

Exhibit Services, Inc.
1814 Tappan Blvd., Tampa, Florida 33619
813-623-1163 Fax 888-831-7026
Email – Info@ExhibitServices.net



PPAF Expo
Orange County Convention Cntr, Orlando, FL
August 24-25, 2011

Exhibition Services Contractor

As the official services contractor, **Exhibit Services, Inc. (ES)**, will assist you with your trade show experience by providing shipping services and instructions, material handling services, booth furnishings and booth setup and dismantle labor. Please review this exhibitor kit carefully for valuable information about your upcoming event.

Booth Package (Furniture and/or services included with your booth registration)

- Booth Size –10’ deep x 10’ wide
- Draping – Booths will be defined by blue & white draping.
- Carpeting – The exhibit hall aisles will be carpeted in blue aisle carpeting. All booths will be carpeted in black booth carpeting.
- Furnishings – For each booth - one 8’ blue skirted table, one wastebasket and one small identification sign.

Ordering Additional Booth Furnishings and Services

Please review the order forms in this exhibitor kit. Use the printable order forms in this kit and submit them via fax or email. *(Mailed order forms will also be accepted, but this is not encouraged.)* Full payment must be received with order forms. Orders must be received by 5pm on the discount deadline date to qualify for discount pricing. Email order confirmations will be sent once your order has been confirmed. If you have not received an order confirmation email within two business days, your order has not been received. Please resubmit. Your onsite booth representative should be prepared to present payment for any additional services not ordered in advance, including unpaid material handling charges for shipments received by Exhibit Services.

- Fax –888-831-7026
- Email – Info@ExhibitServices.net
- Webpage – www.ExhibitServices.net/ppaf

Important Dates

Friday	August 12	Exhibit Services’ Discount Deadline - Final day to order furnishings at discount prices and assure availability. Third party vendors may have different discount cut off dates. Review order forms for specifics.
Monday	August 22	Freight Deadline – Final day for your freight to arrive at the advanced warehouse. Late fees will be charged for freight received at the advanced warehouse after this date.
Wednesday	August 24	Exhibitor Move In 12:00 pm – 6:00 pm
Thursday	August 25	Show Open 10:00 am – 3:00 pm
Thursday	August 25	Exhibitor Tear Down 3:00 pm – 10:00 pm

Shipping Addresses

Please see the inbound and outbound shipping instructions page for detailed information regarding shipping and material handling. All materials received will be subject to material handling fees.

<p>Advanced Shipments to Warehouse (30 days free storage included with material handling fees! We recommend you ship as early as possible!)</p>	<p>Shipping Address: Exhibitor Company Name & Booth # PPAF c/o Exhibit Services 10531 Satellite Boulevard Orlando, FL, 32837</p>	<p>Shipments will be accepted: July 25, 2011 – August 22, 2011 8am – 3pm</p>
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Exhibiting Company Name _____ **Booth #** _____

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Booth Contact Information

It is very important that we have the correct booth contact information on file. Please complete the form below and submit it to Exhibit Services. This enables us to contact the appropriate person quickly in the case of a booth-related emergency.

Exhibiting Company Name:	Booth #
Preplanning Contact:	
Phone:	Email:
Onsite Contact:	
Cell Phone:	Email:

Exhibiting Company Name _____ **Booth #** _____

Exhibit Services, Inc.
 1814 Tappan Blvd., Tampa, Florida 33619
 813-623-1163 Fax 888-831-7026
 Email – Info@ExhibitServices.net



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Credit Card & Payment Totals Form
Exhibit Services, Inc.
1814 Tappan Blvd. Tampa, FL 33619
Federal ID # 59-2945495

Please submit this form along with the individual order forms.
 FAX to 813-623-5913 or EMAIL to info@ExhibitServices.net

Shipping Instructions & Material Handling Fees	Total amount from Part A	\$
Skirted Tables, Round Tables, Counters & Pedestals	Total amount from Part C	\$
Seating, Special Draping & Drape Hardware	Total amount from Part D	\$
Rental Displays	Total amount from Part F	\$
Accessories	Total amount from Part G	\$
Signage / Graphics	Total amount from Part H	\$
Plants	Total amount from Part I	\$
Display Labor	Total amount from Part J	\$
	GRAND TOTAL	\$

Exhibit Services accepts: American Express, MasterCard, Visa & Discover Cards.
We recommend that you have a credit card on file for all orders even if paying by check.

Credit Card Account #

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Expiration Date _____ Card Security #s _____ (AmEx =four #s on front of card, all others =three #s on back of card)

Cardholders Name (Print) _____

Signature _____

Phone () _____ - _____

Billing Address for this card _____

City _____ State _____ Zip _____

Email Address for sending receipt _____

PAYMENT POLICY: Payment in full must accompany all orders. Payment can be made by check or credit card authorization. Orders without payment will not be processed. Charges incurred at show site must be paid upon presentation of invoice. Please complete the Credit Card Authorization form or have your booth personnel be prepared to pay any balance due. Any additional charges not totaled on this form (i.e. extra furniture rentals, incorrect labor estimates, additional material handling fees, etc.) will be charged to the credit card on file.

CANCELLATION POLICY: Refunds may be available if order is canceled two business days prior to the date that Exhibit Services begins show setup. Show setup times vary depending on the event and may be several days in advanced of the exhibitor setup date. Specialty items are non-refundable. No credits or refunds will be given for equipment ordered but refused at the showsite. Any disputes about services or equipment must be handled at the show site before completion of the event. We will not issue refunds under any circumstances for any issue that was not brought to the attention of Exhibit Services service desk personnel during the course of the event.

Exhibiting Company Name _____ **Booth #** _____



INBOUND & OUTBOUND SHIPPING INSTRUCTIONS

All shipments are subject to material handling fees. Please see the following page for rate information.

Advance Freight Shipments (July 25, 2011 – August 22, 2011)

SHIP AS EARLY AS POSSIBLE! YOU GET 30 DAYS STORAGE INCLUDED WITH MATERIAL HANDLING FEES!

All advance freight shipments should be sent to the ES warehouse for handling. Please use the pre-printed shipping labels included in this kit. Shipments with shipping charges due on delivery will be refused.

Shipments can begin arriving upon July 25, 2011 and should arrive **NO LATER than Monday, August 22, 2011**. Shipments that arrive at the advance warehouse after Monday, August 22 2011 will be charged a late fee of 25% of the material handling fees or a \$105.00 delivery charge, whichever is greater and delivery time cannot be guaranteed. Material handling charges **MUST** be paid in advance, along with the completed Material Handling Services form.

