Section 1 - General Information

- Show Information
- Method of Payment Form
- Payment Terms and Conditions
- Recap of Services Form / Deadline Dates

Section 2 - Shipping

- Reconsigned Freight Policy
- Shipping Instructions
- ABF Freight Systems Inc. Overview and Request for Information Form
- Shipping Addresses
- Advance & Direct Shipment Labels
- Material Handling Form
- Limits of Liability & Responsibility for Material Handling Services

Section 3 - Furnishings & Accessories

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- Custom Furniture Brochure and Order Form
- Carpet Order Form
- Sign Request Form
- Modular Display Unit Order Forms

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- Forklift Labor Order Form
- Display Labor Order Forms
- Display Labor Limits of Liability
- Official Service Contractors and Guidelines for Exhibitor Appointed Contractors
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- Special Cleaning & Porter Service Order Form
- Elden Electrical Labor Form
- Elden Electrical Layout Form
- Elden Plumbing Order Form
- Elden Method Of Payment Form
- M.C. Dean Internet/Telecomm Order Form
- Projection Audio Visual Order Form
- TLC Floral Order Form

Discount Deadline Date: July 21, 2015
All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility
All orders must be paid in US Dollars
Dear Exhibitor:

We are proud to be named the Official Service Contractor for the ESA 100th Annual Meeting, being held at the Baltimore Convention Center, in Baltimore, MD. 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 21, 2015, and accompanied by full payment. Add 10% to both labor and furniture standard rates for orders received at the show site.

Exhibit Equipment Packages: The Tabletop display package will consist of one 6’ x 30” teal skirted table, one plastic side chair, one wastebasket and a 7” x 44” ID sign. Booth packages will consist of 8’ high Black/White/Teal back wall drape, 3’ high teal side rail drape, one 6’ x 30” teal skirted table, two contour chairs, one wastebasket and a 7” x 44” ID sign. The aisles will be carpeted in Tuxedo. 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

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>10:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Monday</td>
<td>7:00 am - 10:00 am</td>
</tr>
</tbody>
</table>

Exhibit Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>11:00 am - 1:30 pm &amp; 4:00 pm - 6:30 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>11:00 am - 1:30 pm &amp; 4:00 pm - 6:30 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>11:00 am - 1:30 pm &amp; 4:00 pm - 6:30 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>11:00 am - 1:30 pm &amp; 4:00 pm - 6:30 pm</td>
</tr>
</tbody>
</table>

Exhibit Hall Dismantle: Thursday August 13, 2015 6:30 pm - 9:30 pm

All materials must be packed and ready to ship, with bills of lading turned in to the ExpoPlus Service Center, prior to your scheduled move out deadline. Exhibitors using carriers other than ABF Freight should notify their carriers to Check in no later than 8:30 pm on Thursday, August 13, 2015, for outbound shipments. Carriers must pick up freight by 9:30 pm on Thursday, August 13, 2015; 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,

ExpoPlus
Customer Service Department
IF YOU ARE GOING TO UTILIZE THE SERVICES OF ExpoPlus, THIS FORM MUST BE COMPLETED AND RETURNED. PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED.

Discount Deadline Date: July 21, 2015
All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility
All orders must be paid in US Dollars

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>EMAIL ADDRESS</th>
<th>SPACE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>STREET</td>
<td>CITY</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX</td>
<td>PURCHASE ORDER NUMBER</td>
</tr>
</tbody>
</table>

AUTHORIZED CONTACT - please print

AUTHORIZED CONTACT SIGNATURE

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

ESA 100TH ANNUAL MEETING
BALTIMORE CONVENTION CENTER
AUGUST 10-13, 2015

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

Charge my credit card in the amount of $  
Check No. Dated In the amount of $  

Please sign
ExpoPlus has established the following terms and conditions of sale for all services rendered by us:

ExpoPlus 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 no later than 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 ExpoPlus 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 ExpoPlus.

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. ExpoPlus will accept payment by cash, company check, American Express, Discover, Mastercard or Visa. ExpoPlus 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 ExpoPlus.

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.

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline Date</th>
<th>Date Ordered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Shipment to Warehouse</td>
<td>August 5, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Handling Estimate</td>
<td>July 21, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture &amp; Accessories</td>
<td>July 21, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ExpoPlus Custom Furniture Rental</td>
<td>July 21, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet Order</td>
<td>July 21, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Request</td>
<td>July 21, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modular Unit Display Rentals</td>
<td>July 21, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forklift Estimate</td>
<td>July 21, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display Labor Estimate</td>
<td>July 21, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Official Contractor Form</td>
<td>July 21, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TLC Floral Form</td>
<td>See Form</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL FROM ALL FORMS** $________

***DON’T FORGET TO INCLUDE YOUR METHOD OF PAYMENT FORM***
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 the ExpoPlus Bill of Lading to the ExpoPlus 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 13, 2015.

**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 the official carrier at 1-800-654-7019.

**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 13, 2015. Show Management, ExpoPlus 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 ExpoPlus 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.

**RECONSIGNED SHIPMENTS**

A “reconsignment” occurs when the exhibitor’s carrier does not check-in by the official deadline 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 meet the contracted move-out agreement between Show Management, the convention center and ExpoPlus.
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 ExpoPlus address:

ExpoPlus
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 a dock number 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 ExpoPlus for such shipments.

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

VAN LINE SHIPMENTS
Drivers will be required to submit CERTIFIED WEIGHT RECEIPTS when recording their shipment at the Exhibit Site Check-In Area. ExpoPlus reserves the right to refuse to unload such shipments until CERTIFIED WEIGHT RECEIPTS are 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, please duplicate as your needs require.

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 FedEx 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 ExpoPlus 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, ExpoPlus reserves the right to reroute such shipments where no disposition is provided. Material may be hauled to a holding warehouse pending instructions from the exhibitor and a 25% surcharge will be charged for this service. No liability will be assumed as a result of such necessary rerouting or handling.

All shipments must be forwarded with all charges prepaid.
ExpoPlus assumes no responsibility for collect shipments which are not accepted.

Discount Deadline Date: July 21, 2015
All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility
All orders must be paid in US Dollars
ADVANCE SHIPMENTS TO WAREHOUSE

Advance shipments will be accepted at the ExpoPlus warehouse no earlier than Friday, July 17, 2015, will be stored at no cost for up to 21 days, and must be delivered by the deadline date of Wednesday, August 5, 2015. These shipments should be consigned and the Bill of Lading made out as follows:

Name of Exhibiting Company
ESA 100th Annual Meeting
Exhibit Space Number*: __________
ABF Freight
c/o ExpoPlus
6720 Washington Boulevard
Elkridge, MD 21075

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 $76.25 advance, $81.50 show site with a 200 lb. minimum.

DIRECT SHIPMENTS TO EXHIBIT SITE

Shipments for direct delivery to the Exhibit Site should be scheduled to arrive August 9-10, 2015 between 8:00 am and 5:00 pm. These shipments should be consigned and the bill of lading made out as follows:

Name of Exhibiting Company
ESA 100th Annual Meeting
Exhibit Space Number*: __________
Baltimore Convention Center
c/o ExpoPlus
One West Pratt Street
Baltimore, MD 21201

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 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 $81.50 advance, $86.25 show site 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 $91.50 advance, $96.25 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), ExpoPlus 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 such charges 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 advance 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 ExpoPlus, 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 ExpoPlus. Please enter HANDOUTS in place of exhibit space number on shipping labels.
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.

**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 or e-mail: tradeshow@abf.com.

ABF Freight System is a proud member of these prestigious organizations:
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
ADVANCE SHIPMENTS TO WAREHOUSE
To arrive no earlier than Friday, July 17, 2015, and no later than
Wednesday, August 5, 2015, by 5:00 pm

Name of Exhibiting Company
ESA 100th Annual Meeting
Exhibit Space Number: * ________________
ABF Freight
c/o ExpoPlus
6720 Washington Boulevard
Elkridge, MD 21075

DIRECT SHIPMENTS TO THE EXHIBIT SITE
To arrive only on August 9-10, 2015, between 8:00 am and 5:00 pm

Name of Exhibiting Company
ESA 100th Annual Meeting
Exhibit Space Number: * ________________
Baltimore Convention Center
c/o ExpoPlus
One West Pratt Street
Baltimore, MD 21201

Discount Deadline Date: July 21, 2015
All orders are governed by the ExpoPlus 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.

FROM:

______________________________________________________________

______________________________________________________________

TO:

______________________________________________________________

SPACE NUMBER #__________________

ESA 100th Annual Meeting
ABF FREIGHT
c/o ExpoPlus
6720 Washington Boulevard
Elkridge, MD 21075

SHIPMENT SHOULD ARRIVE:
no earlier than Friday, July 17, 2015, and no later than
Wednesday, August 5, 2015, by 5:00 pm

Number_______ of _______ pieces

EXPOPLUS

FROM:

______________________________________________________________

______________________________________________________________

TO:

______________________________________________________________

SPACE NUMBER #__________________

ESA 100th Annual Meeting
ABF FREIGHT
c/o ExpoPlus
6720 Washington Boulevard
Elkridge, MD 21075

SHIPMENT SHOULD ARRIVE:
no earlier than Friday, July 17, 2015, and no later than
Wednesday, August 5, 2015, by 5:00 pm

Number_______ of _______ pieces

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

ADVANCE SHIPMENT

RUSH!

FROM:________________________________________

________________________________________

________________________________________

TO:________________________________________

FOR HANDOUT MATERIALS USE THESE LABELS

RUSH!

FROM:________________________________________

________________________________________

________________________________________

TO:________________________________________

RUSH!

FROM:________________________________________

________________________________________

________________________________________

TO:________________________________________

RUSH!

FROM:________________________________________

________________________________________

________________________________________

TO:________________________________________

Handouts

ESA 100th Annual Meeting
ABF Freight
c/o ExpoPlus
6720 Washington Boulevard
Elkridge, MD 21075

SHIPMENT SHOULD ARRIVE:
Between July 17, 2015, and August 5, 2015, by 5:00 pm
Number______ of _______ pieces

Handouts

ESA 100th Annual Meeting
ABF Freight
c/o ExpoPlus
6720 Washington Boulevard
Elkridge, MD 21075

SHIPMENT SHOULD ARRIVE:
Between July 17, 2015, and August 5, 2015, by 5:00 pm
Number______ of _______ pieces

Handouts

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

RUSH!

