTER**  
**AUGUST 2-5, 2010**



Dear Exhibitor:

We are proud to be named the Official Service Contractor for the **ESA 95th Annual Meeting**, being held at the **David L. Lawrence Convention Center, in Pittsburgh, PA.** We look forward to working with you to create a memorable and successful exhibition.

To assist you in meeting your overall needs, we have enclosed our equipment and service order forms. Please complete and return the Method of Payment Form, Material Handling Form, and any other appropriate forms to our office and retain a copy of each for your files. **Order in advance!** Help ensure a smooth move-in for everyone.

**Remember, the discounted prices will only apply to the order forms received in our office by July 13, 2010 and accompanied by full payment. Add 10% to both labor and furniture standard rates for orders received at the show site.**

**Exhibit Equipment Packages:** Tabletop display package will consist of one 6' x 30" white skirted table, one plastic side chair, wastebasket and a 7" x 44" ID sign. Booth package will consist of 8' high blue/white back wall drape, 3' high blue side rail drape, one 6' x 30" white skirted table, two contour chairs, wastebasket and a 7" x 44" ID sign. **The aisles will be carpeted in blue.** Additional furniture and accessories can be ordered through this service kit.

**Shipping information, handling fees and liability limitations described for exhibit materials also apply for Handout materials.** To ensure proper delivery of these, especially if your company or organization also has a booth or tabletop space, please be sure to indicate "HANDOUTS" in place of a space or booth number when completing forms and preparing shipping labels for these items.

**Everyone shipping materials to the show MUST complete the Method of Payment Form.**

**Exhibit Installation**

Sunday	August 1, 2010.....10:00 am - 5:00 pm
Monday	August 2, 2010.....7:00 am - 10:00 am

**Exhibit Hours:**

Monday	August 2, 2010.....11:30 am - 6:30 pm
Tuesday	August 3, 2010 .....11:30 am - 6:30 pm
Wednesday	August 4, 2010 .....11:30 am - 6:30 pm
Thursday	August 5, 2010 .....11:30 am - 6:30 pm

**Exhibit Hall Dismantle:**

Thursday	August 5, 2010.....6:30 pm - 9:30 pm
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All materials must be packed and ready to ship, with bills of lading turned into the Expo Plus Service Center, prior to your scheduled move out deadline. Exhibitors using carriers other than ABF Freight Systems should notify their carriers to Check in no later than **8:30 pm on Thursday, August 5, 2010** for outbound shipments. Carriers must pick up freight by **9:30 pm on Thursday, August 5, 2010**; otherwise freight will be shipped with the Official Show Carriers.

Again, we look forward to being of service to you. Should you have any questions concerning services covered in this kit, or if we may assist you with your preliminary planning, please contact us at (404) 699-0650.

Sincerely,  
Expo Plus  
Customer Service Department

Discount Deadline Date: July 13, 2010

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**ESA 95TH ANNUAL MEETING**  
**DAVID L. LAWRENCE CONVENTION CENTER**  
**AUGUST 2-5, 2010**



**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY		EMAIL ADDRESS		SPACE NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PHONE		FAX		PURCHASE ORDER NUMBER	
AUTHORIZED CONTACT - please print			DATE		
X AUTHORIZED CONTACT SIGNATURE					

**CREDIT CARD**

**For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor and material handling. Please complete the information requested below:**

**IF YOU ARE GOING TO UTILIZE THE SERVICES OF Expo Plus, THIS FORM MUST BE COMPLETED AND RETURNED. PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED.**

**CREDIT CARD CHARGE AUTHORIZATION**

**PROVIDE  
EXPIRATION  
DATE**

☐ AMERICAN EXPRESS ☐ DISCOVER ☐ MASTERCARD ☐ VISA  
 ACCOUNT NUMBER ☐ Corporate ☐ Personal

CREDIT CARD NUMBER																		EX. DATE	CVV CODE

**PLEASE  
SIGN**

CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE CITY STATE ZIP COUNTRY

**X**

CARDHOLDER'S SIGNATURE

CARDHOLDER'S NAME - PRINT

**To simplify payment, send one check payable to Expo Plus, Inc.**  
 for your entire order or note the amount to be charged to your credit card.

		Charge my credit card in the amount of \$	<input type="text"/>
Check No.	<input type="text"/>	Dated	<input type="text"/> In the amount of \$ <input type="text"/>

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

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METHOD OF PAYMENT

**ESA 95TH ANNUAL MEETING**  
**DAVID L. LAWRENCE CONVENTION CENTER**  
**AUGUST 2-5, 2010**



**Expo Plus has established the following terms and conditions of sale for all services rendered by us:**

**Expo Plus REQUIRES PAYMENT FOR ALL SERVICES UPON PRESENTATION OF AN INVOICE/STATEMENT AT THE EXHIBIT SITE.** To receive a discount, payment must accompany your advance order and be received prior to the Deadline Date on your order form. Advance payment can be made by completing the Method of Payment Form.

It is the responsibility of each Exhibitor to advise the Expo Plus Service Center representative of any problems with any orders, and to check invoices for accuracy prior to the close of the event. No credits will be issued after the exhibition closing.

**All payments must be made in U.S. Funds.**

If your firm or agency requires a purchase order be issued for any services rendered, such purchase order **must** accompany the order forms. Government agencies please note.

All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of Expo Plus.

Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition.

For all exhibitors, invoices will be placed in your booth or tabletop space during the event for your convenience. Expo Plus will accept payment by cash, company check, American Express, Discover, Mastercard or Visa. **Expo Plus reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.**

**International Exhibitors** will be required to settle their accounts in full prior to the close of the exhibition. Payments must be made in **U.S. Funds** or by credit card, cash, check or bank wire transfer, when previously arranged by Expo Plus.

**Tax Exemption Status** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the jurisdiction in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers.

Payment for **all** labor, equipment and services, whether ordered by the exhibitor, display builder, non-official contractor or other parties shall be the **responsibility of the exhibitor at the event.**

**Expo Plus reserves the right to institute collection action against all exhibitors/third parties, in the event payment is not received within 20 days. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal and company checks, and chargeback fees on credit cards will be added to your invoice.**

Discount Deadline Date: July 13, 2010

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**ESA 95TH ANNUAL MEETING**  
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**AUGUST 2-5, 2010**



**\*\*For BEST RATES, please order by DEADLINE DATES specified below\*\***

	<b>Deadline Date</b>	<b>Date Ordered</b>	<b>Total</b>
Display Labor Estimate	July 13, 2010	_____	\$ _____
Forklift Estimate	July 13, 2010	_____	\$ _____
Material Handling Estimate	July 13, 2010	_____	\$ _____
Furniture & Accessories	July 13, 2010	_____	\$ _____
Carpet Order	July 13, 2010	_____	\$ _____
Sign Request	July 13, 2010	_____	\$ _____
Hanging Sign Request	July 13, 2010	_____	\$ _____
Booth Cleaning Order Form	July 13, 2010	_____	\$ _____
Expo Plus Custom Furniture Rental	July 13, 2010	_____	\$ _____
Modular Unit Display Rentals	July 13, 2010	_____	\$ _____
Non Official Contractor Form	July 13, 2010	_____	\$ _____
Advance Shipment to Warehouse	July 28, 2010	_____	\$ _____
CCR Computer Rental Form	See Form	_____	\$ _____
TLC Floral Form	See Form	_____	\$ _____

TOTAL FROM ALL FORMS \$ \_\_\_\_\_

**\*\*\*DON'T FORGET TO INCLUDE YOUR METHOD OF PAYMENT FORM\*\*\***

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ SPACE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - please print \_\_\_\_\_

Discount Deadline Date: July 13, 2010

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RECAP OF SERVICES



**Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier at the expense of the exhibitor.** Therefore, it is important to know some of the basics that will help you to avoid having your freight reconsigned.

### **BILL OF LADING**

Each exhibitor is responsible for turning in a *Bill of Lading* to the Expo Plus Service Desk after dismantling is finished and all boxes, crates, etc. are packed and labeled. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the exhibit space to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.). **Your Bill of Lading must be turned in no later than 9:30 pm on Thursday, August 5, 2010.**

### **OFFICIAL CARRIER**

The Official Carrier is on site as a convenience to exhibitors and to service show management, and is by no means the only choice available. Exhibitors are welcome to use either the Official Carrier or their carrier of choice. Rates may be negotiated in advance by calling this carrier.

### **OTHER CARRIERS**

If freight is consigned to a service other than the Official Carrier, that service **must check in with the loading dock by 8:30 pm Thursday, August 5, 2010.** Show Management, Expo Plus and the Official Carrier cannot be responsible for checking with all designated services. If you have chosen a carrier other than the Official Carrier, then we suggest that you have a representative from your company call the Expo Plus Service Desk during move-out to check on the status of the shipment and stay with the shipment until it is picked up if necessary. Many times, a reminder phone call from you will get the carrier there quickly.

### **RECONSIGNE FREIGHT**

A "reconsignment" occurs when a carrier does not check-in or show up at the dock for the consigned freight. We want to make sure each exhibitor's freight is handled by their carrier of choice, and therefore no freight is reconsigned until we must move it to complete the contracted move-out agreement between Show Management, the convention center and Expo Plus.

**ESA 95TH ANNUAL MEETING**  
**DAVID L. LAWRENCE CONVENTION CENTER**  
**AUGUST 2-5, 2010**



**BILL OF LADING**

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise. A copy should be mailed immediately to the Expo Plus address:

**Expo Plus**  
**1055 Research Center Drive**  
**Atlanta, GA 30331**

Also send a copy to the person in charge of installing your display for assistance in tracing shipments. Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be assigned a priority and the proper freight door for unloading.

**NOTE: Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines, will be delivered to the exhibitor's booth or tabletop without guarantee of piece count or condition. No liability will be assumed by Expo Plus for such shipments.**

**NOTE: In the event no weight is indicated on the documents presented, Expo Plus shall estimate the weight and charges will be based on the estimates and such charges will not be subject to adjustment.**

**VAN SHIPMENTS**

Drivers will be required to submit CERTIFIED WEIGHT RECEIPTS when recording their shipment at the Exhibit Site Check-In Area. Expo Plus reserves the right to refuse to unload such shipments until a CERTIFIED WEIGHT RECEIPT is presented.

**INSURANCE**

**Be sure your materials are insured** from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by "riders" to existing policies.

**SHIPPING LABELS**

Shipping Labels are enclosed. **Use them as they will expedite handling.** If additional labels are needed, write to the Expo Plus address listed above.

**SMALL PACKAGES SHIPMENTS**

These include cartons received without documentation and delivery to the exhibit space without guarantee of piece count and documentation. These also include Fed Ex and UPS shipments weighing less than 30 lbs.

**LABOR AND EQUIPMENT**

Labor will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding machinery and/or equipment for exhibitors. Place your orders for this labor using the form in the "Display Labor" section of this service kit.

**OUTGOING SHIPMENTS**

To assist you in setting up your outgoing shipments, staff at the Expo Plus Service Desk will be able to provide labels, Bill of Lading forms and shipping information.

At the close of the show, if an exhibitor's carrier fails to pick up or refuses to accept shipments, Expo Plus reserves the right to reroute such shipments where no disposition is provided. Material may be hauled to a warehouse pending advice from the exhibitor and a 25% surcharge will be charged for this service. No liability will be assumed as a result of such rerouting or handling.