Direct to Show Site Shipments

DON'T SHIP FREIGHT TO THE ORANGE COUNTY CONVENTION CNTR! Freight shipped to the Orange County Convention Cntr will be **REFUSED**. Please ship to the advance warehouse and you'll only be charged the one-time turnkey material handling fee. Exhibit Services is under contract with PPAF as the "**EXCLUSIVE**" material handling contractor and will handle ALL freight shipments in and out of the ballroom.

Show Site Cart Services – For those driving their products direct to show site

For those exhibitors who prefer to drive their product direct to show site in a privately owned vehicle, ES will provide cart services from your vehicle to your booth. You will be provided a large cart and a laborer to assist in the moving of your equipment. Advanced arrangements for this service are not necessary. The cart services are being provided free of charge to you by PPAF.

Recommended Inbound & Outbound Freight Carriers

Exhibit Services' Logistics is the recommended freight carrier. As a division of Exhibit Services, ES Logistics works closely with show management and already has all of your show information! ES Logistics provides all levels of service whether it is ground or air, or overnight! The process of shipping out from the show through ES Logistics is a very simple one, there is no need to worry about scheduling freight carriers, waiting charges or forced freight shipments. Simply visit our service desk on site and we will arrange everything. [For a quick quote click here or visit http://www.exhibitservices.net/shippingquoterequest.htm](http://www.exhibitservices.net/shippingquoterequest.htm)

Outbound Freight Shipments

THE FORCED FREIGHT TIME IS 9:00 pm on Thursday August 25.

All outbound shipments require an Exhibit Services' Outbound Shipping Form. Outbound Shipping forms will be available onsite at the service desk. **It is the exhibitor's responsibility to arrange outbound shipments with their desired carrier. Schedule your carrier to pick up your freight, directly from the exhibit hall, no later than the forced freight time.** The forced freight time is **9:00 pm on Thursday August 25**. Any materials left in the exhibit hall without an outbound shipping form, past the forced freight time, will be removed by Exhibit Services. If Exhibit Services must dismantle your booth to meet the forced freight deadline, your company will be charged accordingly for labor services. If your carrier fails to check in at the Exhibit Service's service desk by the forced freight time, your freight will be forced to the carrier of Exhibit Services' choosing and additional material handling fees will be applied. Exhibitors are responsible for properly labeling each piece of freight. ES cannot be held responsible for unlabeled or improperly labeled shipments.

Pickup Address for Outbound Freight:

Orange County Convention Cntr
West Hall 2
9860 Universal Boulevard
Orlando, FL 32819

Empty Container Storage

Exhibit Services will store your empty containers during the show. Empty containers must be labeled with an "empty" sticker to be placed into storage. Before the show opens, all trash will be removed from aisles, Exhibit Services is not responsible for containers nor packaging materials that are not properly labeled with "empty" stickers. Stickers are available at the service desk.

UPS, Fed Ex, DHL, etc. Shipments:

The above freight carriers **DO NOT** provide bills of lading to note any damage or piece count. Therefore, ES will **NOT** be responsible and will not accept any claims for any reason involving carriers that do not use bills of lading. ES does not provide UPS, FDX or DHL shipping labels.

Cargo Insurance

Exhibitors are recommended to carry All-Risk Insurance covering your materials against damage, loss and all other hazards from the time of shipping to returning from show. This can usually be done by adding "riders" to existing policies.

Exhibiting Company Name _____ Booth # _____



PART A
DRAYAGE / MATERIAL HANDLING SERVICES / RATES & AUTHORIZATION

Material handling service fees cover the receiving, storage and onsite delivery of your booth materials. This includes your exhibit display as well as printed materials. ES will receive your materials up to 30 days prior to the event, deliver your materials directly to your booth, handle empty containers during the event, and load your materials onto your chosen outbound carrier for a one time material handling fee. Charge for this service is based on inbound weight per shipment.

LATE FEE: Shipments that arrive at the advance warehouse after Monday, August 22, 2011 will be charged a late fee of 25% of the material handling fees or a \$105.00 delivery charge, whichever is greater and delivery time cannot be guaranteed.

PLEASE NOTE: Each shipment is evaluated separately. Each shipment weight will be round to the next hundred pounds. Shipping fees must be prepaid to your shipping carrier; collect shipments or shipments with duties owed will be refused. Material handling fees do not include the uncrating, unskidding or positioning of materials – additional labor services can be ordered for these services.

MATERIAL HANDLING RATES

Each shipment will fall into one of the categories below depending on the shipping carrier who delivers the materials and the type of packaging and paperwork accompanying the shipment. Use the information below to estimate your material handling fees. We understand that it is not always possible to submit an accurate material handling deposit in advance of the event. Please submit an estimate to assist us in preplanning for your event. Exhibitors should submit payment for material handling fees prior to sending shipments. Failure to provide prepayment for material handling fees will cause delays in receiving your materials.

Total the weight of all of your inbound shipments to determine the amount of your estimated material handling fees. Round each shipment weight up to the next hundred pounds of weight. (For example a shipment weighing a total of 135 pounds will be rounded up to a billed shipment weight of 200 pounds.) The minimum weight per shipment received is 100lbs. Actual material handling fees will be calculated upon receipt of shipments. If actual fees are greater than your estimates, the additional amount will be applied to your credit card on file.

- **Service A - Crated, Skidded or Palletized and including Bills of Lading: \$56.00 per hundred pounds**
 Shipments that can be unloaded at the dock with no additional special handling. Shipments received with bills of lading listing piece count and shipment details. Carriers that typically fall into this category include– ES Freight, Yellow Freight, Roadway and Forward Air. ***UPS and FedEx shipments require special handling see below.

Service A - Estimated total weight of shipments:	
Example: total weight of shipments equals 254lbs. Round up to next hundred pounds = 300lbs of weight. Multiply \$56.00 per 100lbs of weight : 100lbs = \$56, 200lbs = \$112	Multiply: \$56 x each 100lbs of weight
	TOTAL FEE:

OR

- **Service B - Special Handling Shipments: \$70.00 per hundred pounds**
 Shipments that require special handling due to carrier unloading procedures. Such as ground unloading, side door unloading, constricted space unloading, designated piece unloading and stacked or loose/uncrated shipments. Fed Ex, UPS, Van Lines and all shipments received without bills of lading are considered special handling shipments.