FROM:

TO:

Handouts

ESA 100TH ANNUAL MEETING
BALTIMORE CONVENTION CENTER
c/o ExpoPlus
One West Pratt Street
Baltimore, MD 21201

SHIPMENT SHOULD ARRIVE ONLY ON:
August 9-10, 2015, between 8:00 am and 5:00 pm

Number of pieces

FOR HANDOUT MATERIALS USE THESE LABELS

RUSH!

FROM:

TO:

Handouts

ESA 100TH ANNUAL MEETING
BALTIMORE CONVENTION CENTER
c/o ExpoPlus
One West Pratt Street
Baltimore, MD 21201

SHIPMENT SHOULD ARRIVE ONLY ON:
August 9-10, 2015, between 8:00 am and 5:00 pm

Number of pieces
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. @ $76.25 per 100 lbs. (200 lb. minimum) = $_______
Shipping address: Name of Exhibiting Company
ESA 100th Annual Meeting
Exhibit Space Number __________
ABF Freight
c/o ExpoPlus
6720 Washington Boulevard
Elkridge, MD 21075

Direct Shipments to the Exhibit Site

We will ship _______ lbs. @ $81.50 per 100 lbs. (200 lb. minimum) = $_______
Shipping address: Name of Exhibiting Company
ESA 100th Annual Meeting
Exhibit Space Number __________
Baltimore Convention Center
C/O ExpoPlus
One West Pratt Street
Baltimore, MD 21201

Shipments or Equipment Requiring Special Handling ADVANCE

We will ship _______ lbs. @ $86.25 per 100 lbs. (200 lb. minimum) = $_______

Shipments or Equipment Requiring Special Handling EXHIBIT SITE

We will ship _______ lbs. @ $91.50 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.

Discount Deadline Date: July 21, 2015
All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility
All orders must be paid in US Dollars
THIS FORM MUST BE COMPLETED BY ALL EXHIBITORS AND THOSE SHIPPING HANDOUT MATERIALS AND RETURNED TO ExpoPlus.

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 17, 2015, and no later than 5:00 pm, Wednesday, August 5, 2015)

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 August 10-11, 2015, between 8:00 am and 5:00 pm)

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: ____________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
1. ExpoPlus 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 ExpoPlus 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 ExpoPlus 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 ExpoPlus 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 ExpoPlus 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. ExpoPlus 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 ExpoPlus in time to obtain the proper equipment.

4. ExpoPlus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. ExpoPlus 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 ExpoPlus and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by ExpoPlus 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 ExpoPlus and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if ExpoPlus 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 ExpoPlus, its subcontractors or their employees.

7. ExpoPlus 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.

8. Claims for loss or damage must be submitted to ExpoPlus by the close of the show. No suit or action shall be brought against ExpoPlus 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 ExpoPlus and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of ExpoPlus or its subcontractors shall sign a delivery receipt, Bill of Lading or other document, we agree that ExpoPlus or its subcontractor will do so as the Exhibitor’s agent, and the Exhibitor accepts the responsibility thereof.

10. ExpoPlus 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 ExpoPlus 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 ExpoPlus 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, ExpoPlus 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. ExpoPlus assumes no liability as a result of such re-routing or handling.

13. The Exhibitor agrees, in the event of a dispute with ExpoPlus 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 ExpoPlus for material handling services or any other services provided by ExpoPlus or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay ExpoPlus prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against ExpoPlus 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 ExpoPlus 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.

ExpoPlus 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.**
**ESA 100th Annual Meeting**  
*Baltimore Convention Center*  
*August 10-13, 2015*

### SEATING

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gray Padded Side Chair</td>
<td>$56.00</td>
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<tr>
<td>Gray Padded Arm Chair</td>
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<td>$75.00</td>
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<tr>
<td>Gray Padded Counter Stool</td>
<td>$64.00</td>
<td>$80.00</td>
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<tr>
<td>Gray Plastic Contour Chair</td>
<td>$42.00</td>
<td>$52.50</td>
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### ACCESSORIES

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
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<tbody>
<tr>
<td>Rectang. 24&quot;x36&quot;x30&quot;H Table</td>
<td>$74.00</td>
<td>$92.50</td>
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<tr>
<td>White Pedestal Table</td>
<td>$116.00</td>
<td>$145.00</td>
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<tr>
<td>Square Table 24&quot;x24&quot;x30&quot;H</td>
<td>$68.00</td>
<td>$85.00</td>
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<tr>
<td>Wastebasket</td>
<td>$12.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Adjustable Tripod Easel</td>
<td>$35.00</td>
<td>$44.00</td>
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<tr>
<td>Chrome 22&quot;x28&quot; Sign Frame</td>
<td>$77.00</td>
<td>$96.00</td>
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<tr>
<td>Black Aisle Stanchion</td>
<td>$34.00</td>
<td>$43.00</td>
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<tr>
<td>Black Plastic Chain (per ft.)</td>
<td>$3.00</td>
<td>$4.00</td>
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<tr>
<td>4&quot;x8&quot; Poster Board</td>
<td>$103.00</td>
<td>$129.00</td>
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<tr>
<td>Bag Rack</td>
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<td>$98.00</td>
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<tr>
<td>Uprights, Bases, Crossbars</td>
<td>$9.00</td>
<td>$11.00</td>
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### SPECIAL DRAPE

*(Masking Drape)*

<table>
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<tr>
<th>Qty.</th>
<th>Discount Rates</th>
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<tbody>
<tr>
<td>8&quot; H. Masking/per ft.</td>
<td>$12.00</td>
<td>$15.00</td>
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<tr>
<td>3&quot; H. Masking/per ft.</td>
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<td>$10.00</td>
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### DRAINED DISPLAY TABLES *(24" wide)*

<table>
<thead>
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<th>Qty.</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
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<tbody>
<tr>
<td>4&quot; Table - 30&quot; high</td>
<td>$'84.00</td>
<td>$'105.00</td>
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<tr>
<td>4&quot; Table - 42&quot; high</td>
<td>$'101.00</td>
<td>$'126.25</td>
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<tr>
<td>6&quot; Table - 30&quot; high</td>
<td>$'104.00</td>
<td>$'130.00</td>
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<tr>
<td>6&quot; Table - 42&quot; high</td>
<td>$'121.00</td>
<td>$'151.25</td>
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<tr>
<td>8&quot; Table - 30&quot; high</td>
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<tr>
<td>8&quot; Table - 42&quot; high</td>
<td>$'141.00</td>
<td>$'176.25</td>
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### UNDRAPE DISPLAY TABLES *(24" wide)*

*(Covered with white vinyl)*

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<tbody>
<tr>
<td>4&quot; Table - 30&quot; high</td>
<td>$'54.00</td>
<td>$'67.50</td>
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<tr>
<td>4&quot; Table - 42&quot; high</td>
<td>$'66.00</td>
<td>$'82.50</td>
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<tr>
<td>6&quot; Table - 30&quot; high</td>
<td>$'74.00</td>
<td>$'92.50</td>
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<tr>
<td>6&quot; Table - 42&quot; high</td>
<td>$'86.00</td>
<td>$'107.50</td>
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<tr>
<td>8&quot; Table - 30&quot; high</td>
<td>$'94.00</td>
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<td>8&quot; Table - 42&quot; high</td>
<td>$'106.00</td>
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### SYSTEM TABLE RISERS

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<tr>
<td>4'L x 8&quot;W x 8&quot;H</td>
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<tr>
<td>6'L x 8&quot;W x 8&quot;H</td>
<td>$'74.00</td>
<td>$'93.00</td>
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<tr>
<td>8'L x 8&quot;W x 8&quot;H</td>
<td>$'94.00</td>
<td>$'118.00</td>
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</tbody>
</table>

### 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.

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

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Discount Deadline Date: July 21, 2015
All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility
All orders must be paid in US Dollars
Grammercy

**Grammercy Sofa**
82"L x 36"D x 36"H
531A5-Char

**Grammercy Loveseat**
57"L x 36"D x 36"H
531AL5-Char

**Grammercy Chair**
28"L x 36"D x 36"H
531CR-Char

**Grammercy Corner**
36"L x 36"D x 36"H
531AC-Char

Whisper

**Whisper Sofa**
87"L x 37"D x 35"H
5365-White

**Whisper Loveseat**
61"L x 37"D x 35"H
536LS-White

**Whisper Chair**
35"L x 37"D x 35"H
536C-White

Metro

**Metro Sofa**
85"L x 35"D x 35"H
505S-Black

**Metro Loveseat**
60"L x 35"D x 35"H
505LS-Black

**Metro Chair**
35"L x 35"D x 35"H
505C-Black

Tangerine

**Tangerine Sofa**
84"L x 36"D x 33"H
2816S-Tang

**Tangerine Chair**
40"L x 36"D x 33"H
2816OT-Tang

**Tangerine Bench**
62"L x 24"D x 18"H
2816C-Tang
Stage Chairs

**Empire Chair White**
28"L x 31.5"D x 32"H
838C-WhiMad

**Empire Chair Black**
28"L x 31.5"D x 32"H
838C-BlkMad

**Midnight Stage Chair**
25"L x 26"D x 37"H
179C-Midnight

**Chamois Stage Chair**
25"L x 26"D x 37"H
179C-Chamois

**Buckskin Stage Chair**
25"L x 26"D x 37"H
179C-Buck

Ottomans

**Whisper Round Ottoman**
49ROT-Charcoal / 49ROT-White

**Grammercy Square Ottoman**
40"SQ x 17"H
(Available in White or Charcoal)
33-Charcoal / 33-White / 33-Black

**Whisper Bench**
60"L x 24"D x 17"H
(Available in White or Charcoal)
31-Charcoal / 31-White / 31-Black

**Cube Ottoman**
18"Square
29-Black / 29-White

Occasional Tables

**Tribeca End Table**
24"L x 28"D x 22"H
4456704

**Tribeca Cocktail Table**
48"L x 28"D x 19"H
4456701

**Tribeca Sofa Table**
48"L x 18"D x 30"H
4456705

**Harmony End Table**
24"Round x 22"H
3940

**Harmony Cocktail Table**
51"L x 28"D x 18"H
3941

**Harmony Sofa Table**
52"L x 29"D x 30"H
3942

**Quad End Table**
24"L x 20"D x 22"H
400ET-White

**Quad Cocktail Table**
44"L x 20"D x 18"H
400CT-White

**Quad Sofa Table**
48"L x 20"D x 30"H
400ST-White

**Tetrad End Table**
24"L x 20"D x 22"H
400ET-Storm

**Tetrad Cocktail Table**
44"L x 20"D x 18"H
400CT-Storm

**Tetrad Sofa Table**
48"L x 20"D x 30"H
400ST-Storm

White Cube Cocktail Table
24"L x 24"D x 16"H
CubeCockWhite

White Cube End Table
24"L x 24"D x 21"H
CubeEnd-White

Black Cube Cocktail Table
24"L x 24"D x 16"H
CubeCockBlk

Black Cube End Table
24"L x 24"D x 21"H
CubeEnd-Blk
30” or 36” Café or Bar Tables (Black or Chrome Base)