**All shipments must be forwarded with all charges prepaid.**  
**Collect shipments will not be accepted.**  
**Expo Plus assumes no responsibility for collect shipments which are not accepted.**

Discount Deadline Date: July 13, 2010

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## ESA 95TH ANNUAL MEETING

DAVID L. LAWRENCE CONVENTION CENTER

AUGUST 2-5, 2010



### ADVANCE SHIPMENTS TO WAREHOUSE

Advance shipments will be accepted at the Expo Plus warehouse no earlier than July 9, 2010, will be stored at no cost for up to 21 days, and must be delivered by the deadline date **July 28, 2010**. These shipments should be consigned and the Bill of Lading made out as follows:

**Name of Exhibiting Company**

**ESA 95th Annual Meeting**

**Exhibit Space Number:** \_\_\_\_\_

**Expo Plus**

**c/o ABF Freight**

**700 Beechnut, Chartiers Industrial Park**

**Pittsburgh, PA 15205**

### RATES FOR ADVANCE SHIPMENTS

#### RECEIVED AT THE WAREHOUSE

Shippers who wish to have their materials arrive in advance can do so by shipping direct to our warehouse. Materials will be unloaded at the warehouse, stored free for 21 days, delivered to the unloading docks at the exhibit site, unloaded, delivered to the appropriate location (e.g., booth or tabletop space\*), picked up at close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$74.00 with a 200 lb. minimum.**

#### DIRECT SHIPMENTS TO EXHIBIT SITE

Shipments for direct delivery to the Exhibit Site should be **scheduled to arrive August 1-2, 2010**. These shipments should be consigned and the bill of lading made out as follows:

**Name of Exhibiting Company**

**ESA 95th Annual Meeting**

**Exhibit Space Number:** \_\_\_\_\_

**David L. Lawrence Convention Center**

**c/o Expo Plus**

**1000 Fort Duquesne Blvd.**

**Pittsburgh, PA 15222**

### RATES FOR MATERIALS AND EQUIPMENT RECEIVED AT THE EXHIBIT SITE

Material will be unloaded from exhibitor's trucks, or trucks of others, at the exhibit site, delivered to the appropriate location (e.g., booth or tabletop space\*), picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$77.00 with a 200 lb. minimum.**

### RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING

This classification shall be applied to, but not limited to moving van shipments, or shipment by any truck which because of the height of the truck bed, cannot be unloaded at the docks, and/or the shipment is "packed" in such a manner as to require special handling (e.g., loose display parts; uncrated equipment), regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g., 1 lot; 20 assorted pieces). Material will be unloaded from moving vans, exhibitor's trucks or trucks of others, delivered to the exhibitor's booth or tabletop space\*, picked up at the close of show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$84.00 advance, \$87.00 show site with a 200 lb. minimum.**

**NOTE:** In the event crated materials are combined in a shipment with materials "packed" in such a manner as to require special handling (see above), Expo Plus will invoice such shipments at the rates applicable to the "classification" of the materials, PROVIDED the bill of lading clearly identifies the weight of the crated materials and the weight of the other materials. If the bill of lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling rate and will not be subject to adjustment.

### SMALL PACKAGE

Small packages that are a maximum 30 lbs will be charged \$35.00 per delivery whether shipped in advance or to the exhibit site.

### OVERTIME CHARGES

Shipments unloaded at the warehouse after 4:30 pm weekdays, anytime Saturday, Sunday or Holidays, after the deadline date for advanced shipments to warehouse, or after the show opens will be subject to overtime charges. Additionally, when freight must be moved into or out of the exhibit site after 4:30 pm weekdays, anytime Saturday, Sunday or Holidays due to scheduling conflict beyond the control of Expo Plus, overtime charges will apply. This charge will equal **\$18.00 for every 100 lbs. of freight shipped with a minimum charge of \$36.00, and will be invoiced in addition to our regular drayage charges.**

**NOTE:** A maximum of \$10.00 charge will apply to receiving and delivery of envelopes only at the show site during show hours.

**\*Those shipping handout materials will accrue direct material handling charges as well. However, freight will not be returned at the close of the show unless prior arrangements are made with Expo Plus.**

Discount Deadline Date: July 13, 2010

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**YOUR  
RECOMMENDED  
TRADE SHOW CARRIER**

ABF Freight System, Inc.®

**ABF** **tradeshow**

*On Site...On Time...Damage-Free.*

Your trade show exhibit is too important to trust with just any broker or freight carrier. You need someone looking out for your exhibit transportation needs and monitoring your shipment the same way that you would do it yourself — without the worry and hassle.

With service throughout North America, ABF Freight System® has more than 75 years' experience in the freight business and a national network of knowledgeable Trade Show Specialists on the floor and behind the scenes at most major shows — from start to finish. **ABF DELIVERS TRADE SHOWS**, and we have the commitment and expertise necessary to handle your exhibit the way you would do it yourself.



### **On site**

When you call ABF TradeShow, you'll be assigned to *one* coordinator who is personally committed to managing your exhibit transportation needs. Unlike a broker, ABF owns and operates our own trucks and is in control of your shipment at all times. ABF has well-established relationships with trade show contractors nationwide. We are "plugged in" to popular show schedules and venues and are often selected as the official or preferred carrier. With on-site staff at most major North American shows, you can feel confident that your shipment will be well managed.

### **On time**

ABF can meet virtually any transit or delivery requirement you have, including Next Day, 2nd Day and 3rd Day service. Opt for **Assured Service™** and know you have a 100% satisfaction guarantee on our published transit times. Choose **ABF TimeKeeper®** to expedite your delivery, or, if necessary, send shipments by air to meet the required delivery date. Plus, you can track your shipment any time, day or night, on our secure Web site at [abf.com](http://abf.com).



### **Damage-free**

Our reputation for damage-free shipping is second to none. ABF was recently awarded one of the American Trucking Associations' highest honors as the best motor carrier both in claims/loss prevention and in security. Over the past decade, 99% of all shipments handled by ABF have moved claim-free.

**Trust your shipment with the leader  
in exhibit transportation services.**

Call us at **(800) 654-7019**

and let our trained specialists demonstrate our ability to meet your unique exhibit needs. Visit our Web site, [www.abf.com](http://www.abf.com) or e-mail: [tradeshow@abf.com](mailto:tradeshow@abf.com).



ABF Freight System is a proud member of these prestigious organizations:



**IAEM**



**ECA** Exhibitor Appointed Contractor Association  
setting the gold of service excellence on the showfloor



**Coem** CONVENTION EXHIBIT MANAGEMENT  
**acge** ASSOCIATION OF CONVENTION EXHIBIT MANAGERS

ABF Freight System, Inc. • 300 Commerce Drive • Cherryville, NC 28021 • Fax 800-836-3320



**ABF Freight System, Inc.**  
Trade Show Services  
Request For Information



Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Date \_\_\_\_\_ Show City \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Estimated Exhibit Value \_\_\_\_\_

Normal Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like to be included on future mailings? Yes ☐ No ☐

Would you like an ABF Trade Show coordinator to call you with a quote or information? Yes ☐ No ☐

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 1.800.836.3320  
or mail to:

**ABF Freight System, Inc.**  
Trade Show Services  
P.O. Box 697  
Cherryville, NC 28021



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## ADVANCE SHIPMENTS TO WAREHOUSE

To arrive between Friday, July 9 and no later than  
Wednesday, July 28, 2010 by 12:00 pm

Name of Exhibiting Company  
ESA 95th Annual Meeting  
Exhibit Space Number: \* \_\_\_\_\_  
Expo Plus  
**c/o ABF Freight**  
**700 Beechnut, Chartiers Industrial Park**  
**Pittsburgh, PA 15205**

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## DIRECT SHIPMENTS TO THE EXHIBIT SITE

To arrive only on August 1-2, 2010 between **8:00 am and 5:00 pm**

Name of Exhibiting Company  
ESA 95th Annual Meeting  
Exhibit Space Number: \* \_\_\_\_\_  
**David L. Lawrence Convention Center**  
**c/o Expo Plus**  
**1000 Fort Duquesne Blvd.**  
**Pittsburgh, PA 15222**

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

**ADVANCE SHIPMENT**

**RUSH!**

**FROM:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**TO:**

SPACE NUMBER

#

**ESA 95TH ANNUAL MEETING**

**Expo Plus**  
c/o ABF Freight

700 Beechnut, Chartiers Industrial Park  
Pittsburgh, PA 15205

**SHIPMENT SHOULD ARRIVE:**

*Between July 9, 2010 and July 28 2010 by 12:00 pm*

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**ADVANCE SHIPMENT**

**RUSH!**

**FROM:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**TO:**

SPACE NUMBER

#

**ESA 95TH ANNUAL MEETING**

**Expo Plus**  
c/o ABF Freight

700 Beechnut, Chartiers Industrial Park  
Pittsburgh, PA 15205

**SHIPMENT SHOULD ARRIVE:**

*Between July 9, 2010 and July 28 2010 by 12:00 pm*

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**FOR EXHIBITOR FREIGHT USE THESE LABELS**

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

**DIRECT SHIPMENT**

**RUSH!**

**FROM:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO:**

SPACE NUMBER

**ESA 95TH ANNUAL MEETING  
c/o Expo Plus**

**DAVID L. LAWRENCE CONVENTION CENTER**  
1000 Fort Duquesne Blvd.  
Pittsburgh, PA 15222

**SHIPMENT SHOULD ARRIVE ONLY ON:**

**August 1-2, 2010, between 8:00 am and 5:00 pm**

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**DIRECT SHIPMENT**

**RUSH!**

**FROM:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO:**

SPACE NUMBER

**ESA 95TH ANNUAL MEETING  
c/o Expo Plus**

**DAVID L. LAWRENCE CONVENTION CENTER**  
1000 Fort Duquesne Blvd.  
Pittsburgh, PA 15222

**SHIPMENT SHOULD ARRIVE ONLY ON:**

**August 1-2, 2010, between 8:00 am and 5:00 pm**

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**FOR EXHIBITOR FREIGHT USE THESE LABELS**

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

**ADVANCE SHIPMENT**

**RUSH!**

**FROM:**

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**TO:**

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J CPFQWU

**ESA 95TH ANNUAL MEETING**

**Expo Plus**  
c/o ABF Freight

700 Beechnut, Chartiers Industrial Park  
Pittsburgh, PA 15205

**SHIPMENT SHOULD ARRIVE :**

*Between July 8, 2010 and July 28, 2010 by 12:00 pm*

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**ADVANCE SHIPMENT**

**RUSH!**

**FROM:**

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**TO:**

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---

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J CPFQWU

**ESA 95TH ANNUAL MEETING**

**Expo Plus**  
c/o ABF Freight

700 Beechnut, Chartiers Industrial Park  
Pittsburgh, PA 15205

**SHIPMENT SHOULD ARRIVE :**

*Between July 8, 2010 and July 28, 2010 by 12:00 pm*

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**HANDOUT MATERIALS USE THESE LABELS**



**DIRECT SHIPMENT**

**RUSH!**

**FROM:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TO:**

\_\_\_\_\_

**HANDOUTS**

**ESA 95TH ANNUAL MEETING  
c/o Expo Plus**

**David L. Lawrence Convention Center**  
1000 Fort Duquesne Blvd.  
Pittsburgh, PA 15222

**SHIPMENT SHOULD ARRIVE ONLY ON:**

**August 1-2, 2010) \_bq t bbk 8:00 am ^ka 3:00 pm**

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**DIRECT SHIPMENT**

**RUSH!**

**FROM:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TO:**

\_\_\_\_\_

**J CPFQWU**

**ESA 95TH ANNUAL MEETING  
c/o Expo Plus**

**David L. Lawrence Convention Center**  
1000 Fort Duquesne Blvd.  
Pittsburgh, PA 15222

**SHIPMENT SHOULD ARRIVE ONLY ON**

**August 1-2, 2010) \_bq t bbk 8:00 am ^ka 3:00 pm**

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**HANDOUT MATERIALS USE THESE LABELS**



**ESA 95TH ANNUAL MEETING**  
**DAVID L. LAWRENCE CONVENTION CENTER**  
**AUGUST 2-5, 2010**



Rates: For complete information and descriptions, refer to the section in this service kit titled "Shipping Instructions."

**CALCULATION OF ORDER**

When recording weight, round up to the next 100 lbs.

Example: 235 lbs. = 300 lbs., 3 x Rate = Dollars or minimum, whichever is greater.

**Advance Shipments to the Warehouse**

We will ship \_\_\_\_\_ lbs. @ \$74.00 per 100 lbs. (200 lb. minimum) = \$ \_\_\_\_\_

Shipping address: **Exhibiting Company**  
**ESA 95th Annual Meeting**  
**Exhibit Space Number \_\_\_\_\_**  
**Expo Plus**  
**c/o ABF Freight**  
**700 Beechnut, Chartiers Industrial Park**  
**Pittsburgh, PA 15205**

**Direct Shipments to the Exhibit Site**

We will ship \_\_\_\_\_ lbs. @ \$77.00 per 100 lbs. (200 lb. minimum) = \$ \_\_\_\_\_

Shipping address: **Exhibiting Company**  
**ESA 95th Annual Meeting**  
**Exhibit Space Number \_\_\_\_\_**  
**David L. Lawrence Convention Center**  
**C/O Expo Plus**  
**1000 Fort Duquesne Blvd.**  
**Pittsburgh, PA 15222**

**Shipments or Equipment Requiring Special Handling ADVANCE**

We will ship \_\_\_\_\_ lbs. @ \$84.00 per 100 lbs. (200 lb. minimum) = \$ \_\_\_\_\_

**Shipments or Equipment Requiring Special Handling EXHIBIT SITE**

We will ship \_\_\_\_\_ lbs. @ \$87.00 per 100 lbs. (200 lb. minimum) = \$ \_\_\_\_\_

**Small Package Shipments** (30 lbs. max per delivery)

We will ship \_\_\_\_\_ shipments @ \$35.00 - **Advance** = \$ \_\_\_\_\_

We will ship \_\_\_\_\_ shipments @ \$35.00 - **Exhibit Site** = \$ \_\_\_\_\_

**PAYMENT ENCLOSED = \$ \_\_\_\_\_**

**NOTE: We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department at (404) 699-0650.**

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY _____	EMAIL ADDRESS _____	SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - please print _____	

**Discount Deadline Date: July 13, 2010**

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

MATERIAL HANDLING

**ESA 95TH ANNUAL MEETING**  
**DAVID L. LAWRENCE CONVENTION CENTER**  
**AUGUST 2-5, 2010**



CONTINUED

MATERIAL HANDLING

**THIS FORM MUST BE COMPLETED BY ALL EXHIBITORS AND THOSE SHIPPING HANDOUT MATERIALS AND RETURNED TO Expo Plus.**

Shipments will be received and handled in accordance with the information set forth on the enclosed shipping instructions and material handling rates.