Service B - Estimated total weight of shipments:	
Example: total weight of shipments equals 254lbs. Round up to next hundred pounds = 300lbs of weight. Multiply \$70 per 100lbs of weight : 100lbs = \$70., 200lbs = \$140	Multiply: \$70 x each 100lbs of weight
	TOTAL FEE:

Total of Part A _____ \$
 Please add to Totals Form on Page 3

PLEASE READ THE LIMITATIONS OF LIABILITY STATEMENT IN THIS KIT AND THEN SIGN BELOW. SUBMIT THIS FORM TO ES.

We, the exhibiting company or authorized party, hereby authorize Exhibit Services to handle our shipment/s in accordance with the information on this page and in the limitations of liability statement and acknowledge receipt of a copy. We agree that ES. will provide its services as our agent, and not as bailee or shipper, and if any employee of Exhibit Services, Inc. shall sign a delivery receipt, bill of lading, or other documents, we agree that they will do so as our agent, and we accept responsibility thereafter.

Exhibiting Company Name _____ Date _____

Signature _____ Name _____ Title _____

To assist during completion of outbound paperwork please list the intended destination of your outbound freight. Responsibility for completing outbound shipping paperwork is that of the onsite representative unless ES supervised outbound labor is ordered and proper shipping documents are provided. **OUTBOUND FREIGHT DESTINATION** (i.e. where your freight is going after this show). You are responsible for arranging shipping services.

TO: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____ CONTACT NAME & PHONE _____

SHIPPING COMPANY _____ (If different info is submitted onsite – onsite info will supersede this paperwork)


Exhibiting Company Name _____ **Booth #** _____



SHIPPING LABELS TO USE FOR ADVANCE SHIPMENTS

Use these labels for booth related items, for sponsorship freight use the labels on the next page.

<p style="text-align: center;">ADVANCE SHIPMENTS</p> <p style="text-align: center;">TO ARRIVE NO LATER THAN: MONDAY, AUGUST 22, 2011 8 AM – 3 PM</p> <p style="text-align: center;"></p> <p>TO: _____ (EXHIBITING COMPANY NAME)</p> <p>BOOTH # _____ C/O EXHIBIT SERVICES Epic Xpo Tradeshow Support 10531 Satellite Boulevard Orlando, FL 32837 321-305-4936</p> <p>Name of Show: PPAF</p>	<p style="text-align: center;">ADVANCE SHIPMENTS</p> <p style="text-align: center;">TO ARRIVE NO LATER THAN: MONDAY, AUGUST 22, 2011 8 AM – 3 PM</p> <p style="text-align: center;"></p> <p>TO: _____ (EXHIBITING COMPANY NAME)</p> <p>BOOTH # _____ C/O EXHIBIT SERVICES Epic Xpo Tradeshow Support 10531 Satellite Boulevard Orlando, FL 32837 321-305-4936</p> <p>Name of Show: PPAF</p>
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**SHIPPING LABELS TO USE FOR ADVANCE SHIPMENTS –
 SPONSORSHIP FREIGHT ONLY NOT FOR BOOTH ITEMS**

******SPONSORSHIP FREIGHT******

**TO ARRIVE NO LATER THAN:
 MONDAY, AUGUST 22, 2011
 8 AM – 3 PM**



TO: _____
 (EXHIBITING COMPANY NAME)

BOOTH # _____
 C/O EXHIBIT SERVICES
 Epic Xpo Tradeshow Support
 10531 Satellite Boulevard
 Orlando, FL 32837
 321-305-4936

Name of Show: PPAF

******SPONSORSHIP FREIGHT******

**TO ARRIVE NO LATER THAN:
 MONDAY, AUGUST 22, 2011
 8 AM – 3 PM**



TO: _____
 (EXHIBITING COMPANY NAME)

BOOTH # _____
 C/O EXHIBIT SERVICES
 Epic Xpo Tradeshow Support
 10531 Satellite Boulevard
 Orlando, FL 32837
 321-305-4936

Name of Show: PPAF

******SPONSORSHIP FREIGHT******

**TO ARRIVE NO LATER THAN:
 MONDAY, AUGUST 22, 2011
 8 AM – 3 PM**



TO: _____
 (EXHIBITING COMPANY NAME)

BOOTH # _____
 C/O EXHIBIT SERVICES
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 10531 Satellite Boulevard
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**Exhibit Services is now offering complete shipping services through Exhibit Services Logistics!
Our standard shipping rates are listed on the next page**

ES Logistics (ESL) is a division of Exhibit Services. We work closely with show management and have access to inside information that can be very helpful to you! We offer round-trip shipping to and from the show, one-way outbound shipping from the show, and all your other shipping needs (trade show related or not!)

ES Logistics prides itself on providing competitive rates. We can meet or beat the rates of most carriers! Shipping with ES Logistics has some major benefits. Your shipments are monitored and carefully handled from the time they leave your dock until they are returned to their final destination designated after the show ends.

Inbound Shipping to the tradeshow – ESL can pick up your freight and deliver your materials to the advanced warehouse. Complete the form below to request a shipping quote. You can also submit the request online [here](#) or contact Teresa Draughn directly at teresad@exhibitservices.net or 813-623-1163. We will assume that you are delivering to the advanced warehouse unless otherwise noted.

Outbound Shipping from the tradeshow – Outbound shipping can be arranged onsite at our customer services desk onsite. No prior arrangements required. If you would like to make arrangements in advance or request a quote, please complete the form below.

SHIPPING QUOTE REQUEST FORM

SHIPMENT TYPE: INBOUND _____ OUTBOUND _____

Contact Person for pickup/delivery _____ phone # _____ email _____

Pickup/Delivery Address _____ City _____ ST _____ ZIP _____

NOTES _____

Shipment Details: #of pieces _____ approximate total weight _____

Dimensions of each piece (if available) _____
(your shipment will be charged on actual weight or dimensional weight whichever is greater – for more information see next page).

Inbound Only Requested date of pickup _____
(We recommend shipping as soon as possible to keep your rates low!)

Outbound only Service Type _____ Date must be received at destination address (if applicable) _____

Any additional notes or questions:

Exhibiting Company Name _____ Booth # _____



ES Logistics
STANDARD SHIPPING RATES

To determine your shipping rate, you can use the chart below. First determine your geographical region and then find the correct column for your shipment’s weight and/or dimensional weight (whichever is greater).