Black Bar/ Café Table
Black Base
30” & 36” Round x 29”H or 42”H
- P30-BLK-CTB - 30” Café Table
- P36-BLK-CTB - 36” Café Table
- P30-BLK-CTB - 30” Bar Table
- P36-BLK-CTB - 36” Bar Table

White Bar/ Café Table
Black Base
30” & 36” Round x 29”H or 42”H
- P30-WHT-CTB - 30” Café Table
- P36-WHT-CTB - 36” Café Table
- P30-WHT-CTB - 30” Bar Table
- P36-WHT-CTB - 36” Bar Table

Maple Bar/ Café Table
Black Base
30” & 36” Round x 29”H or 42”H
- P30-SUMA-CTB - 30” Café Table
- P36-SUMA-CTB - 36” Café Table
- P30-SUMA-BTB - 30” Bar Table
- P36-SUMA-BTB - 36” Bar Table

Black Bar/ Café Table
Chrome Base
30” & 36” Round x 42”H
- P30-BLK-CTC - 30” Café Table
- P36-BLK-CTC - 36” Café Table
- P30-BLK-CTC - 30” Bar Table
- P36-BLK-CTC - 36” Bar Table

White Bar/ Café Table
Chrome Base
30” & 36” Round x 42”H
- P30-WHT-CTC - 30” Café Table
- P36-WHT-CTC - 36” Café Table
- P30-WHT-CTC - 30” Bar Table
- P36-WHT-CTC - 36” Bar Table

Maple Bar/ Café Table
Chrome Base
30” & 36” Round x 29”H or 42”H
- P30-SUMA-CTC - 30” Café Table
- P36-SUMA-CTC - 36” Café Table
- P30-SUMA-BTC - 30” Bar Table
- P36-SUMA-BTC - 36” Bar Table

Chardonnay Bar Table
31” Round x 42”H
- P30-111

6’ Rectangle Table
White Chrome or Black
72”L x 24”D x 42”H
- P2472-Whit-BTC - Chrome Base/Bar
- P2472-Whit-BTB - Black Base/Bar

24” Square Table
White Chrome or Black
24”SQ x 42”H
- P2424-Whit-BTC - Chrome Base/Bar
- P2424-Whit-BTB - Black Base/Bar