**SHIPMENTS TO WAREHOUSE**

**(Must arrive no earlier than July 9, 2010 and no later than noon Wednesday, July 28, 2010)**

Shipper Name: \_\_\_\_\_ From City/State: \_\_\_\_\_

How will you ship: ☐ Common Carrier ☐ Van Line ☐ Company Truck ☐ Air Freight

Shipping Date: \_\_\_\_\_ # of Pieces: \_\_\_\_\_ Weight \_\_\_\_\_

Dimensions of Largest Piece: Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

Carrier (If Known): \_\_\_\_\_ Pro Number (If Known): \_\_\_\_\_

Comments / Special Handling Requirements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Attach Separate Sheet for Multiple Shipments if Necessary.

**SHIPMENTS DIRECT TO EXHIBIT SITE**

**(Must Arrive Only During Official Exhibitor Move-In Dates: August 1-2, 2010)**

Shipper Name: \_\_\_\_\_ From City/State: \_\_\_\_\_

How will you ship: ☐ Common Carrier ☐ Van Line ☐ Company Truck ☐ Air Freight

Shipping Date: \_\_\_\_\_ # of Pieces: \_\_\_\_\_ Weight \_\_\_\_\_

Dimensions of Largest Piece: Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

Carrier (If Known): \_\_\_\_\_ Pro Number (If Known): \_\_\_\_\_

Comments / Special Handling Requirements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Attach Separate Sheet for Multiple Shipments if Necessary.

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ SPACE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - please print \_\_\_\_\_

**Discount Deadline Date: July 13, 2010**

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1. Expo Plus and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth or tabletop space by Expo Plus or its subcontractors and the arrival of the Exhibitor's representative at the booth, tabletop or other space. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth, tabletop or other space for loading onto a carrier. With the knowledge that during such times the shipment(s) will be left in the booth or tabletop space unattended, it is recommended that a representative from the exhibiting company stay with the shipment until it is picked up.

Therefore, it is agreed that Expo Plus and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, tabletop or other space, nor are Expo Plus and its contractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth, tabletop or other space for loading after the show. Consequently, all Bills of Lading covering outgoing shipment(s) submitted to Expo Plus or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth, tabletop or other space and corrected where discrepancies exist.

3. Expo Plus and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to Expo Plus in time to obtain the proper equipment.
4. Expo Plus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
5. Expo Plus and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
6. It is understood that Expo Plus and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Expo Plus hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Expo Plus and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if Expo Plus or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Expo Plus, its subcontractors or their employees.

7. Expo Plus and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials, which may make it impossible or impractical to exhibit same.

**Discount Deadline Date: July 13, 2010**

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars



8. Claims for loss or damage must be submitted to Expo Plus by the close of the show. No suit or action shall be brought against Expo Plus or its subcontractors more than one year after the cause of action.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that Expo Plus and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Expo Plus or its subcontractors shall sign a delivery receipt, Bill of Lading or other document, we agree that Expo Plus or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. Expo Plus and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to the booth, tabletop or other space without guarantee of piece count or condition.
11. Empty container labels will be available at the Expo Plus Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Expo Plus and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of materials from the show site, Expo Plus shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. Expo Plus assumes no liability as a result of such re-routing or handling.
13. The Exhibitor agrees, in the event of a dispute with Expo Plus or its subcontractors relative to any loss or damage to any of our materials or equipment, that the Exhibitor will not withhold payment in any amount due to Expo Plus for material handling services or any other services provided by Expo Plus or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Expo Plus prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Expo Plus or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
14. The consignment or delivery of a shipment to Expo Plus or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

Expo Plus and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.

**Be sure your materials are insured** from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. **Be sure your insurance is in effect in transit to and from the show, during storage and at the exhibit site.**

Discount Deadline Date: July 13, 2010

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All orders must be paid in US Dollars

**ESA 95TH ANNUAL MEETING**  
**DAVID L. LAWRENCE CONVENTION CENTER**  
**AUGUST 2-5, 2010**



**SEATING**

<u>Qty.</u>	<u>Discount Rates</u>	<u>Standard Rates</u>
_____ Gray Padded Side Chair	<b>\$50.00</b>	\$63.00
_____ Gray Padded Arm Chair	<b>\$53.00</b>	\$66.00
_____ Gray Padded Counter Stool	<b>\$57.00</b>	\$71.00
_____ Gray Plastic Contour Chair	<b>\$37.00</b>	\$46.00

**ACCESSORIES**

<u>Qty.</u>	<u>Discount Rates</u>	<u>Standard Rates</u>
_____ Rectang. 24"x36"x30"H Table	<b>\$65.00</b>	\$81.00
_____ White Pedestal Table 30"Dx30"H	<b>\$105.00</b>	\$131.00
_____ White Pedestal Table 30"Dx40"H	<b>\$107.00</b>	\$134.00
_____ Square Table 24"x24"x30"H	<b>\$63.00</b>	\$79.00
_____ Wastebasket	<b>\$10.00</b>	\$13.00
_____ Adjustable Tripod Easel	<b>\$31.00</b>	\$39.00
_____ Chrome 22"x28" Sign Frame	<b>\$69.00</b>	\$86.00
_____ Black Aisle Stanchion	<b>\$30.00</b>	\$38.00
_____ Black Plastic Chain (per ft.)	<b>\$3.00</b>	\$4.00
_____ 4'x8' Poster Board	<b>\$92.00</b>	\$115.00
_____ Bag Rack	<b>\$70.00</b>	\$88.00
_____ Uprights, Bases, Crossbars	<b>\$8.00</b>	\$10.00

**SPECIAL DRAPE**

(Masking Drape)

_____ 8' H. Masking/per ft.	<b>\$11.00</b>	\$14.00
_____ 3' H. Masking/per ft.	<b>\$7.00</b>	\$9.00

**PAYMENT IN FULL** must accompany your advance order to qualify for Discount Rates. Orders without a payment or orders received after the below Deadline Date will be charged at Standard Rates.

**CANCELLATION POLICY:**

Items canceled after move-in begins will be charged at 50% of original price.

**Add 10% to Standard Rates for orders received at show site.**

**DRAPED DISPLAY TABLES**

<u>Qty.</u>	<u>Discount Rates</u>	<u>Standard Rates</u>
_____ 4' Table - 30" high	<b>\$92.00</b>	\$115.00
_____ 4' Table - 42" high	<b>\$97.00</b>	\$121.00
_____ 6' Table - 30" high	<b>\$110.00</b>	\$138.00
_____ 6' Table - 42" high	<b>\$120.00</b>	\$150.00
_____ 8' Table - 30" high	<b>\$123.00</b>	\$154.00
_____ 8' Table - 42" high	<b>\$141.00</b>	\$176.00
<input type="checkbox"/> Optional 4th Side Draped 30":	<b>\$46.58</b>	\$58.23
<input type="checkbox"/> Optional 4th Side Draped 42":	<b>\$52.36</b>	\$65.45

Show colors will be given when color is not selected.

**Colors:** Red, White, Blue, Black, Burgundy, Gray, Teal, Forest Green, Purple

**UNDRAPED DISPLAY TABLES (24" wide)**

(Covered with white vinyl)

<u>Qty.</u>	<u>Discount Rates</u>	<u>Standard Rates</u>
_____ 4' Table - 30" high	<b>\$62.00</b>	\$85.00
_____ 4' Table - 42" high	<b>\$62.00</b>	\$86.00
_____ 6' Table - 30" high	<b>\$80.00</b>	\$108.00
_____ 6' Table - 42" high	<b>\$85.00</b>	\$115.00
_____ 8' Table - 30" high	<b>\$93.00</b>	\$124.00
_____ 8' Table - 42" high	<b>\$106.00</b>	\$141.00

**TABLE RISERS DRAPED IN WHITE VINYL**

<u>Qty.</u>	<u>Discount Rates</u>	<u>Standard Rates</u>
_____ 4'L x 8"W x 8"H	<b>\$53.00</b>	\$66.00
_____ 6'L x 8"W x 8"H	<b>\$72.00</b>	\$90.00
_____ 8'L x 8"W x 8"H	<b>\$91.00</b>	\$114.00

Riser(s) to be placed on \_\_\_\_\_ ft. long tables ordered.

Amount All Items Ordered \$ \_\_\_\_\_

Sales tax 7% \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

**Total Payment Enclosed** = \$ \_\_\_\_\_

**Note:** Payment should include Sales and/or Use Taxes as indicated above.

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY _____	EMAIL ADDRESS _____	SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____		AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

A TOUCH OF CLASS



*Custom Furnishings*

## SEATING



### REPLAY RED

- Replay Red Microfiber Sofa: 96"L x 32"D x 29"H
- Replay Red Microfiber Loveseat: 67"L x 32"D x 29"H
- Replay Red Microfiber Chair: 27"L x 32"D x 29"H
- Black 2morrow Coffee Table: 40"L x 40"W x 14"H
- Black 2morrow End Table: 22"L x 22"W x 22"H



### SOLO WHITE

- Solo White Leather Sofa: 80"L x 34"D x 25"H
- Solo White Leather Loveseat: 57"L x 34"D x 25"H
- Solo White Leather Chair: 34"L x 34"D x 25"H
- Chrome Cross Coffee Table: 28"L x 28"W x 22"H
- Chrome Cross End Table: 26"L x 26"W x 22"H



### STELLA BLACK

- Stella Black Leather Sofa: 81"L x 31"D x 29"H
- Stella Black Leather Loveseat: 59"L x 31"D x 29"H
- Stella Black Leather Chair: 36"L x 30"D x 29"H
- Maple Coffee Table: 40"L x 40"W x 14"H
- Maple End Table: 22"L x 22"W x 22"H



### HAVANA BROWN

- Havana Brown Leather Sofa: 80"L x 33"D x 30"H
- Havana Brown Leather Loveseat: 67"L x 33"D x 30"H
- Havana Brown Leather Chair: 36"L x 33"D x 30"H
- Espresso Coffee Table: 48"L x 24"W x 18"H
- Espresso End Table: 21"L x 21"W x 20"H



## SEATING



### CONCORD

Concord Fabric Sofa: 82"L x 43"D x 36"H

Concord Fabric Loveseat: 56"L x 43"D x 36"H

Concord Fabric Chair: 28.75"L x 25"D x 40"H



### CHARCOAL

Charcoal Fabric Sofa: 78"L x 31"D x 34"H

Charcoal Fabric Loveseat: 58"L x 31"D x 34"H

Charcoal Fabric Club Chair: 36"L x 31"D x 34"H

Ellum Coffee Table: 48"L x 32"W x 18"H

Ellum End Table: 24"L x 24"D x 23"H



### GRAY

Gray Fabric Sofa: 78"L x 31"D x 34"H

Gray Fabric Loveseat: 58"L x 31"D x 34"H

Gray Fabric Club Chair: 36"L x 31"D x 34"H

Martini Coffee Table: 50"L x 32"W x 17"H

Martini End Table: 28"L x 28"W x 21"H



### MONROE

Monroe Black Leather Sofa: 84"L x 38"D x 33"H

Monroe Black Leather Loveseat: 60"L x 38"D x 33"H

Monroe Black Leather Chair: 50"L x 32"D x 18"H

Chrome Cross Coffee Table: 28"L x 28"W x 22"H

Chrome Cross End Table: 25"L x 25"D x 22.5"H

## OFFICE



### GRAPHITE CONFERENCE

Graphite 8 Ft. Conference Table: 96"L x 44"W x 29"H

Graphite 5 Ft. Conference Table: 60"L x 44"W x 29"H

Black Leather Conference Chair



### MAHOGANY CONFERENCE

Mahogany 8 Ft. Conference Table: 96"L x 44"W x 29"H

Mahogany 5 Ft. Conference Table: 60"L x 44"W x 29"H

Burgundy Leather Low Back Conference Chair



### GRAPHITE DESK

Graphite Desk 1: 60"L x 30"W x 29"H

Graphite Desk 2: 72"L x 36"W x 29"H

Graphite Credenza with Pull Out Keyboard Tray

Black Leather Executive Chair



### MAHOGANY DESK

Mahogany Desk 1: 60"L x 30"W x 29"H

Mahogany Desk 2: 72"L x 36"W x 29"H

Mahogany Credenza with Pull Out Keyboard Tray

Burgundy Queen Anne Wing Back Executive Chair

## OFFICE



### ROUND CONFERENCE

Graphite Round Conference Table: 42"L x 42"W x 30"H

Mahogany Round Conference Table: 42"L x 42"W x 30"H

Black Leather Guest Chair



### COMPUTER TABLE

Mahogany Computer Table

Mahogany Typing Table: 31.5"L x 15"D x 26"H

Black Cloth Secretarial Chair



### QUEEN ANNE

Burgundy Queen Anne Wing Back Chair:

42"L x 26"D x 28"H

Burgundy Queen Anne Wing Back Executive Chair:

42"L x 26"D x 28"H



### DRAFTING & MESH

Adjustable Height Drafting Chair:

17"L x 18"D x 45"H

Mesh Executive Chair



## ACCESSORIES



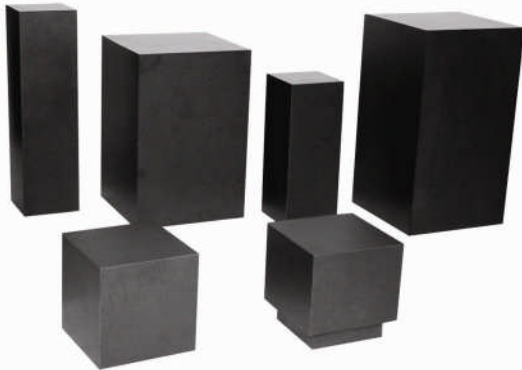
## FILE CABINETS

2 Drawer Letter File Cabinet: 15"L x 25"W x 29"H

4 Drawer Letter File Cabinet: 15"L x 25"W x 52"H

2 Drawer Lateral File Cabinet: 36"L x 19"W x 29"H

2 Drawer Lateral File Cabinet: 36"L x 19"W x 52"H



## GRAPHITE PEDESTAL

Graphite Pedestals: \*Available in Multiple Sizes



## STORAGE CABINET

Black Storage Cabinet: 30"L x 18"W x 72"H



## BOOKCASE

Graphite 6 Foot Bookcase: 36"L x 12"W x 72"H

Graphite 4 Foot Bookcase: 36"L x 12"W x 48"H

Mahogany 6 Foot Bookcase: 36"L x 12"W x 72"H

Mahogany 4 Foot Bookcase: 36"L x 12"W x 48"H

## ACCESSORIES



## FILE CABINETS

Mahogany 2 Drawer Lateral File Cabinet:

30"L x 20"W x 29"H

Graphite 2 Drawer Lateral File Cabinet:

30"L x 20"W x 29"H



## COMPUTER KIOSK

Black Computer Kiosk: 24"L x 24"W x 42"H



## CHROME RACK

Chrome Rack: 48"L x 18"W x 76"H



## MARTINI LAMPS

Martini Lamp: 8"W x 27"H

Martini Floor Lamp: 8"W x 55.5"H

## BAR & CAFE



### GAMMA & DEEN 1

Black Gamma Bar Stools: 22"L x 20"D x 41"H

Deen Glass & Chrome Bar Table: 22"L x 22"W x 42"H



### GAMMA & DEEN 2

Black Gamma Cafe Chairs: 22"L x 20"D x 33"H

Deen Glass & Chrome Cafe Table: 40"L x 40"W x 30"H



### REPLAY & DEEN 1

Replay Red Bar Stools: 20"L x 17"D x 42"H

Deen Glass & Chrome Bar Table: 28"L x 28"W x 42"H



### REPLAY & DEEN 2

Replay Red Cafe Chairs: 17"L x 18"D x 34"H

Deen Glass & Chrome Cafe Table: 40"L x 40"W x 30"H

## BAR & CAFE



### UPTOWN & BISTRO

Uptown Black Adjustable Height Stools:

17"L x 17"D x 21-30"H

Bistro Stainless & Chrome Adjustable Bar Table:

24"L x 24"W x 26-41"H



### UPTOWN & DEEN

Uptown White Adjustable Height Stools:

17"L x 17"D x 21-30"H

Deen Glass & Chrome Bar Table: 28"L x 28"W x 42"H



### NEO & GRAPHITE

Neo Bar Stools: 19"L x 17"D x 41"H

Graphite Bar Table: 30"L x 30"W x 42"H



### BARREL & 2MORROW

Black Barrel Chairs: 27"L x 23"D x 30"H

Black 2morrow End Table: 22"L x 22"W x 22"H



## BAR & CAFE



### GIN

Gin Bar Stools: 15"L x 15"D x 29"H

Gin Bar Table: 30"L x 30"W x 42"H



### BRUNO

Maple Bruno Chair: 18"L x 18"D x 34"H

White Bruno Chair: 18"L x 18"D x 34"H

Black Bruno Chair: 18"L x 18"D x 34"H



### GLASS CONFERENCE

Maple Bruno Chair: 18"L x 18"D x 34"H

Black Bruno Chair: 18"L x 18"D x 34"H

Glass Conference Table: 60"L x 36"W x 30"H



### BRUNO & BISTRO

Black Bruno Chair: 18"L x 18"D x 34"H

Bistro Stainless & Chrome Cafe Table:

24"L x 24"W x 26-41"H

LC Black Series



LC White Series

Atlantis Series



Martini Bar - Black



Wrought Iron



Martini Bar - Silver



Beveled Kidney Glass



Chrome & Glass 2tier



White Light-up End Table



White and Glass Coffee Table



# CUSTOM FURNITURE

SEATING		SEATING CONTINUED:		ACCESSORIES:	
Replay Red Microfiber Sofa	\$410.00	Monroe Black Leather Sofa	\$340.00	2 Drawer Letter File Cabinet	\$95.00
Replay Red Microfiber Loveseat	\$320.00	Monroe Black Leather Loveseat	\$310.00	4 Drawer Letter File Cabinet	\$110.00
Replay Red Microfiber Chair	\$240.00	Monroe Black Leather Chair	\$210.00	2 Drawer Legal File Cabinet	\$105.00
Black 2morrow Coffee Table	\$145.00	Chrome Cross Coffee Table	\$125.00	4 Drawer Legal File Cabinet	\$115.00
		Chrome Cross End Table	\$110.00		
Solo White Leather Sofa	\$340.00	OFFICE		Graphite Pedestals	
Solo White Leather Loveseat	\$310.00		24x24x36 Graphite	\$160.00	
Solo White Leather Chair	\$210.00		24x24x42 Graphite	\$175.00	
Chrome Cross Coffee Table	\$125.00				
Chrome Cross End Table	\$110.00	Black Leather Conference Chair	\$130.00	Storage Cabinet	\$145.00
Stella Black Leather Sofa	\$340.00	Mahogany 8Ft Conference Table	\$300.00	Graphite 6 Ft Bookcase	\$130.00
Stella Black Leather Loveseat	\$310.00	Mahogany 5 Ft Conference Table	\$250.00	Graphite 4 Ft Bookcase	\$115.00
Stella Black Leather Chair	\$210.00	Burgundy Leather Low Back Conf Chair	\$130.00	Mahogany 6 Ft Bookcase	\$130.00
Maple Coffee Table	\$145.00			Mahogany 4 Ft Bookcase	\$115.00
Maple End Table	\$120.00	Graphite 30x60 Desk	\$285.00		
		Graphite 36x72 Desk	\$315.00	Mahogany 2 Dr Lateral File Cabinet	\$100.00
Havana Brown Leather Sofa	\$385.00	Graphite Credenza	\$240.00	Graphite 2 Dr Lateral File Cabinet	\$100.00
Havana Brown Leather Loveseat	\$325.00	Black Leather Executive Chair	\$175.00		
Havana Brown Leather Chair	\$225.00				
Espresso Coffee Table	\$125.00	Mahogany 30x60 Desk	\$285.00		
Espresso End Table	\$110.00	Mahogany 36x72 Desk	\$315.00	Graphite Computer Kiosk	\$250.00
		Mahogany Credenza	\$240.00		
Concord Fabric Sofa	\$410.00	Burgundy Queen Anne Executive Chair	\$240.00	Chrome Racks	\$115.00
Concord Fabric Loveseat	\$320.00				
Concord Fabric Chair	\$240.00	Graphite 42" Round Conference Table	\$195.00	Martini Lamp	\$70.00
		Mahogany 42" Round Conference Table	\$195.00	Martini Floor Lamp	\$85.00
Charcoal Fabric Sofa	\$310.00	Black Leather Guest Chair	\$130.00		
Charcoal Fabric Loveseat	\$275.00			BAR & CAFÉ	
Charcoal Fabric Chair	\$200.00	Mahogany Computer Table	\$150.00	Black Gamma Bar Stools	\$135.00
Ellum Coffee Table	\$130.00	Mahogany Typing Table	\$115.00	Deen Glass & Chrome Bar Tbl	\$150.00
Ellum End Table	\$115.00	Black Cloth Secretarial Chair	\$125.00		
				Black Gamma Café Chair	\$105.00
Gray Fabric Sofa	\$310.00	Burgundy Queen Anne Wing Back Chair	\$240.00	Deen Glass & Chrome Café Tbl	\$115.00
Gray Fabric Loveseat	\$275.00	Burgundy Queen Anne Executive Chair	\$240.00		
Gray Fabric Chair	\$200.00			Replay Red Bar Stools	\$135.00
Martini Coffee Table	\$130.00	Adjustable Height Drafting Chair	\$130.00	Deen Glass & Chrome Bar Tbl	\$150.00
Martini End Table	\$115.00	Black Mesh Executive Chair	\$185.00		
				Replay Red Café Chair	\$110.00
				Deen Glass & Chrome Café Tbl	\$115.00

<b>Bar &amp; Café Continued:</b>		<b>ADDITONS:</b>			
Uptown Black Adj Height Stool	\$130.00	LC Black Leather Sofa	\$340.00	Chrome & Glass 2tier Coffee Table	\$145.00
Bistro Stainless & Chrome Adj Height Bar Table	\$145.00	LC Black Leather Loveseat	\$310.00		
		LC Black Leather Chair	\$210.00	Chrome & Glass 2tier End Tbl	\$120.00
		LC Black Leather Ottoman	\$95.00		
Uptown White Adj Height Stool	\$130.00			White Light-up End Tables	\$145.00
Deen Glass & Chrome Bar Table	\$145.00	LC White Leather Sofa	\$340.00		
		LC White Leather Loveseat	\$310.00	White and Glass Coffee Table	\$145.00
Neo Bar Stool	\$125.00	LC White Leather Chair	\$210.00		
Graphite Bar Table	\$130.00				
		Atlantis Fabric Sofa	\$410.00		
Black Barrel Chair	\$135.00	Atlantis Fabric Loveseat	\$320.00		
Black 2morrow End Table	\$120.00	Atlantis Fabric Chair	\$240.00		
Gin Bar Stool	\$130.00	Martini Black Bar	\$750.00		
Gin Bar Table	\$135.00				
		Wrought Iron Coffee Table	\$145.00		
Maple Bruno Chair	\$125.00	Wrought Iron End Table	\$120.00		
Black Bruno Chair	\$125.00				
White Bruno Chair	\$125.00	Beveled Kidney Glass & Chrome Coffee Table	\$145.00		
Black Bruno Chair	\$125.00	Beveled Kidney Glass & Chrome End Tbl	\$120.00		
Bistro Stainless & Chrome Café Tbl	\$145.00				
		Martini Sand Silver Bar	\$750.00		

QTY.	DESCRIPTION	UNIT PRICE	TOTAL

Charges to include placing in booth, ready for use. Rental basis is per show. Mail or fax one copy to us & retain copy for your files. Payment Policy: PAYMENT IN FULL, INCLUDING TAX, MUST ACCOMPANY YOUR ADVANCED ORDER. CANCELLATION POLICY: Items canceled after move-in begins will be charged 100% of original price. Items ordered after discount deadline will be charged 25% extra.

SUB TOTAL:

TAX 7%:

TOTAL DUE:


COMPANY NAME _____	CONTACT _____	CELL# _____
ADDRESS _____	CITY _____	STATE _____ ZIP _____
PHONE # _____	FAX# _____	EMAIL _____
METHOD OF PAYMENT: Card Type _____ Card Number _____ Exp. Date _____		
SIGNATURE _____ 3 Digit Code _____ Address of Card Holder _____		
Show Name _____ Booth# _____ Delivery Date _____ Delivery Time _____ Pick-up Date _____ Pick-up Time _____		

# ESA 95TH ANNUAL MEETING

DAVID L. LAWRENCE CONVENTION CENTER

AUGUST 2-5, 2010



CARPET

## ☐ DELUXE CARPET - 32 oz

An upgraded 32oz. carpet is available in 10 colors. Swatches will be sent to you upon request.

Rental includes installation, plastic covering for protection and pickup at the close of the show.

### Select Color

Samples are available upon request.