Zone's	Transit time	Under 149lbs	150-500lbs	501-1000lbs	1001-3000lbs	Fuel
Zone A to A	3-7 DAYS	\$127.00	0.78	0.75	0.73	Addtl
Zone A to B	3-7 DAYS	\$142.00	0.83	0.80	0.78	Addtl
Zone A to C	3-7 DAYS	\$157.00	0.88	0.86	0.84	Addtl
Zone A to D	3-7 DAYS	\$197.00	1.24	1.14	1.09	Addtl

*All Shipments will be charged a fuel surcharge – rate calculated based on federal guidelines which change daily

*Rates are for door to door delivery – this includes dock delivery and delivery to 1st floor only

*Accessory charges may be added, at cost, where incurred. Such as but not limited to, inside delivery above the 1st floor, lift gate service, deliveries to residences, etc. *Metro or Rural deliveries may be charged extra.

** Shipper agrees to all Terms and Conditions set forth at www.exhibitservices.net **

Calculating Chargeable Weight

Many transport companies (including Exhibit Services) calculate a shipment price based on the space the items occupy. This standard procedure is referred to as “Dimensional Weight Processing (DIM).” The “dimensional weight” is compared to the “actual gross weight”; and the greater of the two is used as the “chargeable weight.”

Actual Weight: The weight of a package using a standard scale rounded up to the next full pound. (Example: A 12.5 pound carton will have an actual weight of 13 pounds.)

Dimensional Weight: A calculation used to reflect the volume of a package. Exhibit Services uses the International Air Transport Association’s volumetric standards (subject to change without notice). This standard is used for all domestic and international shipments. When measuring your packages, remember to round any fraction of an inch up to the nearest whole inch.



For U.S. Domestic Shipments: Multiply the carton’s dimensions (length X width X height) and divide the cubic inches by the dimensional weigh factor of 194.

A carton with the dimensions 30”L X 20”W X 20”H = 12,000 cubic inches.

12,000 cubic inches divided by 194 = 61.8 pounds of dimensional weight.

(Always round up to the next full pound.)

Exhibiting Company Name _____ Booth # _____



Part C
Skirted Tables, Round Tables, Counters & Pedestals
Deadline for Discount Prices: Friday, August 12, 2011 5:00 pm

DISPLAY TABLES 30" High - Skirted on 3 sides

Circle Color: Show Color Blue Silver White Gold Red Forest Green Kelly Green Peach Burgundy Black

Qty	Size / Item	Discount Price	Regular Price	Total
	4' x 2'	75.00	93.75	
	6' X 2'	90.00	112.50	
	8' x 2'	105.00	131.25	
	4 th side skirt	33.00	41.25	

DISPLAY TABLES 42", Counter High - Skirted on 3 sides

Circle Color: Show Color Blue Silver White Gold Red Forest Green Kelly Green Peach Burgundy Black

Qty	Size	Discount Price	Regular Price	Total
	4' x 2'	90.00	112.50	
	6' X 2'	110.00	137.50	
	8' x 2'	130.00	162.50	
	4 th side skirt	40.00	50.00	

Counters & Pedestals & Round Tables
Counters & Pedestals are Aluminum Framed with Black Panels.
All items are for rental only.

Check ordered items

<input type="checkbox"/> Pedestal 42" high x 22" x 22" Panels only No Door	<input type="checkbox"/> Counter 42" high x 24" x 41" with storage doors	<input type="checkbox"/> Counter 42" high x 24" x 41" with Graphic Panel Front and backside storage doors	<input type="checkbox"/> Computer Kiosk 42" high x 22" x 22" With storage door & shelf
Discount Price: \$200.00 Regular Price: \$250.00	Discount Price: \$250.00 Regular Price: \$312.50	Discount Price: \$390.00 Regular Price: \$475.00	Discount Price: \$225.00 Regular Price: \$281.25
Round Tables	<input type="checkbox"/> Round Table 30" high x 30" diameter	30" high x 30" diameter	Discount Price: \$100.00 Regular Price: \$125.00
		30" high x 36" diameter	Discount Price: \$120.00 Regular Price: \$150.00
		42" high x 30" diameter	Discount Price: \$130.00 Regular Price: \$162.50
		42" high x 36" diameter	Discount Price: \$140.00 Regular Price: \$175.00

Total of Part C \$ _____

Add Sales Tax 7% \$ _____

Total of Part C including tax \$ _____
 Please add to Totals Form on Page 3

Exhibiting Company Name _____ Booth # _____



Part D

Seating, Special Draping & Drape Hardware
Deadline for Discount Prices: Friday, August 12, 2011 5:00 pm

SEATING

Qty	Item	Discount Price	Regular Price	Total
	MODULAR ARM CHAIR	50.00	62.50	
	MODULAR SIDE CHAIR	45.00	56.25	
	COUNTER STOOL (best option for 42" table heights)	65.00	81.25	
	PADDED SECRETARIAL	60.50	78.50	

Additional Draping should only be ordered for masking areas in large booths, this option is typically not appropriate for 10' x 10' or smaller booths. The draping that defines booths is included with your booth fee and cannot be changed to another color.

SPECIAL DRAPING – 6' minimum (prices includes hardware)

Circle Color: Blue Silver White Gold Red Forest Green Peach Burgundy Black

Qty	Item	Discount Price	Regular Price	Total
	Feet of 8' HIGH - 6' Min.	9.00 PER FT.	11.25 PER FT.	
	Feet of 3' HIGH - 6' Min.	5.00 PER FT.	6.25 PER FT.	

DRAPING HARDWARE ONLY

Qty	Item	Discount Price	Regular Price	Total
	8' TALL UPRIGHT	7.00	8.75	
	BIG BASE FOR 8' UPRIGHT	7.00	8.75	
	CROSSBAR	7.00	8.75	

All above items are non refundable after Exhibit Services, Inc. begins set-up.

Total of Part D	\$	_____
Add Sales Tax 7%	\$	_____
Total of Part D including tax	\$	_____
Please add to Totals Form on Page 3		

Exhibiting Company Name _____ Booth # _____



**PART F
 Rental Display Units**

Rental displays are available in many different sizes and configurations. Below are examples of some of our most popular items. We have more pictures available on our website www.exhibitservices.net. We will also custom design items to suit your needs (no design fees!) Please call us or email Robin at robinconn@exhibitservices.net for more information.