Café Chairs

Leslie Chair
17”W x 21”D x 31”H
- 100320

Escape Chair
17”W x 32”H
- 108103

Criss Cross Chair White
17”W x 21”D x 35”H
- 333011

Criss Cross Chair Espresso
17”W x 21”D x 35”H
- 333010

Caprice Chair
22”W x 32”H
- 3365-F09

Sonic Chair
20”W x 21”D x 32”H
- 6508

Comet Stack Chair
23”L x 22”D x 32”H
- 21718k

Comet Stack Chair Armless
19”L x 22”D x 32”H
- 21728k

Other Café & Bar Tables (Chrome Base)
Bar Stools

**Equino Stool White**
15”W x 13”D x 35”H
301113

**Equino Stool Black**
15”W x 13”D x 35”H
301111

**Escape Stool**
16”W x 41”H
301233

**Sonic Stool**
22”W x 23”D x 42”H
6558 Black

**Criss Cross Stool Espresso**
15”W x 19”D x 41”H
333070

**Criss Cross Stool White**
15”W x 19”D x 41”H
333071

**Caprice Stool**
25”W x 44”H
3365P009

Conference Tables

**42” Round Conference Table**
42”Round x 29”H
G42CH-MAF - Mahogany
G42CH-BLK - Black

**Conference Table**
96”L x 48”W x 29”H - GCT8WRX-MAF/BLK

Executive Chairs

**Accord Hi-Back Executive Chair White**
25”W x 25”D x 37”H
2670-A435 - White

**Accord Hi-Back Executive Chair Black**
25”W x 25”D x 37”H
2670-A43E - Black

**Goal Task Chair**
25”W x 24”D x 39”H
2237-6-Asphalt - with arms
2239-6-Asphalt - without arms

**Goal Drafting Stool**
20”W x 24”D x 48”H
2235-6-Asphalt - with arms
2236-6-Asphalt - without arms

**Tamiri Hi-Back Chair**
25”W x 27”D x 45”H
4526-BLK

**Tamiri Mid-Back Leather Chair**
25”W x 27”D x 39”H
4527-BLK

**Tamiri Guest Leather Chair**
25”W x 26”D x 37”H
4522-BLK
**Miscellaneous**

**Literature Rack**
Black/Metal
10.5"W x 9.5"D x 57"H

**Locking Pedestal**
Black

**Pedestals**
24"SQ x 42"H - PED181842Blk
18"SQ x 42"H - PED242442Blk
<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Dimensions</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammercy</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>18228-0605</td>
<td>Grammercy Charcoal Leather Sofa</td>
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<tr>
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<td>Whisper</td>
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<tr>
<td>18228-0607</td>
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<tr>
<td>18228-0602</td>
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<tr>
<td>18228-0084</td>
<td>Tangerine Orange Sofa</td>
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<td>Tangerine Orange Chair</td>
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<td>18184-0032</td>
<td>Tangerine Orange Bench Ottoman</td>
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<td>Stage Chairs</td>
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<tr>
<td>18284-0621</td>
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<td>Midnight Suede Stage Chair</td>
<td>25&quot;L x 26&quot;D x 37&quot;H</td>
<td>$175.00</td>
</tr>
<tr>
<td>18284-0477</td>
<td>Chamois Suede Stage Chair</td>
<td>25&quot;L x 26&quot;D x 37&quot;H</td>
<td>$175.00</td>
</tr>
<tr>
<td>18284-0476</td>
<td>Buckskin Suede Stage Chair</td>
<td>25&quot;L x 26&quot;D x 37&quot;H</td>
<td>$175.00</td>
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<tr>
<td>Ottomans &amp; Benches</td>
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</tr>
<tr>
<td>18184-0038</td>
<td>Whisper White Leather Round Ottoman</td>
<td>46&quot; Round x 17&quot;H</td>
<td>$250.00</td>
</tr>
<tr>
<td>18184-0033</td>
<td>Grammercy Charcoal Leather Square Ottoman</td>
<td>40&quot;L x 40&quot;D x 17&quot;H</td>
<td>$250.00</td>
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<td>18024-0003</td>
<td>Whisper White Leather Bench Ottoman</td>
<td>60&quot;L x 24&quot;D x 17&quot;H</td>
<td>$250.00</td>
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<tr>
<td>18184-0213-WV</td>
<td>Cube Ottoman - Black or White</td>
<td>17&quot;D x 17&quot;W x 17&quot;H</td>
<td>$95.00</td>
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<td>Occasional Tables</td>
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<tr>
<td>12107-0008</td>
<td>Tribeca Wood/Black End Table</td>
<td>25&quot;W x 29&quot;D x 24&quot;H</td>
<td>$170.00</td>
</tr>
<tr>
<td>12055-0008</td>
<td>Tribeca Wood/Black Cocktail Table</td>
<td>50&quot;L x 30&quot;D x 19&quot;H</td>
<td>$180.00</td>
</tr>
<tr>
<td>12230-0005</td>
<td>Tribeca Wood/Black Sofa Table</td>
<td>48&quot;L x 18&quot;D x 30&quot;H</td>
<td>$190.00</td>
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<tr>
<td>12107-0281</td>
<td>Harmony Wood/Espresso End Table</td>
<td>24&quot; Round x 22&quot;H</td>
<td>$170.00</td>
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<tr>
<td>12230-0080</td>
<td>Harmony Wood/Espresso Cocktail Table</td>
<td>51&quot;L x 28&quot;D x 18&quot;H</td>
<td>$180.00</td>
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<td>12055-0272</td>
<td>Harmony Wood/Espresso Sofa Table</td>
<td>52&quot;L x 18&quot;D x 30&quot;H</td>
<td>$190.00</td>
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<tr>
<td>99-12304-01</td>
<td>Quad White/Brushed Steel End Table</td>
<td>24&quot;L x 20&quot;D x 22&quot;H</td>
<td>$170.00</td>
</tr>
<tr>
<td>99-12050-01</td>
<td>Quad White/Brushed Steel Cocktail Table</td>
<td>44&quot;L x 20&quot;D x 18&quot;H</td>
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<tr>
<td>99-12305-01</td>
<td>Quad White/Brushed Steel Sofa/Console Table</td>
<td>44&quot;L x 20&quot;D x 30&quot;H</td>
<td>$190.00</td>
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<td>99-12034-01</td>
<td>Tetrade Storm Grey/Brushed Steel End Table</td>
<td>24&quot;L x 20&quot;D x 22&quot;H</td>
<td>$170.00</td>
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<tr>
<td>99-12050-02</td>
<td>Tetrade Storm Grey/Brushed Steel Cocktail Table</td>
<td>44&quot;L x 20&quot;D x 18&quot;H</td>
<td>$180.00</td>
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<td>99-12305-02</td>
<td>Tetrade Storm Grey/Brushed Steel Sofa Table</td>
<td>44&quot;L x 20&quot;D x 30&quot;H</td>
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<tr>
<td>12078-0010</td>
<td>Cube, White 24&quot; Cocktail Table</td>
<td>24&quot;L x 24&quot;D x 16&quot;H</td>
<td>$190.00</td>
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<tr>
<td>12078-0014</td>
<td>Cube, White 24&quot; End Table</td>
<td>24&quot;L x 24&quot;D x 16&quot;H</td>
<td>$240.00</td>
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<td>12078-0009</td>
<td>Cube, Black 24&quot; Cocktail Table</td>
<td>24&quot;L x 24&quot;D x 21&quot;H</td>
<td>$180.00</td>
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<tr>
<td>12078-0013</td>
<td>Cube, Black 24&quot; End Table</td>
<td>24&quot;L x 24&quot;D x 21&quot;H</td>
<td>$220.00</td>
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<td>Description</td>
<td>Model</td>
<td>Description</td>
<td>Model</td>
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<tr>
<td>--------------------------------------------------</td>
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<tr>
<td><strong>Bar/ Café Tables</strong></td>
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<td></td>
<td></td>
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<tr>
<td>99-05245-01 Black/ White/ Maple Bar/ Café Table 30&quot; Rnd</td>
<td>30&quot; R x 42&quot;H or 29&quot;H</td>
<td>$170.00</td>
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<tr>
<td>99-05245-02 Black/ White/ Maple Bar/ Café Table 36&quot; Rnd</td>
<td>36&quot; R x 42&quot;H or 29&quot;H</td>
<td>$175.00</td>
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<tr>
<td>0512-0002 Chardonnay Glass &amp; Chrome Bar Table</td>
<td>31&quot; Round x 42&quot;H</td>
<td>$250.00</td>
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<tr>
<td>99-05036-13 Square White/Chrome Bar Table</td>
<td>24&quot;SQ x 42&quot;H</td>
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<tr>
<td>99-05245-18 Rectangle White/Chrome Bar Table</td>
<td>72&quot;L x 24&quot;D x 42&quot;H</td>
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<td><strong>Café Chairs</strong></td>
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<tr>
<td>05035-0008 Leslie Chair - White</td>
<td>20&quot;W x 20&quot;D x 39&quot;H</td>
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<tr>
<td>05035-0009 Escape Chair - Natural Maple</td>
<td>17&quot;L x 17&quot;D x 32&quot;H</td>
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<tr>
<td>05035-0011 Criss Cross Chair - White</td>
<td>17&quot;L x 21&quot;D x 32&quot;H</td>
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<tr>
<td>05035-0010 Criss Cross Chair - Espresso</td>
<td>17&quot;L x 21&quot;D x 32&quot;H</td>
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<tr>
<td>14233-0025 Caprice Chair - Black</td>
<td>22&quot;L x 21&quot;D x 32&quot;H</td>
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<tr>
<td>14233-0016 Sonic Chair - Black</td>
<td>20&quot;L x 21&quot;D x 32&quot;H</td>
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<tr>
<td>14233-0005 Comet Stack Arm Chair - Black</td>
<td>23&quot;L x 22&quot;D x 32&quot;H</td>
<td>$130.00</td>
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<tr>
<td>14233-0008 Comet Stack Chair - Black</td>
<td>23&quot;L x 22&quot;D x 32&quot;H</td>
<td>$125.00</td>
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<tr>
<td><strong>Bar Stools</strong></td>
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<tr>
<td>05237-0041 Equino Bar Stool - White</td>
<td>15&quot;L x 13&quot;D x 35&quot;H</td>
<td>$165.00</td>
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<tr>
<td>05237-0160 Equino Bar Stool - Black</td>
<td>15&quot;L x 13&quot;D x 35&quot;H</td>
<td>$165.00</td>
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<tr>
<td>05237-0036 Escape Bar Stool - Natural Maple</td>
<td>16&quot;L x 16&quot;D x 41&quot;H</td>
<td>$135.00</td>
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<td>05237-0042 Sonic Bar Stool - Black</td>
<td>22&quot;L x 22&quot;D x 42&quot;H</td>
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<tr>
<td>05237-0038 Criss Cross Bar Stool - Espresso</td>
<td>15&quot;L x 19&quot;D x 41&quot;H</td>
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<tr>
<td>05237-0039 Criss Cross Bar Stool - White</td>
<td>15&quot;L x 19&quot;D x 41&quot;H</td>
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<td>05237-0168 Caprice Bar Stool - Black</td>
<td>25&quot;L x 24&quot;D x 32&quot;H</td>
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<td><strong>Conference Tables</strong></td>
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<tr>
<td>14062-0113 Conference Rectangle Table 8' - Black</td>
<td>96&quot;L x 48&quot;W x 29&quot;H</td>
<td>$450.00</td>
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<td>14062-0250 Conference Table Round - Mahogany</td>
<td>42&quot; Round x 29&quot;H</td>
<td>$395.00</td>
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<tr>
<td><strong>Executive Seating</strong></td>
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<tr>
<td>14136-0010 Accord White Leather High Back</td>
<td>25&quot;W x 25&quot;D x 37&quot;H</td>
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<tr>
<td>14136-0081 Accord Black Leather High Back</td>
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<td>$275.00</td>
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<tr>
<td>14250-0048 Goal Black Task Chair With Arms</td>
<td>24&quot;W x 24&quot;D x 39&quot;H</td>
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<tr>
<td>14250-0043 Goal Black Task Chair Armless</td>
<td>22&quot;W x 24&quot;D x 39&quot;H</td>
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<tr>
<td>14307-0003 Goal Black Drafting Stool - Arms</td>
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<tr>
<td>14250-0013 Goal Black Drafting Stool - Armless</td>
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<tr>
<td>14136-0002 Tamiri Black Leather High Back</td>
<td>25&quot;W x 27&quot;D x 45&quot;H</td>
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<tr>
<td>14176-0007 Tamiri Black Leather Mid Back</td>
<td>25&quot;W x 27&quot;D x 39&quot;H</td>
<td>$190.00</td>
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<tr>
<td>14128-0002 Tamiri Black Leather Guest Chair</td>
<td>25&quot;W x 26&quot;D x 37&quot;H</td>
<td>$175.00</td>
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<td><strong>Miscellaneous Items</strong></td>
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<tr>
<td>14308-0007 Literature Rack - Black Metal</td>
<td>10.5&quot;W x 9.5&quot;D x 57&quot;H</td>
<td>$135.00</td>
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<tr>
<td>14309-0001 Locking Pedestal Black or White</td>
<td>24&quot;W x 24&quot;D x 42&quot;H</td>
<td>$365.00</td>
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<tr>
<td>12091-0004 Display Pedestal 24x42 Black</td>
<td>24&quot;W x 24&quot;D x 42&quot;H</td>
<td>$290.00</td>
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<td>12091-0002 Display Pedestal 18x42 Black</td>
<td>18&quot;W x 18&quot;D x 42&quot;H</td>
<td>$265.00</td>
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## Order Form

**EVENT INFORMATION**

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<thead>
<tr>
<th>Show / Event Name:</th>
<th>Time:</th>
<th>Opening Date:</th>
<th>Closing Date:</th>
<th>Time:</th>
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<tbody>
<tr>
<td>Facility / Room:</td>
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</tr>
<tr>
<td>Address:</td>
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</tr>
<tr>
<td>City:</td>
<td></td>
<td>State:</td>
<td>Zip:</td>
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<tr>
<td>Show Contractor:</td>
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**BILLING INFORMATION**

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<thead>
<tr>
<th>Company Name:</th>
<th>Order Contact:</th>
<th>Order Address:</th>
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<tbody>
<tr>
<td>Order:</td>
<td>Billing Address:</td>
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<tr>
<td>Phone:</td>
<td>City:</td>
<td>State:</td>
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<td>Fax:</td>
<td>Zip:</td>
<td>Zip:</td>
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<tr>
<td>E-mail:</td>
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**EXHIBITOR INFORMATION**

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<thead>
<tr>
<th>Exhibitor Name:</th>
<th>Booth #:</th>
<th>Booth Size</th>
<th>X</th>
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<tbody>
<tr>
<td>Delivery Date:</td>
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</tr>
<tr>
<td>Pick-up Date:</td>
<td>Time:</td>
<td></td>
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</tr>
<tr>
<td>On-Site Contact:</td>
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<td>Cell Phone:</td>
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### Item No.

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
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<tr>
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</tbody>
</table>

**PAYMENTS:**
- In order to guarantee delivery, all orders must be received and full payment made no later than 10 days prior to the event.
- If you do not receive confirmation within 7 days, please contact us at 404.699.0650.
- Payment must be made by credit card or check drawn on a U.S. bank.

### LATE ORDERS:
- Orders received after the discount deadline are subject to a 20% late fee.

### ON-SITE ORDERS:
- Order received on show site will be subjected to a 30% late fee.

### CANCELLATIONS:
- If canceled within 5 days prior to move-in a 50% restocking fee will be charge.
- If canceled within 38 hours or less before move-in, no refund will be processed.

**Authorized Signature:** X  
**Date:**

**PAYMENT INFORMATION**

<table>
<thead>
<tr>
<th>American Express</th>
<th>Master Card</th>
<th>Visa</th>
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<tbody>
<tr>
<td>Credit Card #:</td>
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<td></td>
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<tr>
<td>Print Name on Card:</td>
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</tr>
</tbody>
</table>

**Signature of Card Holder:** X  
**Expiration Date:**

---

**Subtotal**
**Adjustments**
**Delivery / Pick-up**
**Subtotal**
**6% Sales Tax**
**TOTAL**
Please note: “Method of Payment” Form must accompany this order.

Discount Deadline Date: July 21, 2015
All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility
All orders must be paid in US Dollars
A 7" x 44" ID Sign is provided free with your booth or tabletop space.

**CHOOSE YOUR SIZE**

<table>
<thead>
<tr>
<th>QTY.</th>
<th>SIGN SIZES</th>
<th>PRICE</th>
<th>TOTAL</th>
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<tr>
<td></td>
<td>7&quot;x22&quot;</td>
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<td></td>
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<td>11&quot;x14&quot;</td>
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<td>40&quot;x60&quot;</td>
<td>Quoted</td>
<td>$</td>
</tr>
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Signs are based on one color copy, white showcard and 10 words or less per sign.

**INDICATE OPTIONAL SERVICES REQUIRED**

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<th>SERVICES</th>
<th>PRICE</th>
<th>TOTAL</th>
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<td>Over 10 words</td>
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<tr>
<td></td>
<td>Change in color copy</td>
<td>@ $12.88 per change</td>
<td>$</td>
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<tr>
<td></td>
<td>Easel back on sign</td>
<td>@ $8.25 per sign</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Colored showcard</td>
<td>@ Quoted on Request</td>
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<tr>
<td></td>
<td>Logo Sign</td>
<td>@ Quoted on Request</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Banner</td>
<td>@ Quoted on Request</td>
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</tr>
</tbody>
</table>

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 ExpoPlus Customer Service Dept at (404) 699-0650.