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Red      | <input type="checkbox"/> Dark Blue    |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Blue         |
| <input type="checkbox"/> Charcoal | <input type="checkbox"/> Teal         |
| <input type="checkbox"/> Gray     | <input type="checkbox"/> Forest Green |
| <input type="checkbox"/> Black    | <input type="checkbox"/> White        |

### Deluxe Carpet

Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Total sq ft

Sq. ft. required (to next full ft.)

\_\_\_\_\_ @ \$3.05 per sq ft = \$ \_\_\_\_\_

## ☐ STANDARD CARPET - 16 oz.

If carpet is ordered in multiples of two or more in a combination of sizes, at the prices below, the carpets are not guaranteed to be a color match.

### Select Color

- |                                       |                                |
|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Red          | <input type="checkbox"/> Blue  |
| <input type="checkbox"/> Burgundy     | <input type="checkbox"/> Black |
| <input type="checkbox"/> Forest Green | <input type="checkbox"/> Teal  |
| <input type="checkbox"/> Purple       | <input type="checkbox"/> Gray  |

Show colors will be given when color is not selected.

### Standard Carpet

(10' increments)

		Discount Rates	Standard Rates
_____	10' X 10'	<b>\$133.00</b>	\$166.00
_____	10' X 20'	<b>\$267.00</b>	\$334.00
_____	10' X 30'	<b>\$401.00</b>	\$501.00

Prices above include taping front aisle edge only.

_____ ft of additional taping	<b>\$1.87 per ft.</b>	\$2.34 per ft.
-------------------------------	-----------------------	----------------

## ☐ Special Size Standard Carpet

Price includes installation to fit booth space, protective covering and edges taped. (100 sq. ft. minimum)

		Discount Rates	Standard Rates
_____	Total sq ft	<b>@ \$ 2.85 per sq ft</b>	\$ 3.50 per sq ft

## ☐ Plastic Covering (visqueen)

_____	Total sq ft	<b>@ \$ .85 per sq ft</b>	\$ 1.00 per sq ft
-------	-------------	---------------------------	-------------------

## ☐ Padding

1/2" Rebond Padding (includes installation)

_____	Total sq ft to next full ft	<b>@ \$ 1.19 per sq ft</b>	\$ 1.50 per sq ft
-------	-----------------------------	----------------------------	-------------------

## ☐ Tape

Double Face Tape (per roll)	<b>\$37.00</b>	\$46.48
2" Clear Packing Tape (per Roll)	<b>\$10.00</b>	\$12.50

**NOTE:** Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed. Alternative selections may be necessary on orders received after the deadline date below.

### Important - No credits will be issued after deadline date.

**PAYMENT IN FULL** must accompany your advance order to qualify for Discount Rates. Orders without payment or orders received after the above Deadline Date below will be charged at Standard Rates. Add 10% to standard rates for orders received at show site.

**CANCELLATION POLICY:** Items canceled after the deadline date for Deluxe carpet will be charged at 100% of original price. Standard carpet canceled after move-in begins will be charged at 50% of original price.

Amount All Items Ordered	\$ _____
Sales Tax 7%	\$ _____
Subtotal	\$ _____
<b>Total Payment Enclosed</b>	<b>= \$ _____</b>

**PLEASE NOTE: "METHOD OF PAYMENT" Form must accompany this order.**

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY _____		EMAIL ADDRESS _____		SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____	STATE _____	ZIP _____
PHONE _____		FAX _____		DATE _____
AUTHORIZED CONTACT SIGNATURE _____		AUTHORIZED CONTACT - please print _____		

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars



**ESA 95TH ANNUAL MEETING**  
**DAVID L. LAWRENCE CONVENTION CENTER**  
**AUGUST 2-5, 2010**



SIGN REQUEST

A 7" x 44" ID Sign is provided free with your booth or tabletop space.

**CHOOSE YOUR SIZE**

QTY.	STANDARD SIGN SIZES	PRICE	TOTAL
___	7"x11" @	\$54.00 =	\$ ___
___	7"x22" @	\$55.00 =	\$ ___
___	7"x44" @	\$57.00 =	\$ ___
___	11"x14" @	\$67.00 =	\$ ___
___	14"x22" @	\$80.50 =	\$ ___
___	14"x44" @	\$94.00 =	\$ ___
___	22"x28" @	\$101.00 =	\$ ___
___	28"x44" @	\$147.00 =	\$ ___
___	40"x60" @	Quoted on Request	

Signs are based on one color copy, white showcard and 10 words or less per sign.

**INDICATE OPTIONAL SERVICES REQUIRED**

QTY.	OPTIONAL SERVICES	PRICE	TOTAL
___	Over 10 words	@ \$1.00 per word=	\$ ___
___	Change in color copy	@ \$12.50 per change=	\$ ___
___	Easel back on sign	@ \$8.00 per sign=	\$ ___
___	Colored showcard	@ Quoted on Request	
___	Logo Sign	@ Quoted on Request	
___	Banner	@ Quoted on Request	

**ADDITIONAL SERVICES** ☐ Please indicate here if you would like us to provide more information and pricing on banners, cut-out letters, logos, silk screening, special graphics or any other items.

**INDICATE YOUR SIGN COPY**

Please feel free to provide a drawing on a separate sheet.

**CHOOSE YOUR STYLE AND COLOR**

☐ Vertical ☐ Horizontal ☐ Use your Judgment  
For Sign Layout



Background color: \_\_\_\_\_

Lettering color: \_\_\_\_\_

Remember to order in advance to save time and money. **Orders received after deadline date will cost double the prices indicated.**

If you have questions or need assistance with any items not listed, please call the Expo Plus Customer Service Dept at 404-699-0650.

**TOTAL COST**

\_\_\_\_\_ + \_\_\_\_\_ = \$ \_\_\_\_\_  
Subtotal 7% tax Total

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ SPACE NUMBER \_\_\_\_\_  
ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ DATE \_\_\_\_\_  
AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - please print \_\_\_\_\_

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

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**ESA 95TH ANNUAL MEETING**  
**DAVID L. LAWRENCE CONVENTION CENTER**  
**AUGUST 2-5, 2010**



MODULAR DISPLAY UNIT

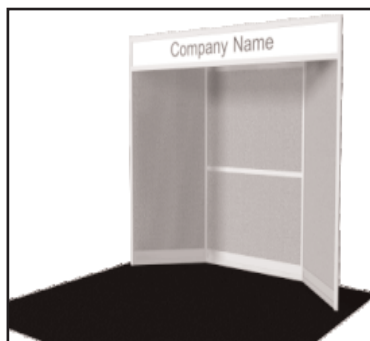
**ALL PACKAGES INCLUDE:**

- Installation & Dismantling Labor
- Standard Carpet (Complete Carpet Order Form)
- Local Delivery
- Standard Gray Velcro Receptive Panels
- Standard Header Copy (black)

For price quotations or information on custom design, graphics, special panel coverings or plain white PVC panels, please call Expo Plus at 404.699.0650.



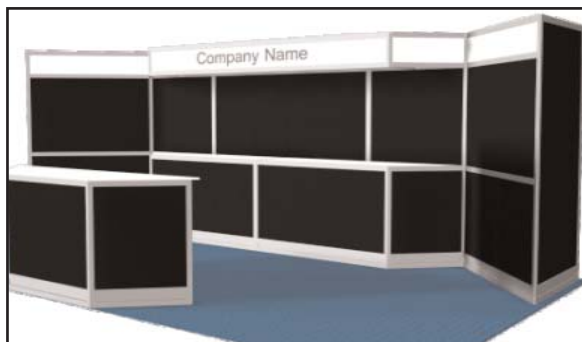
**MDU NO. 1**



**MDU NO. 2**



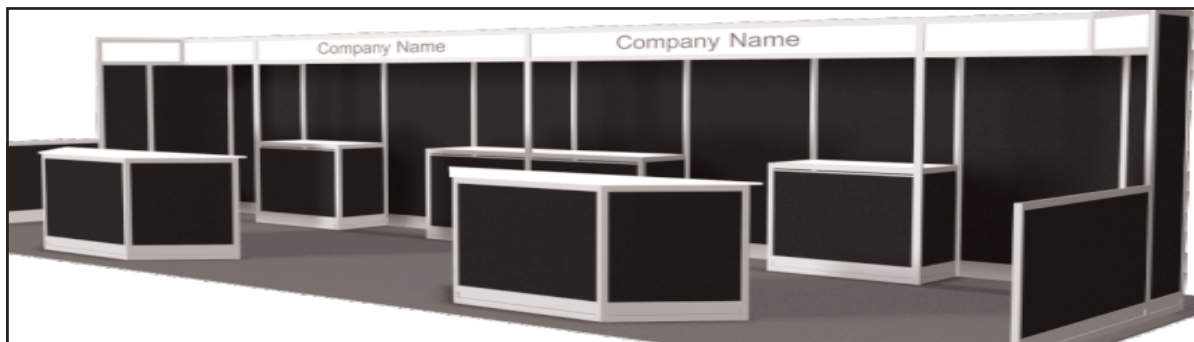
**MDU NO. 3**



**MDU NO. 4**



**MDU NO. 5**



**MDU NO. 6**

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility  
 All orders must be paid in US Dollars

**ESA 95TH ANNUAL MEETING**  
**DAVID L. LAWRENCE CONVENTION CENTER**  
**AUGUST 2-5, 2010**



CONTINUED

MODULAR DISPLAY UNIT

	Discount Price	Total
<input type="checkbox"/> MDU NO. 1 _____ Copy for standard header (black) - visual area: 114"x10"	\$1,275.00	\$ _____
<input type="checkbox"/> MDU NO. 2 _____ Copy for standard header (black) - visual area: 108"x10"	\$1,147.50	\$ _____
<input type="checkbox"/> MDU NO. 3 _____ Copy for standard header (black) - visual area: 75"x10"	\$1,875.00	\$ _____
<input type="checkbox"/> MDU NO. 4 _____ Copy for standard header (black) - visual area: 114"x10"	\$4,267.50	\$ _____
<input type="checkbox"/> MDU NO. 5 _____ Copy for right standard header (black) - visual area: 108"x10" _____ Copy for left standard header (black) - visual area: 108"x10"	\$6,487.50	\$ _____
<input type="checkbox"/> MDU NO. 6 _____ Copy for right standard header (black) - visual area: 114"x10" _____ Copy for left standard header (black) - visual area: 114"x10"	\$5,887.50	\$ _____

**Velcro Receptive Panels:**

- ☐ Teal      ☐ Gray      ☐ White PVC Panels  
 (add 20% to Package Price for White PVC)

- Carpet:      ☐ Blue      ☐ Red      ☐ Lt. Gray      ☐ Teal  
                  ☐ Purple      ☐ Burgundy      ☐ Forest Green      ☐ Black

Sub Total      \$ \_\_\_\_\_

Add 25% if ordering after the deadline date or add 50% if ordering on-site      \$ \_\_\_\_\_

Tax 7%      \$ \_\_\_\_\_

**Total Price**      \$ \_\_\_\_\_

**Discount Deadline Date: July 13, 2010**

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

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**Accessories ordered after July 13, 2010 will cost an additional 25% over prices indicated.**  
**Accessories ordered on-site will cost an additional 50%.**

	Quantity	Discount Price	Total
Shelves			
<input type="checkbox"/> 1 meter straight - white only	_____	\$81.60	\$_____
Counter			
<input type="checkbox"/> 1 meter x 1/2 meter x 42" tall	_____	\$315.00	\$_____
<input type="checkbox"/> Gray			
<input type="checkbox"/> Teal			
<input type="checkbox"/> 2 meters x 1/2 meter x 42" tall	_____	\$515.00	\$_____
Other			
<input type="checkbox"/> Stem light - black (fixture only)	_____	\$110.50	\$_____
<input type="checkbox"/> Literature Holder - Plexiglass (holds 8 1/2" x 11")	_____	\$59.50	\$_____
		Sub Total	\$_____
		Tax 7%	\$_____
Add 25% is ordering after the deadline date or add 50% if ordering on-site			\$_____
		<b>Total Price</b>	<b>\$_____</b>

***Lighting and/or Electrical Services are NOT included with Unit Rental***

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY _____	EMAIL ADDRESS _____	SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - please print _____	

**Discount Deadline Date: July 13, 2010**

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

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**ESA 95TH ANNUAL MEETING**  
**DAVID L. LAWRENCE CONVENTION CENTER**  
**AUGUST 2-5, 2010**



LABOR AND EQUIPMENT RATES			
	Straight	Overtime	Doubletime
Fork Lift up to 5,000 lbs capacity w/ operator	\$198.00	\$280.00	\$370.00
Each additional laborer	\$88.00	\$132.00	\$176.00

**Straight time is 8:00 am to 4:30 pm Monday through Friday.**  
**Overtime is from 4:30 pm to 8:00 am - Monday through Friday and all day Saturday. Doubletime is all day Sunday and holidays.**

**Add 10% to rates above for labor ordered on show site.**

Minimum charge for labor is one (1) hour, per man and includes time necessary for workmen to:

- get tools and report to the booth or tabletop space,
- have work checked by the exhibitor and
- return to the Service Center with the exhibitor to be signed out.

Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by Expo Plus.

It is not necessary to order labor to unload equipment from a truck. Unloading equipment from a truck is charged a drayage rate by CWT.

All rates subject to change if necessitated by increased labor and material costs. Larger fork lift/crane service available by advance request.

**CREW SIZE FOR INSTALLATION & DISMANTLING**

A FORKLIFT IS REQUIRED for equipment or materials weighing 200 lbs or more.

If you DO NOT request a forklift, a crew will be assigned consisting of: two laborers.

**DESCRIPTION OF WORK TO BE PERFORMED**

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**ORDER**

NOTE: Starting time can be guaranteed only when men are requested for the start of the working day at 8:00 am.

We will need crew(s) as indicated below and will have a representative on hand to supervise the work to be done.

The exhibitor's representative will return the crew to the Service Center upon completion of the work, check the work order and approve the work order by signing.

**FORKLIFT CREW INSTALLATION ESTIMATE**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 Approx Hours      Hourly Rate      Total Estimated Cost

**FORKLIFT CREW DISMANTLE ESTIMATE**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 Approx Hours      Hourly Rate      Total Estimated Cost

**ORDER CONFIRMATION**

In order that people and equipment will not be standing idly by at your expense (because of uncertainties of truck arrivals), **this Order will be considered only a reservation and must be followed up by a signed work order at the Service Center by 12:00 pm on the day preceding the date specified above.** We cannot guarantee the availability of crews at specific times without confirmation

*Please confirm Dismantling Labor at the exhibit site and allow time for return of empty crates and containers.*

NOTE: If exhibitor fails to pick up the people at the time confirmed, a one (1) hour charge per person "No Show Charge" will be made.

**CALCULATION OF ORDER**

Please make payments in U.S. Funds.

PAYMENT ENCLOSED: \$ \_\_\_\_\_

NOTE: We understand that your calculation is only an estimate; invoicing will be done based on the actual hours worked. Adjustments will be made accordingly. Order subject to LIMITS OF LIABILITY AND RESPONSIBILITY as set forth in this service kit.

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility  
 All orders must be paid in US Dollars

# ESA 95TH ANNUAL MEETING

DAVID L. LAWRENCE CONVENTION CENTER

AUGUST 2-5, 2010



## INSTRUCTIONS

1. All hanging signs must conform to **Show Management and David L. Lawrence Convention Center** rules and regulations and facility limitations.
2. All overhead hanging signs or banners must be handled by Expo Plus. Overhead signs must be sent in separate containers labeled "Hanging Signs" directly to the advance warehouse address by **July 28, 2010**.
3. Hanging anchor points must be pre-fabricated and ready for use.
4. Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance on the enclosed Electrical Services Order Forms.

## SIGN DESCRIPTION, SIZE AND WEIGHT

For signs other than banners, include blue print or drawing containing detailed information so hanging anchor points can be determined.

Type: Cloth Banner Metal or Wood  
Other

Shape: Square Rectangle  
Triangle Other

Weight: \_\_\_\_\_

Requires: Electricity Assembly  
(If assembly is required, set-up plans must be provided.)

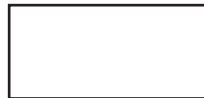
## PLACEMENT DIAGRAM

Using the diagram below, indicate how far in from each boundary you would like your sign to be placed. **(Keep in mind that the ceiling structure in relation to the support beams may require your sign to be moved from your specified location.)**

Number of feet from floor to bottom of sign: \_\_\_\_\_

\_\_\_\_\_ ft in from the  
back aisle # \_\_\_\_\_

\_\_\_\_\_ ft in from the  
left aisle # \_\_\_\_\_



\_\_\_\_\_ ft in from the  
right aisle # \_\_\_\_\_

\_\_\_\_\_ ft in from the  
front aisle # \_\_\_\_\_

Straight Time - 8:00 am to 4:30 pm, Monday - Friday  
Overtime - 4:30 pm - 8:00 am, and all day Saturday  
Doubletime- all day Sunday and holidays  
Crew Size - 1 Operator and 1 Rigger\*  
Materials - Cable, clamps, etc. additional and charged accordingly

**Add 10% to rates below for labor ordered on show site.**

EQUIPMENT W/ CREW	Straight Time	Overtime	Doubletime
High Lift with Crew	\$374.00	\$444.00	\$514.00
(one hour minimum per lift and crew)			

## SIGN HANGING CREW INSTALLATION ESTIMATE

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm  
@ \_\_\_\_\_ = \_\_\_\_\_  
Approx Hours Hourly Rate Total Estimated Cost

## SIGN HANGING CREW DISMANTLE ESTIMATE

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm  
@ \_\_\_\_\_ = \_\_\_\_\_  
Approx Hours Hourly Rate Total Estimated Cost

## SUPERVISION

Supervision for installation and dismantling of overhead hanging signs can be provided by Expo Plus, your company representative or display house.

Please indicate method of supervision you require:

Expo Plus Exhibitor Personnel Display House

\*An additional spotter and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

\*Additional Spotter \$81.00 s/t, \$132.00 o/t \$176.00 d/t  
(per person/per hour)

## OUTBOUND INFORMATION

In the event your hanging sign does not ship out with the rest of your exhibit, Expo Plus should send your hanging sign to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Estimated Cost = \$ \_\_\_\_\_

**NOTE:** If exhibitor fails to pick up the crew at the time confirmed, a one (1) hour charge per person "no show charge" will be made.

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ SPACE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - please print \_\_\_\_\_

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

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HANGING SIGN REQUEST

**ESA 95TH ANNUAL MEETING**  
**DAVID L. LAWRENCE CONVENTION CENTER**  
**AUGUST 2-5, 2010**



**DECORATOR HOURLY RATES** *(One hour minimum per person)*

**STRAIGHT TIME** 8:00 am to 4:30 pm Monday through Friday .....\$88.00 Per Person/Per Hour

**OVERTIME** 4:30 pm to 8:00 pm Monday through Friday and all day Saturday .....\$132.00 Per Person/Per Hour

**DOUBLETIME** Sunday and all holidays .....\$176.00 Per Person/Per Hour

**INSTALLATION LABOR**

Please check off box below indicating which Supervision you have selected.

☐ **SUPERVISION BY Expo Plus**

- Exhibits are set up prior to exhibitor's arrival under the direction of Expo Plus I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. Please enter the requested information on the next page so we may provide you with the best possible service in setting up your exhibit.
- Please note our cancellation policy.
- Both pages of form must be completed.

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

- Supervisor must check in at the Expo Plus Service Center to pick up labor. Upon completion of work, supervisor must return to Expo Plus Service Center to release labor.
- Start time guaranteed only where labor is requested for the start of the working day (8:00 am), unless the official set up time begins later in the day.
- Please note our cancellation policy.
- Supervisor will be: \_\_\_\_\_

Decorators:	_____	_____	_____	_____	x	_____	=	_____	@	_____	=	_____
	Date	Time	Day of Week	No. of People		Apprx. Hours		Total Hours		Hourly Rate		Total Estimated Cost

**DISMANTLE LABOR**

Please check off box below indicating which Supervision you have selected.

☐ **SUPERVISION BY Expo Plus**

- Exhibits are dismantled prior to exhibitor's arrival under the direction of Expo Plus I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. Please enter the requested information on the next page so we may provide you with the best possible service in dismantling your exhibit.
- Please note our cancellation policy.
- Both pages of form must be completed.

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

- Supervisor must check in at the Expo Plus Service Center to pick up labor. Upon completion of work, supervisor must return to Expo Plus Service Center to release labor.
- Start time guaranteed only where labor is requested for the start of the working day (8:00 am), unless the official dismantling time begins later in the day.
- Please note our cancellation policy.
- Supervisor will be: \_\_\_\_\_

Decorators:	_____	_____	_____	_____	x	_____	=	_____	@	_____	=	_____
	Date	Time	Day of Week	No. of People		Apprx. Hours		Total Hours		Hourly Rate		Total Estimated Cost

**Note: If exhibitor fails to pick up the people at the time confirmed, a one (1) hour charge per person "No Show Charge" will be made.**

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY _____		EMAIL ADDRESS _____		SPACE NUMBER _____	
ADDRESS _____	STREET _____	CITY _____	STATE _____	ZIP _____	
PHONE _____	FAX _____			DATE _____	
AUTHORIZED CONTACT SIGNATURE _____			AUTHORIZED CONTACT - please print _____		

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

DISPLAY LABOR



**ESA 95TH ANNUAL MEETING**  
**DAVID L. LAWRENCE CONVENTION CENTER**  
**AUGUST 2-5, 2010**



PLEASE COMPLETE THE FOLLOWING IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY Expo Plus AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

**INBOUND SHIPPING INFORMATION**

Carrier \_\_\_\_\_ Carrier Phone # \_\_\_\_\_  
Shipped To: ☐ Warehouse ☐ Show Site From: City/State \_\_\_\_\_ Date \_\_\_\_\_  
Total No. of: ☐ Crates \_\_\_\_\_ ☐ Cartons \_\_\_\_\_ ☐ Fiber Cases \_\_\_\_\_ ☐ Other (Specify) \_\_\_\_\_

**SET-UP INFORMATION**

Setup Plan/Photo: ☐ Attached ☐ To Be Sent With Exhibit In Crate Number: \_\_\_\_\_  
Carpet: ☐ With Exhibit ☐ Rented from Expo Plus Color \_\_\_\_\_  
Color & Size: \_\_\_\_\_ ☐ Drawing Attached ☐ Drawing with Exhibit ☐ Electrical Under Carpet  
Comments: \_\_\_\_\_

Graphics: ☐ With Exhibit ☐ Shipped Separately  
Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_  
\_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

Ship To: \_\_\_\_\_ Method: ☐ Common Carrier  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Carrier\*: (If Known) \_\_\_\_\_  
Freight Charges: ☐ Prepaid ☐ Bill to: \_\_\_\_\_  
☐ Collect \_\_\_\_\_  
\_\_\_\_\_

**\*Exhibitors using a carrier other than official show carrier, must make arrangements for freight pick-up according to the following schedule:**

**Exhibitors clear of Hall - *Thursday, August 5, 2010, by 9:30 pm***

**Please note:** Expo Plus will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

**SPECIAL INSTRUCTIONS/COMMENTS**

**PLEASE PROVIDE AN EMERGENCY CONTACT**

NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ SPACE NUMBER \_\_\_\_\_  
ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ DATE \_\_\_\_\_  
AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - please print \_\_\_\_\_

**Discount Deadline Date: July 13, 2010**

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars



1. Expo Plus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Expo Plus and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Expo Plus, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Expo Plus or its subcontractors.
3. Expo Plus and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the exhibitor's materials.
4. Upon discovery, all apparent loss, injury or damage to you or your property must be left in its undisturbed condition and immediately reported to an Expo Plus representative for documentation. Claims for discovered and reported loss, injury or damage must be submitted to Expo Plus by the close of the show. No suit or action shall be brought against Expo Plus or its subcontractors more than one year after the incident giving rise to the cause of action.
5. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in Sections 1 through 4 above.

***Expo Plus and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.***

**Be sure your Liability Insurance is in effect at the exhibit site.  
Contact your insurance representative.**

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

## ESA 95TH ANNUAL MEETING

DAVID L. LAWRENCE CONVENTION CENTER

AUGUST 2-5, 2010



# OFFICIAL SERVICE CONTRACTORS

*Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment.*

### **Official Service Contractors are appointed to:**

- a. Ensure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- d. See that the proper type and limits of insurance are in force and
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

### **The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:**

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

### **Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:**

1. The Exhibitor must notify Show Management in writing and Expo Plus of the intention to utilize an independent contractor no later than **30 DAYS** prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. **The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers Compensation naming Expo Plus as additional insured, to show management and Expo Plus at least 10 DAYS before the show opening.**
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.

5. The Exhibitor Appointed Contractor will share with Expo Plus all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, etcetera.
6. The Exhibitor Appointed Contractor must furnish Show Management and Expo Plus with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
7. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
8. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the Exhibitor's booth or tabletop space.
9. The Exhibitor Appointed Contractor shall provide, if requested, evidence to Expo Plus that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Expo Plus. The Exhibitor Appointed Contractor must coordinate all of its activities with Expo Plus.
11. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and that is to be used in their exhibit space.