	<p>Free Standing Slat Wall 3' wide, 7' tall</p> <p>Slat Wall Shelf \$35.00</p> <p>6 Ball Waterfall \$20.00</p>	<p>Poster board 4' x 6' Accepts Velcro & Pushpins Can be hung horizontally or vertically.</p>	<p>Table Top w/ Rounded Header Fits 6' table</p>
\$150		\$75	\$200
<p>10' Wide hardwall display Panels accept Velcro</p>		<p>10' Wide hard wall display Including closet w/ door</p>	<p>10' Wide hardwall display w/ shelving</p>
\$500		\$800	\$1000

Rental units must be ordered by Friday, August 12, 2011. The prices listed above are the advanced order discount prices and are only available until Friday, August 12, 2011.

PRICE INCLUDES – All setup and dismantle labor. Lighted header with company name. (Exhibitor is responsible for ordering electrical services.) Full color graphics panels and logo reproduction available for additional cost.

Please contact Robin Conn for options and pricing info.

[VIEW LARGER PICTURES AND MORE OPTIONS AT www.ExhibitServices.net](http://www.ExhibitServices.net)
 Contact Robin Conn for more information. 813-623-1163 robinconn@ExhibitServices.net

Header Copy (Company Name in black lettering) _____

Email questions and high resolution graphics to RobinConn@exhibitservices.net ASAP!

If appropriate graphics files are not received by discount deadline date, late fees will be applied.









Total of Part F	\$
Add Sales Tax 7%	\$
Total of Part F including tax	\$
Please add to Totals Form on Page 3	

Exhibiting Company Name _____ **Booth #** _____



**PART G
 Accessories**

Deadline for Discount Prices: Friday, August 12, 2011 5:00 pm

<input type="checkbox"/>  <p>Tall Lighted Showcase 1.5' Square Full view on all 4 sides 2 glass shelves Discount Price \$350.00 Regular Price \$470.00</p>	<input type="checkbox"/>  <p>Lighted Showcase 3' Full view 2 glass shelves Discount Price \$300.00 Regular Price \$375.00</p>	<input type="checkbox"/>  <p>Easel (Adjustable) Discount Price \$13.50 Regular Price \$17.50</p>	<input type="checkbox"/> <p>Bag Holder</p>  <p>Discount Price \$75.00 Regular Price \$93.75</p>
<input type="checkbox"/>  <p>Wastebasket Discount Price \$7.50 Regular Price \$9.75</p>	<input type="checkbox"/> <p>High Velocity Commercial Grade Floor Fan Discount Price \$70.00 Regular Price \$91.00</p> 	<input type="checkbox"/> <p>Single Literature Rack</p>  <p>5' Tall 4 - 8.5" x 11" Pockets Discount Price \$120.00 Regular Price \$150.00</p>	<input type="checkbox"/> <p>Double Literature Rack</p>  <p>5' Tall 8 - 8.5" x 11" Pockets Discount Price \$180.00 Regular Price \$225.00</p>

Don't see what you're looking for? Just ask!
 We also have more items and pictures on our website www.exhibitservices.net
 We can also custom design items to suit your needs.

The above items are non refundable after Exhibit Services, Inc. begins set-up.





Total of Part G	\$
Add Sales Tax 7%	\$
Total of Part G including tax	\$
Please add to Totals Form on Page 3	

Exhibiting Company Name _____ Booth # _____



**Part H
 Sign Order Form
 Signs – Banners – Posters – Graphics in Four Color Process**

Logos – Photographic Images – Full Color Graphics – All signage delivered right to your booth

	Banner	13 oz vinyl banner, indoor/outdoor. (3'x8' in a 10x10 booth pictured). This is a full color print with grommets for hanging. You can provide the artwork or logos via email or send us a CD. Email to robinconn@exhibitservices.net If requested, we can email you a proof before printing.	3' x 8' \$240.00 (as pictured)
			3' x 10' \$300.00
			4' x 8' \$320.00
			4' x 10' \$400.00
			5' x 8' \$400.00
			5' x 10' \$500.00
	Easel Sign	Corrugated plastic sign on an easel. Full color print. You can provide the artwork or logos via email or send us a CD. Email to robinconn@exhibitservices.net . If requested, we can email you a proof before printing. Easel is included with sign price. Sign is yours to keep, easel is rental only.	24" x 36" \$75.00 (as pictured)
			24" x 48" \$95.00
			36" x 36" \$105.00
			36" x 48" \$135.00
	Freestanding sign with frame	Sign presented in a chrome frame. 3' wide x chosen height. Full color print. You can provide the artwork or logos via email or send us a CD. Email to robinconn@exhibitservices.net . If requested, we can email you a proof before printing. The sign/banner and stand will be waiting for you in your booth when you arrive. Sign is yours to keep, frame is rental only.	3' x 8' \$290.00 (as pictured)
			3' x 6' \$230.00
			3' x 4' \$170.00
	Table front and top banner	Banner covers top of 24" wide tradeshow table and drapes over covering the front of a 30" tall table. Top is white, your copy and logo on the front. Full color print. You can provide the artwork or logos via email or send us a CD. Email to robinconn@exhibitservices.net . If requested, we can email you a proof before printing.	Fit 4' long table \$125.00
			Fit 6' long table \$175.00
			Fit 8' long table \$225.00 (as pictured)

After discount date, add 30% to cost of signs. 3 days or less from event add 50%. All logos, graphics, special fonts, must be provided via email or CD. Vector based artwork from Illustrator or CorelDraw is best, files such as "eps", "cdr" and "ai". Raster based art from Photoshop with file type "psd" should be full size with at least 100 dpi, RGB and should not be flattened. Other file types such as "jpg" are usually not very good quality and should only be used in a very small size. Please email RobinConn@exhibitservices.net or call with questions.

Total of Part H	\$
Add Sales Tax 7%	\$
Total of Part H including tax	\$
Please add to Totals Form on Page 3	\$

Exhibiting Company Name _____ Booth # _____



**Part I
 PLANT ORDER FORM**

**DEADLINE FOR DISCOUNT PRICES:
 Friday, August 12, 2011 5:00 pm**



Plants say it best! Add color and personality to your booth with live plants. These final touches will compliment your display, adding brightness & elegance and attracting greater attendance to your booth!