Please feel free to provide a drawing on a separate sheet.
ALL PACKAGES INCLUDE:

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

*Please Note* Pricing does not include Stem Lights, Monitors, or Furniture. For all inclusive price quotations or information on custom design, graphics, special panel coverings or plain white PVC panels please call ExpoPlus at (404) 699-0650.
## MODULAR DISPLAY UNIT CONTINUED

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<th>Discount Price</th>
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<tr>
<td>NO. 7</td>
<td>10' x10'</td>
<td>$1,699.00</td>
<td>$___________</td>
</tr>
<tr>
<td></td>
<td>Banner</td>
<td></td>
<td>Copy for standard header (black)</td>
</tr>
<tr>
<td>NO. 8</td>
<td>20' x20'</td>
<td>$6,592.00</td>
<td>$___________</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Copy for standard header (black)</td>
</tr>
</tbody>
</table>

**Velcro Receptive Panels:**
- Black
- Gray

**Carpet:**
- Blue
- Red
- Gray
- Forest Green
- Black

**Sub Total:** $___________

**Add 25% if ordering after July 21, 2015 or add 50% if ordering on-site**

**Sales Tax 6%**

**Total Price** $___________

---

**Discount Deadline Date:** July 21, 2015

All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility.

All orders must be paid in US Dollars.
ESA 100TH ANNUAL MEETING
BALTIMORE CONVENTION CENTER
AUGUST 10-13, 2015

Accessories ordered after July 21, 2015 will cost an additional 25% over prices indicated. 
Accessories ordered on-site will cost an additional 50%.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ 1 meter straight - white only</td>
<td>__________</td>
<td>$84.00 $________</td>
</tr>
<tr>
<td>Counter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ 1 meter x 1/2 meter x 42” tall</td>
<td>__________</td>
<td>$324.00 $________</td>
</tr>
<tr>
<td>□ Gray</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ 2 meters x 1/2 meter x 42” tall</td>
<td>__________</td>
<td>$530.00 $________</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Stem light - black (fixture only)</td>
<td>__________</td>
<td>$88.00 $________</td>
</tr>
<tr>
<td>□ Literature Holder - Plexiglass (holds 8 1/2” x 11”)</td>
<td>__________</td>
<td>$42.00 $________</td>
</tr>
</tbody>
</table>

Sub Total $________

Add 25% if ordering after the deadline date or add 50% if ordering on-site $________
Sales Tax 6% $________
Total Price $________

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

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

Discount Deadline Date: July 21, 2015
All orders are governed by the Expoplus Payment Policy and the Limits of Liability and Responsibility
All orders must be paid in US Dollars
Forklift Labor

Discount Deadline Date: July 21, 2015

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

All orders must be paid in US Dollars

---

LABOR AND EQUIPMENT RATES

<table>
<thead>
<tr>
<th></th>
<th>Straight Time</th>
<th>Overtime</th>
<th>Doubletime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fork Lift up to 5,000lbs capacity w/ operator</td>
<td>$174.00</td>
<td>$216.00</td>
<td>$259.00</td>
</tr>
<tr>
<td>Each additional laborer</td>
<td>$84.50</td>
<td>$126.75</td>
<td>$169.00</td>
</tr>
</tbody>
</table>

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 worker and includes time necessary for workers 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 ExpoPlus.

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


NOTE: Starting time can be guaranteed only when labor is requested for the start of the .

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


Total Estimated Cost

FORKLIFT CREW DISMANTLE ESTIMATE
Date: ___________________ Time: ______________ am/pm


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 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.

---

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

Discount Deadline Date: July 21, 2015

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

All orders must be paid in US Dollars
SUPERVISION BY ExpoPlus

• Exhibits are dismantled prior to exhibitor's arrival under the direction of ExpoPlus 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 ExpoPlus Service Center to pick up labor. Upon completion of work, supervisor must return to ExpoPlus Service Center to release labor.
• Start time guaranteed only when 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: _____________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Day of Week</th>
<th>No. of People</th>
<th>Approx. Hours</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DISMANTLE LABOR

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

SUPERVISION BY ExpoPlus

• Exhibits are dismantled prior to exhibitor's arrival under the direction of ExpoPlus 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 ExpoPlus Service Center to pick up labor. Upon completion of work, supervisor must return to ExpoPlus Service Center to release labor.
• Start time guaranteed only when 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: _____________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Day of Week</th>
<th>No. of People</th>
<th>Approx. Hours</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CANCELLATION POLICY: Orders canceled after August 3, 2015, will be charged at full estimated price

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.

Discount Deadline Date: July 21, 2015
All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility
All orders must be paid in US Dollars
PLEASE COMPLETE THE FOLLOWING IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY ExpoPlus 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 ExpoPlus 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

[ ] Air Freight [ ] Van Line [ ] Other (Specify) __________________

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 13, 2015 by 9:30 pm**

**NOTE**: ExpoPlus 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.: ________________________________

**CANCELLATION POLICY**: Orders canceled after August 3, 2015, will be charged at full estimated price.

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

**DISCOUNT DEADLINE DATE**: July 21, 2015

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

All orders must be paid in US Dollars
1. ExpoPlus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

2. ExpoPlus and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by ExpoPlus, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by ExpoPlus or its subcontractors.

3. ExpoPlus 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 ExpoPlus representative for documentation. Claims for discovered and reported loss, injury or damage must be submitted to ExpoPlus by the close of the show. No suit or action shall be brought against ExpoPlus 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.

ExpoPlus 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.
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 ExpoPlus of the intention to utilize an independent contractor no less 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 ExpoPlus as additional insured, to show management and ExpoPlus 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 ExpoPlus 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 ExpoPlus 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 and access credentials 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 ExpoPlus 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, ExpoPlus. The Exhibitor Appointed Contractor must coordinate all of its activities with ExpoPlus.

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 21, 2015
All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility
All orders must be paid in US Dollars
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 ExpoPlus no less than 30 DAYS prior to Show indicating the following:
   
   Name of Service Firm: __________________________________________________________
   Address: __________________________________________________________
   ______________________________
   Telephone: __________________________________________________________
   Fax:  __________________________________________________________
   Contact: __________________________________________________________

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

3. The Service Firm must check in at the ExpoPlus Service Center to receive their access credentials.

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 ExpoPlus as additional insured, to show management and ExpoPlus at least 10 days before the show opening.

*ExpoPlus 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, ExpoPlus must be contacted by telephone.
<table>
<thead>
<tr>
<th>VACUUMING and SHAMPOOING</th>
<th>PERIODIC PORTER SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will require the following service(s) for our Booth Number __________, which is _______ x _______ sq. feet.</td>
<td>Refuse will be removed from containers in your booth once an hour – show hours only – on a daily rate basis. If you require this service, please indicate your requirements below:</td>
</tr>
<tr>
<td>[ ] Vacuuming carpet/booth area</td>
<td>[ ] Every Show Day*</td>
</tr>
<tr>
<td>[ ] EVERY NIGHT*</td>
<td>[ ] ONLY Day(s) Specified ________</td>
</tr>
<tr>
<td>Minimum Charge: 100 sq. feet per Day</td>
<td>Cost per day: ..................................................... $74.00</td>
</tr>
<tr>
<td>Cost per square foot per night is ........................................ 36¢</td>
<td></td>
</tr>
<tr>
<td>[ ] BEFORE SHOW OPENS ONLY</td>
<td>[ ] BEFORE SHOW OPENS ONLY</td>
</tr>
<tr>
<td>Minimum Charge: 100 sq. feet per 10’x10’ booth</td>
<td>Minimum Charge: 100 sq. feet per 10’x10’ booth</td>
</tr>
<tr>
<td>Cost per square foot is ........................................ 62¢</td>
<td>Cost per square foot is ........................................ 34¢</td>
</tr>
<tr>
<td>[ ] Mopping and Waxing available upon request.</td>
<td></td>
</tr>
<tr>
<td>[ ] Anti-static spray application/booth area</td>
<td>[ ] Anti-static spray application/booth area</td>
</tr>
<tr>
<td>Per Application</td>
<td>Per Application</td>
</tr>
<tr>
<td>Minimum Charge: 100 sq. feet per 10’x10’ booth</td>
<td>Minimum Charge: 100 sq. feet per 10’x10’ booth</td>
</tr>
<tr>
<td>Cost per square foot is ........................ 46¢</td>
<td>Cost per square foot is .................. 46¢</td>
</tr>
</tbody>
</table>

**CALCULATION OF ORDER**

*When ordering a daily service calculate 4 days.

Vacuuming  
_______(sq ft) x _______(rate) x ______(number of days) = $_______

Shampooing  
_______(sq ft) x _______(rate) = $_______

Anti-Static Spray  
_______(sq ft) x _______(rate) = $_______

Periodic Porter Service  
_______(rate) x ______ (number of days) = $_______

Total All Lines = $_______

**PAYMENT ENCLOSED** = $_______

Cost of Vacuuming and Shampooing will be invoiced on the total area of your booth. To avoid any misunderstandings regarding these services, please bring any discrepancies to our attention at the show site. In this way, we will be able to assure your satisfaction with our service. Adjustments cannot be made after the close of the show. All rates subject to change if necessitated by increase in labor and material costs.
## ELECTRICAL ORDER FORM

**ELECTRICAL EXHIBITION SERVICES**
1 West Pratt Street, Baltimore, MD 21201
Ph: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

**Advance Payment Deadline Date: 7/19/15**

### ORDER INSTRUCTIONS

#### 120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

#### 208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

#### ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

#### 24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

#### DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

#### MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

#### CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

#### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen’s payment policy and the terms and conditions of contract.