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

## ESA 95TH ANNUAL MEETING

DAVID L. LAWRENCE CONVENTION CENTER

AUGUST 2-5, 2010



Exhibitors who plan to have an exhibit service firm (other than the Official Service Contractor) unpack, erect, assemble, dismantle and/or pack displays/equipment must abide by the following:

**1. Notify Expo Plus no later than 30 DAYS prior to Show indicating the following:**

Name of Service Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

**2. The Service Firm must notify Expo Plus of the names of all exhibiting companies for whom they have orders, and furnish insurance certificates to Expo Plus and the sponsor of the exhibition.**

**3. The Service Firm must check in at the Expo Plus Service Center to receive their badge.**

**4. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper Certificate of Insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers Compensation naming Expo Plus as additional insured, to show management and Expo Plus at least 10 days before the show opening.**

**\*Expo Plus reserves the right to refuse any Non-Official Service Contractor access to the show floor, if any of the above conditions are not met. If there is a problem providing the necessary information within the 30 DAY deadline, Expo Plus must be contacted by telephone.**

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ SPACE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - please print \_\_\_\_\_

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

NON-OFFICIAL SERVICE CONTRACTORS

**Request for CUSTOM CLEANING SERVICES****(Please Print)**

Name of Event _____	Event Dates _____	Booth # _____
Company Name _____	Phone # _____	Fax # _____
Billing Address _____	City/State _____	Zip Code _____
E-mail Address _____		
Authorized By _____	Signature _____	Date _____

There will be a \$30.00 fee for returned checks

PAYMENT IN FULL MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE

Check, Visa, MasterCard, American Express, &amp; Discover accepted

Make checks payable to: **SMG - David L. Lawrence Convention Center****PRICES EFFECTIVE JANUARY 1, THRU DECEMBER 31, 2010****ON-SITE BOOTH CLEANING****(Cost Calculated by # of Days X Booth Area in Square Footage X Rate)****Example: 2 Days x 100 Sq. Ft. x \$0.25 = \$50.00**

Type of Service	# of Days Service Needed	Booth Area in Square Footage	Standard Rate	On-Site Rate	Total
Daily Vacuum			\$0.25 per sq. ft.	\$0.30 per sq. ft.	\$
				<b>TOTAL</b>	<b>\$</b>

Day/Date of Service

Night prior to show opening

Day 2 \_\_\_\_\_

Day 3 \_\_\_\_\_

Day 4 \_\_\_\_\_

Day 5 \_\_\_\_\_

Taxes not applicable

Periodic Porter Service	Dates Service Needed	Begin Service AM/PM	End Service AM/PM	Total Hours	Rate	Total
Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum)					\$40.00 / hr	\$
					<b>TOTAL</b>	<b>\$</b>

**Note:** • **This service is an additional trash removal service. The trash is removed at the end of every day without ordering this service. To have trash removed, please place in front of booth.**

<b>Total of all services</b>	<b>\$</b>
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**All cleaning services at the David L. Lawrence Convention Center are provided exclusively by Convention Center personnel.****Convention Center cleaning personnel will not enter exhibitor booth area unless authorized by this order form.**

Note: Advanced/Faxed order receipts can be obtained at the Service Desk during move-in only.

Send this completed form with payment to the address at the top of the page. Please make check payable to:

**SMG - David L. Lawrence Convention Center** or pay by credit card.
 Visa ☐    MasterCard ☐    American Express ☐    Discover ☐

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV# \_\_\_\_\_

Print Name \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Questions regarding service should be directed to the Customer Services Department:

David L. Lawrence Convention Center  
 1000 Fort Duquesne Blvd.  
 Pittsburgh, PA 15222  
 (412) 325-6102  
 (412) 325-6009 fax





David L. Lawrence Convention Center

# THE DAVID L. LAWRENCE CONVENTION CENTER

1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222

Telephone (412) 325-6102

Fax (412) 325-6009

[Exhibitorservices@pittsburghcc.com](mailto:Exhibitorservices@pittsburghcc.com)

## Request for ELECTRICAL SERVICES

See Terms and Conditions on the Reverse Side

### Office Use Only

Received: \_\_\_\_\_

Check #: \_\_\_\_\_

By: \_\_\_\_\_

### (Please Print)

Name of Event	_____	Event Dates	_____	Booth #	_____
Company Name	_____	Phone #	_____	Fax #	_____
Billing Address	_____	City/State	_____	Zip Code	_____
E-mail Address	_____				
Authorized By	_____	Signature	_____	Date	_____

In order to receive the ADVANCE rate, the order form, with payment (US dollars), must be received 15 days prior to first event day

All cancellations are subject to a 50% cancellation fee if service has been installed

There will be a \$30.00 fee for returned checks

PAYMENT IN FULL MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE

Check, Visa, MasterCard, American Express & Discover accepted

Make checks payable to: **SMG - David L. Lawrence Convention Center**

**PRICES EFFECTIVE JANUARY 1, THRU DECEMBER 31, 2010**

<b>ELECTRICAL SERVICE</b> (Electrical outlets approximately 120/208 A.C. 60 Cycle)	Connection Type	Quantity	Advance Rate	Standard Rate	Total
Up to 20 AMPS (120 Volts) - Triple Outlet	Extension Cord		\$ 112.50	\$ 142.50	\$
Up to 30 AMPS (208 Volts, Single Phase)	Receptacle or disconnect		\$ 245.00	\$ 334.75	\$
Up to 60 AMPS (208 Volts, Single Phase)	Disconnect		\$ 460.00	\$ 620.00	\$
Up to 100 AMPS (208 Volts, Single Phase)	Disconnect		\$ 590.00	\$ 798.00	\$
Up to 30 AMPS (208 Volts, Three Phase)	Receptacle or disconnect		\$ 490.00	\$ 664.00	\$
Up to 60 AMPS (208 Volts, Three Phase)	Disconnect		\$ 885.00	\$ 1,194.00	\$
Up to 100 AMPS (208 Volts, Three Phase)	Disconnect		\$ 1,240.00	\$ 1,648.00	\$
Over 100 AMPS or 480 Volts Service	Disconnect		Call for Quote		\$
<input type="checkbox"/> (Check) Yes, I need 24 hour power (add 50% to Service Charge)			24 hour power charge		\$
			Subtotal		\$
			Tax (7%)		\$
			TOTAL		\$

Note: • In order to receive the ADVANCE rate, the order form, with payment (US dollars), must be received 14 days prior to move-in.

• Call for quote on rates for higher wattage or voltage.

<b>ADDITIONAL SERVICES</b>	Quantity	Advance Rate	Standard Rate	Total
<b>Electrical Equipment:</b>				
Extension Cord: 3 wire, multi plug, does not include power		\$ 32.50	\$ 32.50	\$
Clip on Spotlight: 100 watt, includes installation and labor		\$ 90.00	\$ 90.00	\$
Note: • Outlets are dropped to the rear of the booth, in most convenient manner; labor is not required for this placement. Labor charges may be required for installation other than back of booth.			Subtotal	\$
• Please include a floor plan with your order.			Tax (7%)	\$
• On orders of 208V and above a minimum of a 1/2 hour of labor will be charged for each individual connection.			TOTAL	\$

ELECTRICAL LABOR (1/2 hour minimum)	# of Hours	Rate per hour	Total
Straight time: Monday - Friday 8:00am - 4:30pm (Except Holidays)		\$ 73.00	\$
Overtime: Saturday 8:00am-4:30pm, Monday-Friday 4:30pm-8:00am		\$ 101.95	\$
Premium time: Saturday 4:30pm-8:00am, Sunday and Holidays		\$ 133.15	\$
Note: • Taxes are not required for labor services.		TOTAL	\$

Attach floor plan for specific installation

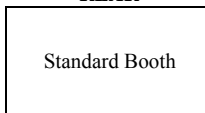
**Total for all services**

\$

### Instructions:

### REAR

LEFT



RIGHT

Send this completed form with payment to the address at the top of the page. Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card.

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV# \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



## TERMS AND CONDITIONS

1. Advance order payment guarantee discounted rate only, not availability of service.
2. Payment in full must be rendered prior to delivery of service.
3. Advance orders must be received a minimum of fourteen (14) days prior to scheduled move-in date.
4. Credit will not be given for service installed, but not used.
5. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
6. All material and equipment furnished by DLCC for the service order shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
7. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
8. Service outlet size will be determined by the volume required.
9. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
10. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
11. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
12. Under no circumstance should anyone other than a DLCC technician make service connections.
13. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
14. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show closing each day. If needed, please order 24 hour electrical service on front of page .
15. All exhibitors' cords must be of the 3 wire grounded type and comply with Federal, State, Local Safety and Electric Codes. All exposed non-current carrying metal ports of fixed equipment, which are liable to be energized, must be grounded.
16. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
17. Overhead Electrical Service: Call for quote.  
24-hour Service: Add 50% to service requirement charge.
18. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
19. Advanced/Faxed order receipts can be obtained at the Service Desk during move-in only.

Questions regarding service should be directed to the Customer Services Manager:

David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd.  
Pittsburgh, PA 15222  
(412) 325-6102  
**(412) 325-6009 fax**



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*An SMG Management Facility*

**THE DAVID L. LAWRENCE CONVENTION CENTER**

1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222

Telephone (412) 325-6102

Fax (412) 325-6009

[Exhibitorservices@pittsburghcc.com](mailto:Exhibitorservices@pittsburghcc.com)**Office Use Only**

Received: \_\_\_\_\_

Check #: \_\_\_\_\_

By: \_\_\_\_\_

**Request for SECURITY, PLUMBING & COMPRESSED AIR SERVICES**

See Terms and Conditions on the Reverse Side

**(Please Print)**

Name of Event	_____	Event Dates	_____	Booth #	_____
Company Name	_____	Phone #	_____	Fax #	_____
Billing Address	_____	City/State	_____	Zip Code	_____
E-mail Address	_____				
Authorized By	_____	Signature	_____	Date	_____

All cancellations are subject to a 50% cancellation fee if service has been installed

\*In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first event day

There will be a \$30.00 fee for returned checks

PAYMENT IN FULL MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE

Check, Visa, MasterCard, American Express &amp; Discover accepted

Make checks payable to: **SMG - David L. Lawrence Convention Center****PRICES EFFECTIVE JANUARY 1, THRU DECEMBER 31, 2010****SECURITY SERVICES**

- Exhibitors will be required to sign in/out security guards at booth site
- Security services are strictly intended to prevent theft, loss, or damage to exhibitor property.
- The David L. Lawrence Convention Center is not responsible for any lost, damaged, or stolen exhibitor property.

**Schedule Information:**

Date	Start Time AM / PM	End Time AM/PM	Total Hours	*Advance Rate	Standard Rate	On-Site Rate	Total
				\$ 30.00	\$ 35.00	\$ 40.00	\$
				\$ 30.00	\$ 35.00	\$ 40.00	\$
				\$ 30.00	\$ 35.00	\$ 40.00	\$
For Police coverage: Call for Quote						TOTAL	\$

**PLUMBING & COMPRESSED AIR:**

Type of Service	Quantity	*Advance Rate	Standard Rate	Total
<b>Plumbing:</b>				
Cold Water Potable (single outlet 3/4" female threaded connection)		\$ 215.00	\$ 265.00	\$
Fill and Drain per 500 gallons		\$ 125.00	\$ 150.00	\$
Drain Line Service Outlet 1 1/2" max. size		\$ 165.00	\$ 210.00	\$
<b>Compressed Air:</b>				
3/4" female threaded connection - 100 PSI max		\$ 315.00	\$ 400.00	\$
One (1) connection only (Labor charges will apply for additional connections)				
		Subtotal	\$	\$
		Tax (7%)	\$	\$
		TOTAL	\$	\$

**LABOR**

Plumbing or Compressed Air: (1/2 hour minimum)	# of Hours	Rate per hour	Total
Straight time: Monday - Friday 8:00am - 4:30pm (Except Holidays)		\$ 61.70	
Overtime: Saturday 8:00am-4:30pm, Monday-Friday 4:30pm-8:00am		\$ 89.05	\$
Premium time: Saturday 4:30pm-8:00am- Sunday and Holidays		\$ 107.65	\$
Attach floor plan for specific installation			TOTAL \$

Note: Labor Charge may be required for any installation other than to rear of booth.

Total for all services	\$
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Send this completed form with payment to the address at the top of the page. Please make check payable to: **SMG - David L. Lawrence Convention Center** or pay by credit card.☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV# \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

## TERMS AND CONDITIONS

1. Payment in full must be rendered prior to delivery of service.
2. Advance orders must be received a minimum of fourteen (14) days prior to scheduled move-in date.
3. Credit will not be given for service installed, but not used.
4. Change of orders after installation may be subject to plumbing labor charges at \$61.70 per hour. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service order shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment. Request for special services such as placing hoses or relocating service(s) will be subject to additional labor charges.
7. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
8. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
9. Under no circumstance should anyone other than a DLCC technician make service connections.
10. All equipment using water must have an inlet and outlet properly tagged.
11. If compressed air and water are critical, DLCC recommends the exhibitor arrange to have a pressure regulator valve installed. Please also note that water is limited to certain areas of the facility. No guarantee can be made of minimum and maximum pressure.
12. DLCC will not be responsible for water in compressed air lines or equipment.
13. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
14. Advanced/Faxed order receipts can be obtained at the Service Desk during move-in only.