Quantity	Description	Discount Price	Regular Price	Total
	2' Green Plants	\$22.00	\$26.40	
	3' Green Plants	\$32.00	\$38.40	
	4' Green Plants	\$42.00	\$50.40	
	5' Green Plants	\$52.00	\$62.40	
	6' Green Plants	\$62.00	\$74.40	
	7' Green Plants	\$72.00	\$86.40	
	8' Green Plants	\$82.00	\$98.40	
	Small Fern	\$20.00	\$26.00	
	Large Fern	\$35.00	\$45.50	
<p>All materials and plants available on a rental basis only. Substitutions may be necessary due to availability. Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. All prices include: delivery to booth, installation, servicing, top dressing and removal at end of show.</p>		<p style="text-align: right;">Total of Part I \$ _____</p> <p style="text-align: right;">Add Sales Tax 7% \$ _____</p> <p style="text-align: right;">Total of Part I including tax Please add to Totals Form on Page 3 \$ _____</p>		



**Part J
 Display Labor Order Form**

Let Exhibit Services set up your display!

Did you know that it usually takes only 1 person 1 hour to set or dismantle standard pop-up displays? Can your booth representative be selling or networking somewhere else instead of setting up the display?

Straight Time Rates: (8am-5pm, M-F, holidays excluded) - \$65.00 per person/per hour
Overtime: (6-8am, 5pm-12am, M-F, all day Sat & Sun until 5pm) - \$97.50 per person/per hour
Double Time: (12am-6am, Mon-Sat & Sun after 5pm) - \$130.00 per person/per hour
Exhibit Services Supervision Charge: 25% of hourly rate
(1- hour minimum per person, ½ - hour increments thereafter)

Service A (Exhibit Services Supervision) – Please complete Display Labor Information Form on next page

Exhibit Services will set up your display prior to your arrival. A 25% supervision charge will be added to hourly rate. All work will be done on straight time where possible. In order to complete the work without your representative present, we must have detailed set-up instructions. **Please complete the Display Labor Information Form on the next page.**

NOTE: ES cannot always guarantee the exact completion time of installation or dismantle. Displays will be set to allow ample time for exhibitor to arrange brochures, product, etc. Dismantling and packing of displays will be completed by forced freight deadline.

	# of workers	# of hours	Rate	+ 25%	Total
Set Up					
Dismantle					

Service B (Exhibitor Supervision)

NOTE: Exhibitors must report to the service desk to sign out workers and return to service desk when the work is completed. If display labor is ordered and the workers are not picked up at service desk; the exhibitor will be billed for one hour of labor for each person requested. When scheduling labor for dismantling, allow enough time for empty containers to be returned to your booth after show closing.

	Date	Time	# of workers	# of hours	Rate	Total
Set Up						
Dismantle						

Total of Part J \$ _____

Booth Set Up Contact Person (VERY IMPORTANT)

Onsite Contact Name: _____ Cell phone: _____

Contact's Hotel: _____

Arrival Date: _____ Departure Date: _____

Exhibiting Company Name _____ **Booth #** _____

Exhibit Services, Inc.
1814 Tappan Blvd., Tampa, Florida 33619
813-623-1163 Fax 888-831-7026
Email – Info@ExhibitServices.net



PPAF Expo
Orange County Convention Cntr, Orlando, FL
August 24-25, 2011

**Display Labor Information Form
Service A - Exhibit Services Supervision**

Company Name _____ Booth# _____
Contact Name _____ Phone _____

Inbound Shipping Information:

Carrier _____ Carrier phone number _____
Date shipped _____ Shipped from (city & state) _____
Shipped to: warehouse show site Scheduled Delivery Date: _____
Total Number of: ___crates ___cartons ___cases ___carpets/pads
Other (please describe): _____

Set-Up Instructions:

Description of display: table top pop-up Other _____
Any special equipment required for set up? _____
Set-Up Plans/Photos/Drawings: attached to ES order forms packed inside my display case
Electrical ordered? Yes No Electrical Under Carpet? Yes No
Electrical drawings: attached to order forms sent to the official electrical contractor
Carpet shipped with exhibit? Yes No Color _____ Size _____
Carpet ordered from Exhibit Services? Yes No Color _____ Size _____

Notes:

Outbound Shipping:

You are responsible for arranging the pick-up with your carrier by the forced freight time, unless you have chosen Exhibit Services Logistics as your carrier. Exhibit Services will complete the outbound shipping paperwork with the below provided information. Please also include preprinted shipping labels with your shipment.

Additional services requested: ___Banding ___Shrink wrap
Carrier: Exhibit Services Logistics (ESL) Other _____
 Next Day 2nd Day Deferred Must arrive by _____

SHIP TO: _____

Address: _____

City _____ State _____ Zip _____

Contact: _____ Phone: _____

Exhibiting Company Name _____ **Booth #** _____



Limitations of Liability

ES and its subcontractors shall not be responsible for damage to uncrated materials; materials that are improperly packed, glass breakage, or concealed damage. ES will also not be responsible for damage to shipments that are received without a proper bill of lading to note damage or piece count on incoming shipment.

ES and its subcontractors are not and cannot be liable for loss, theft, or disappearance of exhibitor's materials after such materials have been delivered to exhibitor's booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipments to the applicable booth by ES and its subcontractors, and the arrival of exhibitor's representative at the booth. During such time the shipments will be left unattended in booth. ES and its subcontractors shall not be responsible for any loss or damage that may occur during such period.

Similarly, ES and its subcontractors cannot be liable for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. All bills of lading covering outgoing shipments that are given to ES by exhibitors will be checked at time of actual pick up from booth and corrections made where discrepancies occur. Relative to outbound shipments, there may be a lapse of time between the completion of packing and the picking up of materials for loading onto outbound carriers. During such time the shipments will be left unattended in booth. ES and its subcontractors shall not be responsible for any loss or damage that may occur during such period. ES and its subcontractors will adjust the quantities of items on any bill of lading submitted to ES or its subcontractors to conform to the actual count of items in the booth at the time of pick up.

ES shall not be responsible for any loss, damage, or delay due to strikes, lockouts, or work stoppages of any kind, or to any causes out of its control. ES and its subcontractors cannot 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 causes beyond its control.

ES' liability shall be limited to the physical loss or damage to the specific article which was lost or damaged and in any event ES maximum liability shall be limited to \$.30 per pound per article with maximum liability of \$50.00 per item, or \$1,000.00 per shipment, which ever is less.

ES shall not be liable to any extent whatsoever for actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitors materials which may make it impossible or impractical to exhibit it.

Claims for loss or damage must be submitted to ES prior to close of show. No suit or action shall be brought against ES more than one year after accrual of action.

ES is not an insurer that insurance, if any, should be obtained by exhibitor. All risk riders should be obtained from your insurance representative for your materials from your warehouse, in transit, and back to your warehouse.