---

### ELECTRICAL OUTLETS

Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

<table>
<thead>
<tr>
<th>QTY</th>
<th><strong>120 VOLT EXHIBIT HALLS A-G &amp; BALLROOMS</strong></th>
<th>QTY</th>
<th><strong>120 VOLT ALL OTHER AREAS</strong></th>
<th><strong>ADVANCE PAYMENT</strong></th>
<th><strong>REGULAR PAYMENT</strong></th>
<th><strong>TOTAL COST</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>500 WATTS (5 AMPS)</td>
<td>Show Hours Only</td>
<td>90.00</td>
<td>145.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000 WATTS (10 AMPS)</td>
<td>Double rate</td>
<td>115.00</td>
<td>150.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500 WATTS (15 AMPS)</td>
<td>130.00</td>
<td>180.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 WATTS (20 AMPS)</td>
<td>155.00</td>
<td>215.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th><strong>208 VOLT SINGLE PHASE</strong></th>
<th><strong>ADVANCE PAYMENT</strong></th>
<th><strong>REGULAR PAYMENT</strong></th>
<th><strong>TOTAL COST</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPS</td>
<td>285.00</td>
<td>350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 AMPS</td>
<td>340.00</td>
<td>460.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td>475.00</td>
<td>630.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 AMPS</td>
<td>800.00</td>
<td>1165.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th><strong>208 VOLT THREE PHASE</strong></th>
<th><strong>ADVANCE PAYMENT</strong></th>
<th><strong>REGULAR PAYMENT</strong></th>
<th><strong>TOTAL COST</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>30 AMPS</td>
<td>470.00</td>
<td>640.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td>700.00</td>
<td>900.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 AMPS</td>
<td>1140.00</td>
<td>1540.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 AMPS</td>
<td>2150.00</td>
<td>2690.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TRANSFORMER(S)** Boost 208 Volt to 230 Volt $3 Per Amp with 20 amp Transformer (20 amp minimum charge)

Total Amps: _________ x 3.00 = _________

---

### MATERIAL RENTAL

(Exhibitor must pick up items at electrical service center on show site)

<table>
<thead>
<tr>
<th>MATERIAL RENTAL</th>
<th><strong>15’ EXTENSION CORD</strong></th>
<th>25.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>POWER STRIP</td>
<td>25.00</td>
<td></td>
</tr>
</tbody>
</table>

---

### ELECTRICAL LABOR

<table>
<thead>
<tr>
<th>LABOR</th>
<th><strong>ST</strong> (Mon-Fri, 8am-4:30pm, excluding holidays)</th>
<th>80.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>OT</strong> (Mon-Fri, 4:30pm-8am, Sat, Sun &amp; holidays)</td>
<td>120.00</td>
</tr>
</tbody>
</table>

**LIFT** (Only required if outlets are dropped from overhead. Cost does not include operator.) 227.00

---

## PLACE TOTAL HERE

**PRINT NAME:**

**AUTHORIZED SIGNATURE:**

**DATE:**

**EMAIL:**

**PHONE:**

The “Method of Payment Form” must be completed and returned with this order form.
TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services or location for lights or lighting) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.

2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.

3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other location’s within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.

5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.

6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.

7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.

8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.

9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.

11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.

12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.

13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.

15. All Exhibitors’ cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.

16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.

17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.

18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen’s control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.

20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.

21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE AT WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.
ELECTRICAL LABOR FORM

COMPANY: ___________________________ BTH #: ______________________

EVENT: 2015 ESA Annual Meeting
FACILITY: BALTIMORE CONVENTION CENTER
DATES: August 9-14, 2015 EVENT #:085003BA

Advance Payment Deadline Date: 7/19/15

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet
2. Connection of all 208V or higher services
3. Hardwiring of any electrical apparatus
4. Overhead power distribution
5. Wiring of overhead signs
6. Assembly & Installation of lighting hung from truss or ceiling
7. Installation of lighting requiring tools for installation

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space:
   A. Floor plans must include exact outlet locations with dimensions or be to scale.
   B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
   C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

   The Following Illustration is an Example: 20x30 Island Booth

2. Date you will begin building your booth ___________________________ Estimated time ___________________________

3. Show Site Contact with authority to make additions or changes to your order
   Contact Name ___________________________________________________________
   Contact Company _________________________________________________________
   Contact Cell # ____________________________

4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR
LABOR REQUIREMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day       Date   # Men  Time             Work required
Monday    1/5     4      8:00 am          Assemble & hang truss/lights
Tuesday   1/6      1      12:30 pm         Wire electric sign

Day       Date   # Men  Time             Work required

Show Site Supervisor

Contact Name:   Company:

Cell Number:    Email address:

Please provide credit card information on the method of payment form.

Credit card information must be on file before any of the requested labor is performed.
ELECTRICAL LAYOUT FORM

COMPANY:   BTH #
EVENT:  2015 ESA Annual Meeting
FACILITY:  BALTIMORE CONVENTION CENTER
DATES:  August 9-14, 2015  EVENT #085003 BA

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type:   Island □  Peninsula □  Inline □  Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point  ◆ = 5amp/500watt  ▲ = 10amp/1000watt  ★ = 15amp/1500watt  ● = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft  Total Square Footage = __________

Adjacent Booth or Aisle #  ______________

Adjacent Booth or Aisle #  ______________

Adjacent Booth or Aisle #  ______________

Adjacent Booth or Aisle #  ______________

Adjacent Booth or Aisle #  ______________
### Utility Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compressed Air: 90-100 LBS. Psi</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Outlet</td>
<td>225.00</td>
<td>315.00</td>
<td></td>
</tr>
<tr>
<td>Additional Connections within 20’ of Outlet</td>
<td>184.00</td>
<td>276.00</td>
<td></td>
</tr>
<tr>
<td>CFM requirements (There is a 5 CFM min. charge per outlet)</td>
<td>7.00/cfm</td>
<td>9.00/cfm</td>
<td></td>
</tr>
</tbody>
</table>

**Remember to order CFM with air services.** Connection size see # 9 on back of form.

<table>
<thead>
<tr>
<th>Service</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water Lines</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Outlet</td>
<td>300.00</td>
<td>435.00</td>
<td></td>
</tr>
<tr>
<td>Additional Connections within 20’ of Outlet</td>
<td>184.00</td>
<td>276.00</td>
<td></td>
</tr>
<tr>
<td># of connections required: __________</td>
<td>Size of connection: __________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSI required: __________</td>
<td>GPM Required: __________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Drain Lines**

<table>
<thead>
<tr>
<th>Service</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drain Outlet</td>
<td>125.00</td>
<td>175.00</td>
<td></td>
</tr>
<tr>
<td>Number of connections required: __________</td>
<td>Size of connection required: __________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fill & Drain Labor**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 50 Gallons</td>
<td>139.00</td>
<td>180.00</td>
<td></td>
</tr>
<tr>
<td>51 – 200 Gallons</td>
<td>195.00</td>
<td>274.00</td>
<td></td>
</tr>
<tr>
<td>201 – 500 Gallons</td>
<td>310.00</td>
<td>435.00</td>
<td></td>
</tr>
<tr>
<td>Each additional 100 Gallons up to 1,000 Gallons</td>
<td>50.00</td>
<td>70.00</td>
<td></td>
</tr>
</tbody>
</table>

**Labor/Lift** (Labor is required for delivery and removal of air, water & drain outlets)

<table>
<thead>
<tr>
<th>Service</th>
<th>Advance</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST (Monday-Friday 8:00 PM – 4:30 PM (except holidays)</td>
<td>80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OT (Mon - Fri 4:30 PM – 8:00 AM (all day Sat, Sun, &amp; Holidays)</td>
<td>120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIFT (Only required if outlets are dropped from overhead)</td>
<td>227.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

### Misc. Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

### Terms & Conditions

I agree in placing this order that I have accepted Edlen’s payment policy and the terms and conditions of contract.

### TOTAL PAYMENT

**PRINT NAME:**

**AUTHORIZED SIGNATURE:**

**DATE:**

**EMAIL:**

**PHONE:**

The “Method of Payment” form must be completed and returned with this order form.
TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.

2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.

3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.

4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.

5. Additional footage charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.

6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.

7. In some instances a pump is required to drain services out of an exhibitor’s booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.

8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.

10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.

11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.

12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.

13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.

14. Natural Gas “when available” is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.

15. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7’ water column pressure. Credit will not be provided on unused cylinders.

16. All equipment using water must have inlet and outlet properly tagged.

17. All equipment must comply with state and local codes.

18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.

20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..

21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.

22. Credit will not be given for outlets installed or connections made and not used.

23. Payment in full for all plumbing services provided must be made in full prior to close of the event.

24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.

25. A service charge of $25.00 will be assessed for all returned checks or declined credit cards.

26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM

For Further Information please visit our web site at www.edlen.com
Or call the number on the front of this form.
METHOD OF PAYMENT FORM

COMPANY:  

EVENT: 2015 ESA Annual Meeting  
BTH #  

FACILITY: BALTIMORE CONVENTION CENTER  

DATES: August 9-14, 2015  
EVENT #085003BA  

EXHIBITOR INFORMATION

| COMPANY NAME: | PHONE: |  |
| ADDRESS: | FAX: |  |
| CITY: | ST: | ZIP: |
| COUNTRY: | CELL: |  |
| EMAIL: |  |  |

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

- [ ] COMPANY CHECK
  Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

- [ ] BANK WIRE TRANSFER INFORMATION *
  Bank transfer to Bank of America
  Wire Transfer:
  ABA#: 026009593  Acct: 33855214
  International Wire Transfer:
  Swift Code: BOFAUS3N  Acct: 33855214
  * $25 processing fee MUST be included with transfer.

- [ ] CREDIT CARD
  For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

- [ ] VISA
- [ ] MASTER CARD
- [ ] AMX
- [ ] DISCOVER

ACH ELECTRONIC PAYMENT TRANSFER

Bank of America  ABA# 125000024  Acct: 33855214
6900 Westcliff Drive, Las Vegas, NV 89145
Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

CHECK AND CREDIT CARD INFORMATION

| CHECK # |  |  |
| CREDIT CARD NUMBER: | EXP DATE: |  |
| CARD HOLDER SIGN: | PRINT NAME: |  |
| EMAIL ADDRESS: | THIRD PARTY: YES or NO |  |
| CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE | ADDRESS: | CITY: |
| ST: | ZIP: |  |

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN

AUTHORIZED SIGNATURE

PRINT NAME DATE

SERVICE TOTALS

| ELECTRICAL/LABOR/MATERIAL |  |  |
| PLUMBING |  |  |
| TOTAL DUE |  |  |

Advance Payment Deadline Date: 7/19/15
TERMS, CONDITIONS & REGULATIONS

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8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

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19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.