Questions regarding service should be directed to the Customer Services Manager:

David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd.  
Pittsburgh, PA 15222  
(412) 325-6102  
(412) 325-6009 fax



*An SMG Managed Facility*



Smart City  
5795 W. Badura Ave, Suite 110  
Las Vegas, Nevada 89118  
888-446-6911 • 702-943-6001 (Fax)



Company Name		Booth / Room	Show Name:
Billing Name		If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: / / To / /
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number ( ) -	Fax Number ( ) -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY):	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

**Important! Important!** Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at [www.smartcity.com](http://www.smartcity.com) "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
<b>1. Internet – Networking Services: ( 10 / 100 Base - T )</b>					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,095	\$ 1,370	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 595	\$ 745	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 450	\$ 565	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 4,995	\$ 6,245	
<b>2. Internet – Networking Services: Equipment</b>					
a. Hub Rental (8 Port) – 10 / 100 Base -T	H8		\$ 150	\$ 185	
b. Hub Rental (24 Port) – 10 / 100 Base -T	H4		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
<b>3. Voice Services: PBX Service – Dial "8" for an outside line</b>					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
<b>4. Voice Services: Dedicated Line ( Direct line do not dial "8" )</b>					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
<b>5. Voice Services: Special Services</b>					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only ) upon request	CC / TLD				
<b>6. Special Line Services (For 3<sup>rd</sup> Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)</b>					
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
<b>7. Special Quote – Attachment A or SOW (if applicable)</b>	MI		(Call 888-446-6911 for quote)		
<b>8. Move - In / On - Site order fee (if ordering service after show move-in has started).</b>			<b>( 20% ) x ( Base Price )</b>		
<b>9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.</b>			<b>x ( number of lines )</b>		
			<b>SUBTOTAL</b>		
Unused portions of deposits returned with final billing.			<b>ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%</b>		
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001</b>			<b>GRAND TOTAL</b>		

**\*\*\* Incentive Price applies to orders received With Payment 14 days prior to the 1<sup>st</sup> day of show move-in. \*\*\***

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: <b>2010 - 028 -</b>
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ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

## Terms and Conditions / Payment Options

<p>1. <b>Smart City is the exclusive provider and installer of all Voice, Data and Network</b> services (wired and wireless) including communications cabling. This includes <b>all cabling</b> to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.</p> <p>2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and <b>cannot be resold or distributed to other companies or individuals.</b></p> <p>3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.</p> <p>4. <b>Incentive Price</b> applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. <b>Base Price</b> applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) <b>orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.</b></p> <p>5. <b>Internet / Network</b> – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.</p> <p>6. <b>Shared Internet Services Specific:</b> Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are <b>not allowed with any of our shared Internet / Network services.</b> This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.</p> <p>7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.</p> <p>8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.</p> <p>9. <b>Wireless Specific:</b> (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. <b>Wireless Devices not authorized by Smart City are strictly prohibited.</b> Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.</p> <p>10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.</p>	<p>11. <b>Internet Performance Disclaimer:</b> Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.</p> <p>12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.</p> <p>13. <b>CANCELLATION</b> – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.</p> <p>14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.</p> <p>15. <b>Any additional cost incurred by SMART CITY to:</b> 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.</p> <p>16. <b>Equipment Management:</b> (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.</p> <p>17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. <b>Federal Tax ID is 65-0524748.</b></p> <p>18. <b>NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)</b></p> <p>19. <b>All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.</b></p> <p>20. <b>Long Distance (International Calls) and Line Restrictions:</b> (a) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.</p> <p>21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.</p> <p>22. Prices are based upon current rates and are subject to change without notice.</p>
<p>(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.</p>	
<p>23. <b>A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</b></p> <p>24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa.). Make all checks payable to: <b>Smart City.</b></p> <p>25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.</p>	<p><b>Mail or Fax Completed Orders with Payment and Floor Plan To</b></p> <p style="text-align: center;">SMART CITY 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001</p>

## Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2010 - 028 -</b>	

ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\*

# Network Security Declaration

Center: D L L C C ( 0 2 8 ) - P i t t s b u r g h

Show: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2010 - 028 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Device(s) Operating System: \_\_\_\_\_ Total # of Devices: \_\_\_\_\_

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: \_\_\_\_\_

Virus Scan Last Updated: \_\_\_\_\_ Date Security Updates Last Performed: \_\_\_\_\_ Date

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



## Floor Plan – Communications Cable

**Center: DLLCC (028) - Pittsburgh**

Show: \_\_\_\_\_

**Company Name:**

Booth / Room #: \_\_\_\_\_

**Customer / Ref #:** 2010 - 028 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location “MDL”, designated location of items within the booth, surrounding booths, scale-length and width).

[illegible]

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment “T”.

**I / H / PC / C** = Location of primary Internet Service “I”, Hubs “H”, Patch Cables “PC” and / or Computers “C”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



In - House Services Provider for the



## DAVID L. LAWRENCE CONVENTION CENTER

### 2010 OFFICIAL : Audio-Video-Data Order Form

Video Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	Required Customer Information
DVD Player (Call us to confirm the DVD Format)		\$135	\$150		PLEASE PRINT
Betacam SP Deck		Call	Call		Exhibitor Name:
DIGIBETA Deck		Call	Call		
DVC Pro Deck		\$450	\$475		Address:
27" Video Monitor (Video Only)		\$270	\$295		
34" Monitor Cart with Skirt		\$45	\$50		City:
54" Monitor Cart with Skirt		\$60	\$65		State: Zip Code:
Safelock Stand		\$55	\$60		Ordered By:
Other Equipment Please Call					Telephone:
					Fax:
					e-Mail:
Video / Data Display	Qty	Pre-Show Rate	On-Site Rate	Total	Required Delivery Information
Video / Data LCD Projector (3000 Lumens)		\$750	\$825		
15" LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)		\$95	\$105		Exhibit Booth #:
17" LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)		\$175	\$195		Preferred Delivery Date:
20" LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)		\$275	\$305		Delivery Time: <input type="checkbox"/> 8AM - 12PM <input type="checkbox"/> 12PM - 5PM
42" Plasma Display Panel (16:9 Ratio) Includes Stand		\$750	\$825		On Site Contact:
50" Plasma Display Panel (16:9 Ratio) Includes Stand		\$1,400	\$1,540		Cell or Pager #:
60" Plasma Display Panel (16:9 Ratio) Includes Stand		Call	Call		Signature:
Attachable Plasma Speakers for 42", 50", & 60" CIRCLE SIZE		\$150	\$165		
<div style="display: flex; justify-content: space-between;"> <span>PLEASE CIRCLE Plasma Mount for Above - No Charge</span> <span>Table Top</span> <span>Floor Stand</span> </div>					<b>Terms and Conditions</b> 1. Representative <b>MUST BE</b> on-site at for Delivery. 2. Exhibitor assumes responsibility for Loss or Damage to property of TREP after Delivery and acceptance at Booth. 3. Exhibitor assumes full responsibility for the Equipment rented and shall indemnify TREP to the extent of the full replacement value of any item of Equipment not returned or returned in a damaged or broken condition, due to any cause whatsoever. The acceptance of the return of Equipment is not a waiver by TREP of any claims for damaged or missing Equipment or any monies owed. 4. Exhibitor shall indemnify and hold TREP harmless from any and all claims or liabilities for loss, damage or injury to persons or property of whatever kind or nature arising from the use or operation of the Equipment herein rented, or from the negligence or carelessness of the agents or employees of Exhibitor. 5. Fee does not include service or technical assistance. 6. Cancellation must be received 7 days prior to delivery date to avoid charges.
Projection Screens	Qty	Pre-Show Rate	On-Site Rate	Total	
6' Tripod Screen with Skirt		\$55	\$60		
8' Tripod Screen with Skirt		\$65	\$70		
Audio Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	
Wired Microphone (Lavalier - Headset - Handheld) <b>Circle 1</b>		\$60	\$65		
Wireless UHF Mic (Lavalier - Headset - Handheld) <b>Circle 1</b>		\$275	\$305		
Mackie 450 Powered Speaker System (2 Speakers w/ Stands)		\$250	\$275		
***Additional Sound Systems Available - Please Call***					
4 Channel Mono Audio Mixer		\$60	\$65		
CD Player (Single Track)		\$75	\$85		
Miscellaneous Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	
<b>Other Equipment Offered</b> - Truss, Motors, Rigging, Lighting, Automates <b>Please Call for Pricing</b>					
<b>Totals</b> PAYMENT IS DUE WHEN ORDER IS PLACED					<b>Audio Visual Service</b> <b>Three Rivers Entertainment &amp; Production</b> <b>is the In - House Service Provider for</b> <b>David L. Lawrence Convention Center</b> 1000 Fort Duquesne Blvd., Pittsburgh, PA 15222
EQUIPMENT TOTAL: 1 DELIVERY/SET-UP/PICKUP: (20% of line 1 or \$90.00 minimum) 2 DRAYAGE: Union Required (20% of line 1) 3 SUBTOTAL: 4 STATE SALES TAX: (7% of Line 1) 5 TOTAL DUE: 6					<b>Ordering Process</b> Email Form To: events@3riversentertainment.com Fax Form To: 412-224-4408 (please unblock number) Question about your Order call <b>412-325-6115</b>
Method of Payment		PLEASE CHECK ONE			<b>Payment Processing</b> <b>Please Mail Checks to:</b> <b>Three Rivers Entertainment and Production</b> 1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220 <b>For billing inquiries please email</b> <a href="mailto:events@3riversentertainment.com">events@3riversentertainment.com</a>
Card Number: _____ Exp Date ____ / ____		MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/>			
Exhibitor/Cardholder's Name (as appears on card): _____		Check ( US Only) <input type="checkbox"/> Wire Transfer (US) <input type="checkbox"/>			
Exhibitor/Cardholders Signature: _____					

Show Name: \_\_\_\_\_

Show Dates: \_\_\_\_\_

Show Location: \_\_\_\_\_



N•A•T•I•O•N•A•L  
convention • plant • services  
(770)507-6777  
plant@tlc-florist.com  
www.tlc-florist.com

# FLORAL ORDER FORM

We would like to order the following items for our exhibit:

Quantity	Item	Unit Price	Total Price
_____	Flower Arrangements-Designer's Choice only. See "Custom designed arrangements" to specify colors, size, style, or type flowers.	\$50.00	_____
_____	Custom designed arrangements	\$60.00-300.00	_____
	Colors _____		
	Width _____ Height _____		
	Other _____		
_____	Azaleas (circle one: pink, red, white)	\$35.00each	_____
_____	Mums (circle one: white, yellow, bronze, lavender)	\$20.00each	_____
_____	Small Fern	\$25.00each	_____
_____	Large Fern	\$35.00each	_____
_____	Ivy & Pothos	\$35.00each	_____
_____	Bromeliads	\$35.00each	_____
_____	2 foot green plants	\$29.95each	_____
_____	3 foot green plants	\$39.95each	_____
_____	4 foot green plants	\$49.95each	_____
_____	5 foot green plants	\$59.95each	_____
_____	6 foot green plants	\$69.95each	_____
_____	7 foot green plants & up please call for pricing	_____	_____
	SUBTOTAL	_____	_____
	SALES TAX	_____	_____
	TOTAL	_____	_____

CONTAINERS – \_\_\_BLACK\_\_\_WHITE\_\_\_WICKER

Chrome, Brass, and Terra Cotta, etc are available.  
Please call for pricing.

**TLC Designers can provide the following:**

- **Water Features**  
Fountains  
Ponds  
Water falls  
Swamps
- **Garden Areas**  
Tropical (beach scenes;  
rain forests)  
Seasonal (Spring, Fall,  
Holiday)  
Formal (serenity garden,  
English garden)
- **Border Areas**  
Hedges (control flow)  
Lawn or Golf (promotional)  
Trees (privacy)

**Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.**

Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for daily floral delivery. **ALL ORDERS MUST BE PAID – IN – FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.

FOR DESIGN HELP, HAVE A TLC DESIGNER CALL OUR BOOTH ON THE FOLLOWING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_ Booth Representative: \_\_\_\_\_

Firm, Billing Name: \_\_\_\_\_ Purchase Order or Reference Number: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Credit Card #: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (MC, VISA, AM. EXP)

City : \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Name of Credit Card Holder as shown on cardK

Show Decorator: \_\_\_\_\_ Expo Plus \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Please return completed form with payment to: P.O. Box 54962, Atlanta, GA 30308 (770) 507-6777 **(770) 474-4676 FAX**  
Please return overnight shipment with payments to: 2018 Walt Stephens Rd., Jonesboro, GA 30236