The consignment of a shipment to ES by an exhibitor or by any shipper to or on behalf of the exhibitor shall be construed as acceptance by the exhibitor (and/or the shipper) of the terms set forth.

Empty container labels are available at the ES service desk. Affixing and filling out the labels is the sole responsibility of the exhibitor or the exhibitors' representative. Existing labels should be removed. ES is not responsible for removal of empty containers with old empty labels, wrong information on labels, or materials stored in containers with empty labels.

ES' liability shall be limited to any loss or damage, which results solely from ES' negligence in the actual physical handling of items comprising our shipments and not for any other type of loss, or damage. ES will provide its services as our agent, and not as bailee, or shipper. If any employee of ES shall sign a delivery receipt, bill of lading, or other documents, we agree ES will do so as our agent, and we accept responsibility therefore.

In order to expedite removal of materials and equipment, ES will have the authority to change exhibitor-designated carriers if such carriers fail to pick up in time to vacate the building. In the event such actions are necessary, no liability of any nature shall attach to Exhibit Management or Exhibit Services. Exhibitor materials remaining after move-out hours without forwarding instructions will be sent to the permanent address of the exhibitor, or of its agent, freight collect. In any event ES will not be liable for exhibit materials abandoned at the exhibit site.

PLEASE PRINT OR TYPE: **Bolded** fields are required for processing.

NAME OF EVENT: _____ BOOTH: _____

BOOTH SIZE: _____ X _____ BOOTH TYPE: ISLAND INLINE PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ EXT: _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

AUTHORIZED PERSON: _____ EMAIL: _____

IF USING AN EXHIBIT HOUSE, PLEASE INDICATE CONTACT NAME & PHONE NUMBER BELOW:

CONTACT NAME: _____ PHONE: _____

120 VOLT POWER OUTLET Placement included with outlet		*Incentive Order With Payment (21 Days Prior - First Move In Day)				**Base Order With Payment (20 Days To Onsite)					
Floor	Ceiling	Quantity	Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	TOTAL
		Single Outlet Up to 500 Watts	94.97	9.50	6.18	110.65	151.54	15.16	9.85	176.55	\$ _____
		Single Outlet Up to 1000 Watts	108.10	10.81	7.03	125.94	172.76	17.28	11.23	201.27	\$ _____
		Single Outlet Up to 1500 Watts	121.30	12.13	7.89	141.32	193.99	19.40	12.61	226.00	\$ _____
		Single Outlet Up to 2000 Watts	134.37	13.44	8.74	156.55	215.19	21.52	13.99	250.70	\$ _____
		_____ Rigging Charge for Ceiling Drop Single Outlet**	\$240.11				\$360.16				\$ _____
Electric power comes from the floor, unless otherwise indicated. OCCC electricians will not branch power.											Total: \$ _____
** Must order power in addition to ceiling drop											
PRICES ARE SUBJECT TO CHANGE											

ADDITIONAL RENTAL ITEMS

- _____ 25' Extension Cord (Power not included)
- _____ Multi Outlet Assembly (Six outlets multi-strip - Power not included, maximum 1500 watts)

Cost	Tax	Unit Total	TOTAL
21.00	1.37	22.37	\$ _____
21.00	1.37	22.37	\$ _____
TOTAL:			\$ _____

EXPRESS MAIL TO: Orange County Convention Center
Attention: Exhibitor Services
 9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center
Attention: Exhibitor Services
 PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

Convention Center (800) 345-9898 • Exhibitor Services (407) 685-9824

E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

- ORDERS RECEIVED ON SITE ARE SUBJECT TO A 50% SERVICE CHARGE**
- FOR EXACT PLACEMENT ATTACH A SCALED DIAGRAM INDICATING THE LOCATION OF OUTLETS, INCLUDING BOOTH DIMENSIONS, OUTLET DIMENSIONS AND AISLE / BOOTH NUMBERS.
- IF A DRAWING IS NOT PROVIDED THE CENTER WILL INSTALL THE SERVICE IN THE MOST CONVENIENT LOCATION AND CHARGES WILL APPLY FOR RELOCATION
- EXHIBIT HOUSES ARE PERMITTED TO BRANCH POWER IN THE BOOTH. OCCC ELECTRICIANS ARE NOT RESPONSIBLE FOR POWER DISTRIBUTION INSTALLED BY OTHERS. LABOR CHARGES WILL APPLY FOR SERVICE CALLS.
- CHANGES, ADDITIONS, OR MODIFICATIONS TO INCENTIVE RATE ORDERS RECEIVED AFTER THE 21-DAY INCENTIVE RATE DEADLINE ARE SUBJECT TO BASE RATE. **ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Payment Information

- All payment MUST be paid in full before services are provided. NEW ONSITE ORDERS are subject to 50% increase over the Base Rate.**
- Orders without payment and/or floor plan will NOT be processed and service will be withheld.**
- ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment. Absolutely NO Purchase Orders will be accepted**
- Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Please complete all areas below. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Check Amount Enclosed: \$ _____ Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Security ID Code: _____ Visa MasterCard American Express

Account No. _____ Exp. Date _____

Card Holder Name (Please Print) _____

Authorized Signature _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee. Changes, additions or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate.

FOR OFFICE USE ONLY



CREDIT CARD AUTHORIZATION & PAYMENT FORM

(OCCC only accepts American Express, Visa and MasterCard)

**Orange
County
Convention
Center**

IF FAXING, PLEASE DO NOT DUPLICATE BY MAILING THE COPIES.

MAIL TO: Orange County Convention Center
Attention: Exhibitor Services
Regular: P.O. Box 691509, Orlando, FL 32869-1509, **Overnight:** 9860 Universal Blvd, Orlando, FL 32819
Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824 • Fax (407) 685-9884
E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

Name of Event: _____

Exhibiting Company: _____

Booth Number: _____

I, the undersigned cardholder, give the Orange County Convention Center, Orlando, Florida USA, authorization to charge the following services to my credit card number listed below. This information may be used for the above referenced event only.

- **Electrical**
 - **Compressed Air**
 - **Water and Drain**
- **Lighting**
 - **Fire Watch**
 - **Aerial Rigging**

To be completed by Cardholder:

Please complete all areas below. **Incomplete requests will be rejected and orders will not be processed.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion.