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ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM
For Further Information please visit our web site at www.edlen.com
Or call the number on the front of this form.
<table>
<thead>
<tr>
<th>SERVICES</th>
<th>Qty</th>
<th>Advanced **</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTERNET-TELECOM SERVICE AGREEMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth/Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Move in Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Today's Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibitor Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Onsite Contact/Phone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show Dates</td>
<td></td>
<td></td>
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<tr>
<td>Company Billing Name</td>
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<td>Contact</td>
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<tr>
<td>Billing Address</td>
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<tr>
<td>City, State / Country, Zip</td>
<td></td>
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<tr>
<td>Phone</td>
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<tr>
<td>Fax</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INTERNET - Network Services (10/100 Base T) - Non Routable</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Shared Ethernet Service (1 Mbps + 1 Private IP address)</td>
<td>$</td>
<td>$ 995</td>
<td>$ 1,325</td>
<td>$ -</td>
</tr>
<tr>
<td>2. Additional Private IP Address per Device</td>
<td>$</td>
<td>$ 125</td>
<td>$ 150</td>
<td>$ -</td>
</tr>
<tr>
<td>3. Wireless Internet Access per 1 Device</td>
<td>$</td>
<td>$ 795</td>
<td>$ 1,095</td>
<td>$ -</td>
</tr>
<tr>
<td>4. Wireless Internet Access per Each Additional Device</td>
<td>$</td>
<td>$ 125</td>
<td>$ 150</td>
<td>$ -</td>
</tr>
<tr>
<td>5. Wireless Internet Buyout - Day Pass (per day/per user)</td>
<td></td>
<td>Call (410) 649-7097 for quote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Wireless Internet Buyout - Event Pass (per user)</td>
<td></td>
<td>Call (410) 649-7097 for quote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Premium Ethernet Service (2 to 30 Mbps + 1 Private IP address)</td>
<td></td>
<td>Call (410) 649-7097 for quote</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INTERNET - Network Services (10/100 Base T) - Routable</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Dedicated 2 Mbps + 5 IP addresses</td>
<td>$</td>
<td>$ 2,795</td>
<td>$ 3,795</td>
<td>$ -</td>
</tr>
<tr>
<td>2. Dedicated 3 Mbps Line + 13 IP addresses</td>
<td>$</td>
<td>$ 4,295</td>
<td>$ 5,575</td>
<td>$ -</td>
</tr>
<tr>
<td>3. Dedicated over 3 to 30 Mbps line + 29 IP addresses</td>
<td></td>
<td>Call (410) 649-7097 for quote</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Internet - Network Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Switch Rental (8 Port)</td>
<td>$</td>
<td>$ 100</td>
<td>$ 125</td>
<td>$ -</td>
</tr>
<tr>
<td>2. Switch Rental (16 Port)</td>
<td>$</td>
<td>$ 200</td>
<td>$ 225</td>
<td>$ -</td>
</tr>
<tr>
<td>3. Switch Rental (24 Port)</td>
<td>$</td>
<td>$ 250</td>
<td>$ 275</td>
<td>$ -</td>
</tr>
<tr>
<td>4. Patch Cable (25-50' Cat 5)</td>
<td>$</td>
<td>$ 35</td>
<td>$ 50</td>
<td>$ -</td>
</tr>
<tr>
<td>5. VLAN/Point-to-Point Connection</td>
<td>$</td>
<td>$ 250</td>
<td>$ 285</td>
<td>$ -</td>
</tr>
<tr>
<td>6. Cable TV - Comcast (per connection)</td>
<td>$</td>
<td>$ 295</td>
<td>$ 450</td>
<td>$ -</td>
</tr>
<tr>
<td>7. Technical Support (per hour with min 1 hour charge)</td>
<td>$</td>
<td>$ 65</td>
<td>$ 65</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Telephone Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Single Analog Telephone Line with Unlimited Local Services (PBX service dial &quot;2&quot; for outside line)</td>
<td>$</td>
<td>$ 295</td>
<td>$ 395</td>
<td>$ -</td>
</tr>
<tr>
<td>2. Dedicated Analog Telephone Line (best for Credit Cards&amp;Modem Services)</td>
<td>$</td>
<td>$ 325</td>
<td>$ 425</td>
<td>$ -</td>
</tr>
<tr>
<td>3. Multi Line/Digital Telephone Line with Unlimited Local Services (PBX service dial &quot;2&quot; for outside line)</td>
<td>$</td>
<td>$ 395</td>
<td>$ 475</td>
<td>$ -</td>
</tr>
<tr>
<td>4. Long Distance Capability?</td>
<td></td>
<td>$ 0.28 per minute</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Special Instructions</strong></td>
<td></td>
<td></td>
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<tr>
<td>TOTAL PAYMENT MUST ACCOMPANY ORDER</td>
<td></td>
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</tr>
<tr>
<td><strong>Advanced rates are applied to orders received WITH PAYMENT 21 days prior to show opening date</strong></td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
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<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Credit Card Number:</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Credit Card Billing Street Address</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Credit Card Billing City / Country, Zip</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Credit Card Holder Name (print as appears on cc)</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Credit card users may fax their orders at 1-877-819-4023 or email to BCC_support@mcdean.com. All credit card charges will appear under the name "Openband". Checks should be mailed to 1 West Pratt Street, Baltimore, MD 21201-2499 for the attention of Martin Husbands.
For online orders please use bcc.mcdean.com. For service and order inquiries please call at 410-649-7097

**Terms&Conditions**

**Acceptance**
6. Orders – Customer must provide all information necessary for the effective setup/installation of services while submitting the Telecom Order. Failure to provide this information may result in the delay of order processing and/or installation, and may also cause associated costs to revert to the Standard Rates.

3. Floor Plan – Customer must provide floor plan with desired placement of ordered services clearly marked. If Order is submitted without a floor plan, services will be installed to the most logical location as determined by an M.C. Dean representative. Relocation of installed services will incur an additional fee per end-connection that is moved.

4. Service Installation – Ordered services will most typically be available for use at least four (4) hours prior to show move-in date/time if Order has been submitted properly. M.C. Dean Service Desk will be available during the show move-in. For afterhours emergency please call 1-800-7MCDEAN, option #3.

5. Internet/Network Services – Ethernet access to our core services, with shared or dedicated internet access up to 1 Mbps or greater depending on ordered services, is provided for each ordered connection and includes one private IP Address. Routers, Proxy Servers, Streaming Appliances, DHCP, NAT or VOIP are not allowed with any of our shared Internet/Network Services. Customer must purchase additional private IP Address(es) for each node/user/device in order to use internet services. Internet speeds may be increased if necessary. Please call for quote.

6. Wireless Internet – M.C. Dean, Inc. is the exclusive provider of wireless services at the Baltimore Convention Center which include 802.11a/g/n. Wireless devices not authorized by M.C. Dean are strictly prohibited. Customers that desire to showcase their wireless products must contact M.C. Dean 21 days in advance of show move-in to investigate the potential of M.C. Dean engineering a customized cohesive network to operate without interference to other Customers (applicable charges may apply). Due to interference from mobile devices within the confines of exhibition space, it is highly recommended that all Mobile Hot Spots are turned off. No guest are allowed to connect their wireless devices to the Baltimore Convention Center network without prior arrangement. Please contact M.C. Dean, Inc. at 410-649-7099 with your device Name, MAC address, and Device SSID, for approval and/or coordination. Failure to provide this information may result in a delay in accessing wireless services. For all critical or higher-demand internet requirements such as video streaming, product demonstrations, presentations, etc., a wired connection is recommended. Misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer’s equipment. All wireless access points not previously disclosed and authorized by M.C. Dean are strictly prohibited.

7. Internet Security – All customers are responsible to provide their own internet security for all devices. Failure to protect your devices may result in the termination of internet services. Additional Firewall protection services may be available upon request. Please call for quote.

8. Internet Performance Disclaimer – M.C. Dean provides no guarantee, either expressed or implied, as to the performance, throughput, routing, nor reliability of core trunk circuits outside of the Baltimore Convention Center.

9. Long Distance Calls – Customers must specify in advance of any lines needing Long Distance capability. All lines are otherwise restricted to local only dialing. M.C. Dean will provide a detailed listing of all billable calls made from associated services. Customers are implicitly responsible for any/all long distance calls, to include international, and all other charges associated to their assigned numbers.

10. Any additional cost incurred by M.C. Dean to assist in troubleshooting, diagnosis or problem resolution found not to be the fault of M.C. Dean or 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.

11. Only M.C. Dean personnel are authorized to modify system wiring or cabling. Material and equipment furnished by M.C. Dean for this service contract shall remain the property of M.C. Dean.

12. Rental Equipment - Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment in good working condition to the M.C. Dean Service Desk within one hour following close of the show. If provided equipment is not returned in time the customer will be charged a fee of $100 per device.

13. Rates – Advanced rates are applied when a fully completed Order with payment is received no later than 21 days prior to the first day of show move-in. Standard rates are applied to all orders received less than 21 days prior to show move-in has started, or orders received on or before 21 days of the show move-in day but missing payment, or orders placed on site or after show move-in has started.

14. Taxes – 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.

15. Cancellation – All cancellation requests must be in writing. Oral cancellation requests by phone or in person may also be allowed at the discretion of the M.C. Dean Project Manager. Only cancellation requests received at least 3 days prior to scheduled show move-in will be honored and will incur a minimum $130.00 or 10% cancellation fee (whichever is greater). Additional charges may also apply for orders that have already incurred processing, labor, material, and/or engineering costs. *Some specialized broadband services and/or customer-specific services cannot be cancelled once ordered and will continue to be billed at the agreed-to rate. *Credit will not be given for service(s) installed and not used.

16. *ALL SUSPECTED SERVICE-RELATED ISSUES MUST BE REPORTED TO THE M.C. DEAN SERVICE DESK OR OTHER M.C. DEAN REPRESENTATIVE*. NO service claim not filed in writing by Customer prior to close of show will be considered.

17. Prices are based upon current rates and are subject to change without notice.

18. Payment-in-Full must accompany Order. Credit Card users may fax their orders to 1-877-819-4023 or email them to bcc_support@mcdean.com. Credit charges may appear as “M.C. Dean” or “OpenBand”. As a convenience, original credit card authorization will be used for additionally incurred charges as well.

19. M.C. Dean accepts payment in U.S. Dollars, in the form of Cash, Checks, Wire Transfers, or any of the following Credit Cards: Visa, MasterCard, AMEX, or Disco. Checks must be made payable to M.C. Dean, Inc. and mailed to 1 West Pratt Street, Baltimore, MD 21201-2499, Attention: Martin Husbands.


21. Due to the cost of processing checks, refunds due in the amount of $35.00 or less will not be refunded except upon written request.

Customer Acceptance of All M.C. Dean, Inc. Terms and Conditions:

With execution of this document the Customer hereby authorizes M.C. Dean, Inc. to provide services as requested herein, to be performed under these Terms & Conditions. In case of using wireless services the Customer hereby attests to his or her understanding of limitations and vulnerabilities of the wireless services provided by M.C. Dean, Inc. as well as admits that in case of using this service for any reason including, but not limited to, demonstrating, showcasing or presenting own product(s), M.C. Dean will not be held liable for the possibility of interference.
M.C. Dean, Inc. Wi-Fi Terms & Conditions
At the Baltimore Convention Center

The Terms and Conditions contained herein pertain specifically to the Wi-Fi service offered to customers by the Baltimore Convention Center and M.C. Dean, Inc. at “The Baltimore Convention Center”.

The intent of these terms and conditions is to detail the Wi-Fi services offered and the support that M.C. Dean, Inc. will offer.

1) Wi-Fi Service offered
Under the terms of this agreement M.C. Dean, Inc. shall provide Wi-Fi Internet access 802.11a/g/n, at a provisioned rate of up to 2Mbps per device connected. The actual available bandwidth will be dependent upon total number of users/devices simultaneously accessing the network at any given time.

2) Restrictions of Wireless Devices
No customers are allowed to connect their wireless devices to the Centers network without prior approval. M.C. Dean requires all Customers showcasing any wireless and wireless-related products to contact M.C. Dean at least 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference. (all approvals will incur a site survey fee). Per M.C. Dean, Inc. Terms and Conditions included as page two of the “Internet-Telecom Service Agreement”, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer’s equipment at the discretion of M.C. Dean, In which, no service refunds will be given.

3) Performance declaration
   - Attendees/Exhibitors Wi-Fi Internet Access: Wi-Fi service is provided via 2.4 GHz 802.11b/g/n and 5 GHz 802.11a/n standards. Every effort will be made including adding additional access points to ensure the best Wi-Fi internet coverage throughout The Center. M.C. Dean does not recommend Wi-Fi access for critical services such as streaming, product presentation or demos.
   - Wi-Fi services, such as 802.11b/g/n can often prove unreliable due to a number of factors, including, but not limited to, the Wi-Fi technology included in most modern mobile devices (Smart phones, mobile Computers, etc), third-party exhibitor hotspots, use of roaming hotspot technology by attendees, and interference from surrounding facilities. For these and other limiting factors not specified here, M.C. Dean makes no guarantee of performance for Wi-Fi services operating in the 2.4 GHz band, but will provide onsite engineering support to aid in the maximization of performance and end-user experience for Exhibitors/attendees for the duration of the conference.

4) Onsite Technical Support
   - M.C. Dean, Inc. will provide onsite support during all Conferences. This support will be available from the opening day of the convention to the last day of any meetings.

5) On Site Contact
   - 410-649-7099
   - 410-963-0598

6) After Hours Contact
   - For after hour’s emergency, please call 1-800-7MCDEAN, then press option #3.

Customer Signature: ___________________________ Date: _____________________
Printed Name: _______________________________ Title: _______________________
Email: ________________________________ Contact Phone #: _______________
Projection is the preferred in-house audiovisual provider of the Baltimore Convention Center. When onsite, please visit us in our Pratt Street lobby office on the 300 level. Rates published are for the entire length of the event.

### Computers & Accessories

<table>
<thead>
<tr>
<th>Qty.</th>
<th>*Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

#### Laptop: DVD/CD-R, 15.4" Display, Norton Anti-Virus, WiFi, 10/100/1000 NIC, Mouse & Cable Lock

- Please Indicate: WIN XP, Office 2007 Pro, WIN 7, Office 2010 Pro

$345 / $424

#### Desktop: DVD/CD-RW, Norton Anti-Virus, Gigabit Ethernet, Mouse & Keyboard (display not included)

- Please Indicate: WIN XP, Office 2007 Pro, WIN 7, Office 2010 Pro

$477 / $583

#### Computer Speakers

- $32 / $33

#### Wireless PC Remote Control

- $27 / $37

#### Keyboard & Mouse Set

- $53 / $69

### Computer Flat Panel Displays

<table>
<thead>
<tr>
<th>Qty.</th>
<th>*Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
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<tbody>
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</tbody>
</table>

#### 17" LCD

- Resolution: 1280 X 1024

- Please Indicate: Table Top Stand, Wall Mount

$159 / $186

#### 19" LCD

- Resolution: 1280 X 1024

- Please Indicate: Table Top Stand, Wall Mount

$212 / $265

#### 24" LCD

- Resolution: 1920 X 1200

- Please Indicate: Table Top Stand, Wall Mount

$371 / $451

### Video Equipment & Flat Panel Display

<table>
<thead>
<tr>
<th>Qty.</th>
<th>*Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

#### DVD Player (with repeat - plays NTSC only)

- $106 / $133

#### Code/Region Free DVD Player (with repeat - plays PAL/SECAM/NTSC)

- $159 / $212

#### Blu-ray Player (with repeat)

- $265 / $318

#### 26" LCD with Built-in DVD Player (no repeat - not for use with computers)

- Resolution: 1366 X 768 Internal Speakers

- Please Indicate: Table Top Stand, Wall Mount

$398 / $451

### Computer/Video Flat Panel Displays

<table>
<thead>
<tr>
<th>Qty.</th>
<th>*Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

#### 32" HD LCD

- Resolution: 1920 X 1080 Internal Speakers

- Please Indicate: Table Top Stand, Wall Mount, Floor Stand

$530 / $636

#### 42" HD LCD

- Resolution: 1920 X 1080 Internal Speakers

- Please Indicate: Table Top Stand, Wall Mount, Floor Stand

$742 / $848

#### 52" HD LED

- Resolution: 1920 X 1080 Internal Speakers

- Please Indicate: Table Top Stand, Wall Mount, Floor Stand

$901 / $1,007

#### 42" Touchscreen

- Resolution: 1920 X 1080

- Attachable Speakers Included

- Please Indicate: Table Top Stand, Wall Mount, Floor Stand

$1,590 / $2,120

### Audio Equipment

<table>
<thead>
<tr>
<th>Qty.</th>
<th>*Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

#### Wireless UHF Mic Kit

- Please Indicate: Lavaliere, Headset, Handheld

- $318 / $398

#### Small Booth Sound System

- Includes: 1 Speaker / 1 Floor Stand / Mixer / 1 Wired Handheld Microphone

- $318 / $398

#### Large Booth Sound System

- Includes: 2 Speakers / 2 Floor Stands / Mixer / 1 Wired Handheld Microphone

- $424 / $530

### Miscellaneous Items

<table>
<thead>
<tr>
<th>Qty.</th>
<th>*Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
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</tbody>
</table>

#### Shelf For Plasma/LCD Floor Stand

- $53 / $69

#### 42" Monitor Cart with Skirt

- $64 / $80

#### 54" Monitor Cart with Skirt

- $64 / $80

**Rigging: CLICK HERE to order Rigging/Lighting**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>*Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Company Name:**

**Booth Number:**

**Sub Total:**
Projection is the preferred in-house audiovisual provider of the Baltimore Convention Center. When onsite, please visit us in our Pratt Street lobby office on the 300 level. Rates published are for the entire length of the event.

### Exhibit Information

<table>
<thead>
<tr>
<th>Event Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
</tr>
<tr>
<td>Booth #:</td>
</tr>
<tr>
<td>Delivery Date:</td>
</tr>
<tr>
<td>Delivery Time:</td>
</tr>
<tr>
<td>Ordered By:</td>
</tr>
<tr>
<td>E-Mail Address:</td>
</tr>
</tbody>
</table>

A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification. Please note that equipment will not be left in an unattended booth.

### Order Instructions & Other Equipment

### Totals

1. EQUIPMENT TOTAL:  
2. DELIVERY & DRAYAGE - 15% of line 1:  
3. EQUIPMENT SET-UP & DISMANTLE - 15% of line 1, or $120.00, whichever is greater:  
4. ORDER SUB TOTAL:  
5. STATE SALES TAX - 6% of line 1:  
6. TOTAL DUE:  

### Payment Information

<table>
<thead>
<tr>
<th>Payment Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Billing Address:</td>
</tr>
<tr>
<td>City: State: Zip:</td>
</tr>
<tr>
<td>Authorization Signature:</td>
</tr>
<tr>
<td>Check (US Only): MasterCard: Visa:</td>
</tr>
</tbody>
</table>

Printed Name: Card Number:  
Exp. Date: ___ / ___

### Remit to:

Projection  
One West Pratt Street  
Baltimore, MD 21201  

Phone: 410-649-7314  
Fax All Orders To: 410-649-7061  
E-Mail: bccexhibits@projection.com
**RENTAL AGREEMENT**

All equipment rentals are based on Event Rates and apply to event days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PROJECTION in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR’S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION in each instance.

**Cancellation**

Cancellation of equipment rental and services must be received **72 hours prior** to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

**Payment Terms**

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION except where specifically identified as a sale. It is the EXHIBITOR’S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

**Unpaid Balances**

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION shall be either applied to reduce the principal unpaid balance or refunded to the payer.

**Agreement**

I HAVE READ AND AGREED TO THE FOLLOWING TERMS AND CONDITIONS:

<table>
<thead>
<tr>
<th>Signed:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Booth Number</td>
</tr>
</tbody>
</table>
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 card
Phone: ______________________ Fax: ________________
Show Decorator:_________________________________
Authorized Signature: ______________________________
Cell: _____________________________________________
Email Address: ___________________________________

For Design Help, Have A TLC Designer Visit Our Booth On The Following Date: ___________ Time: ______
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.

See next page for green plants.
<table>
<thead>
<tr>
<th>Plant</th>
<th>Height</th>
<th>Price</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ferns</strong></td>
<td>2'</td>
<td>$29.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3'</td>
<td>$39.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4'</td>
<td>$49.95</td>
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<tr>
<td></td>
<td>5'</td>
<td>$59.95</td>
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<td></td>
<td>6'</td>
<td>$69.95</td>
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<tr>
<td><strong>Ivy</strong></td>
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<tr>
<td><strong>Pothos</strong></td>
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</tbody>
</table>

For Top-dressed with fern & azalea
__ white, __ pink, __ red

**Top-dressed with azalea (pictured)**
Also available with mum
Choose flower color for flower choice.

For Top-dressing with fern & azalea
__ white, __ yellow, __ lavender

4' @ $125.00 each, Qty ___
5' @ $135.00 each, Qty ___
6' @ $145.00 each, Qty ___

7' H & Taller plants & Planters are available
Call 770-507-6777 for price/availability

Top-dressed with azalea (pictured) Also available with mum Choose flower color for flower choice.

For Top-dressing with fern & azalea
__ white, __ pink, __ red

For Top-dressing with fern & mum
__ white, __ yellow, __ lavender

4' @ $125.00 each, Qty ___
5' @ $135.00 each, Qty ___
6' @ $145.00 each, Qty ___

Planters are 2 1/2’ long.

Order Cost Summary

Select Container (Included in rental cost)
___Black ___White ___Wicker

6% Sales Tax _________

Total _________