Corporate Card Personal Card

Cardholder Name: _____ Company: _____

Credit Card Billing Address: _____

City: _____ State/Province: _____

Zip/Postal code: _____ Country: _____

Daytime Telephone: _____ ext. _____ Fax Number: _____

E-mail: _____

Visa MasterCard AMEX

Card Number: _____ Exp Date: _____

Signature of Cardholder: _____ Date: _____

I further authorize the following named person(s) to use the above listed credit card to pay for any additional services deemed necessary by said person(s).

Print Name

Signature

Payment for Services: OCCC requires payment in full at the time the service(s) is ordered. For your convenience we will use this authorization to charge your account for services, which may include labor and retained rental equipment.

Incentive Pricing: To qualify for the incentive rate, **payment** and a **complete floorplan** MUST be received **21 days prior** to the opening of the event.

Third Party Charges: You may authorize a third party to utilize your credit card by completing the On Site 3rd Party Credit Card Authorization Form.

Tax Exempt: If you are tax exempt in the state of Florida, USA, you must provide a Sales Tax Exemption Certificate to the address listed above. A copy of the credit card, front and back, is also required to maintain tax-exempt status.

Please note: Your card will be charged for the entire amount of the services requested as orders are placed for your booth(s). The exceptions are for Aerial Rigging service, cable TV box rental and the rental of UL certified plugs. When applicable your card will be charged initially for an aerial rigging labor minimum deposit. Additional Aerial Rigging labor, equipment, rigging materials used (if any) and a replacement fee in the amount below for any item rented and not returned will be charged to the credit card above. ● **\$150 for each UL certified plug** ● **\$300 for each Cable TV box**



SMART CITY
 3720 HOWARD HUGHES PKWY
 LAS VEGAS, NEVADA 89169
 888-446-6911
 702-943-6001 (FAX)



**ORLANDO'S ORANGE COUNTY
 CONVENTION CENTER
 EXHIBITOR NETWORK SERVICES**

INTERNET - NETWORK SERVICE CONTRACT

Company Name		Booth / Room	Show Name
Billing Name		Show Dates / / To / /	
Billing Address		Incentive Order Deadline: (see item # 4 and notes below)	
City, State/Country, Zip		E-Mail	
Contact	Telephone Number () -	Fax Number () -	
Credit Card No.	Expiration /	Cardholder Signature (1)	Print / Type Cardholder Name

Description of Service	Type	QTY	Incentive	Base	+ Deposit	Total
1. Standard Line Services (10-Base-T):						
a. Shared Ethernet Service (Single Public IP address)	SE		\$ 1,295	\$ 1,545		
b. Additional Public IP Address / Device (Ethernet)	IA-S		\$ 125	\$ 150		
c. Shared EtherNAT Service (Single Private IP address)	NE		\$ 995	\$ 1,245		
d. Additional Private IP Address / Device (EtherNAT)	IA-N		\$ 125	\$ 150		
e. Rapid Data T-1 Internet Services (Includes 29 IP addresses)	TS		\$ 5,900	\$ 6,150		
f. Wireless Internet (up to 256 Kbps) (See Note 7)	WI		\$ 1,000	\$ 1,250	\$ 300	
g. Additional Wireless Connection (up to 256 Kbps) (See Note 7)	WI-A		\$ 650	\$ 900	\$ 300	
2. Equipment Rental						
a. 8 Port Hub Rental – 10 Base T	H8		\$ 150	\$ 175	\$ 150	
b. 24 Port Hub Rental – 10 Base T	H4		\$ 225	\$ 260	\$ 150	
c. 50 foot Patch cable – Cat 5	PC		\$ 50	\$ 60		
3. Special Line services						
a. T-1 Extended data circuit from D-Mark to Booth (See Note 10)	T2		\$ 2,000	\$ 2,250		
b. DS-3 Extension from D-Mark to Booth (See Note 10)	T3		\$ 9,000	\$ 9,250		
c. Labor / Floor Work Fee per hour	FW	/hr	(\$ 75)			
d. Point to Point Networking / Special Configurations / Engineering	MI		(Call 888-446-6911 for quote)			
e. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)			
4. Move – In / On Site order fee of \$250 per line (if ordering service after show move-in has started). x (number of lines)						
5. Distance Fee of \$500 for each line outside the Convention Building (on campus). (\$ 500) x (number of lines)						
						SUBTOTAL
Unused portions of deposits returned with final billing.						ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001						GRAND TOTAL

**** Incentive Price applies to orders received With Payment, 21 days prior to the 1st day of show move-in. ****

Notes:

- For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
- Smart City's Federal ID is 22-3784037.
- Smart City accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC).
Make all checks payable to: Smart City.
- Installations are due 24 hours prior to show opening.
- Attach any required additional floor plans / diagrams.
- The choice of Internet Service Provider (ISP) is at the sole discretion of Smart City.
- Smart City is the exclusive provider of all voice, wired and wireless data services. **Wireless Devices not authorized by Smart City are strictly prohibited.** Anyone wishing to showcase wireless products must contact Smart City three weeks in advance of their show to investigate the potential of Smart City engineering a customized cohesive network operating without interference.
- Rates listed include a single IP address, bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.
- 10Mbps and less service are provided on 10Mbps Ethernet based connectivity with RJ-45 jacks for each connection ordered.
- T-1 / DS-3 orders must be placed 45 days prior to move-in date.

******* Credit card authorization must be on file for all Services and applicable Taxes / Fees. *******

Customer Acceptance of Terms and Conditions: _____ Date: _____

Indicate location in Booth with an X. Island <input type="checkbox"/> Standard <input type="checkbox"/> Important! ! Include floor plan w/orientation. A move fee starting at \$ 200 per line may apply to relocate the circuit after it is installed.	FOR SMART CITY USE:	Type of Service:	Exhibitor No. 2007 - 075 -
			Payment Rec'd:
	Special Instructions:		CSR: _____ Date: _____
	IP Address	Subnet	Gateway

LIMITATION OF LIABILITY

Except for claims for physical injury to persons, Smart City and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not Smart City or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. Some states do not allow limits on warranties or on remedies for breach in certain transactions, in such states; the limits in this section may not apply. In no event shall liability exceed a refund of amounts actually paid to Smart City by company for their network attachment.

(1) All Exhibitor Contracts are solely between Smart City and the prospective Exhibitor; (2) Smart City is not the employee, agent, or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Exhibitor, under any Exhibitor Contract, including without limitation, the obligation to provide any of the services covered by such Exhibitor Contract; (4) No representations or warranties are being made by the Facility with respect to any Exhibitor Contract or any Communications Services; (5) The right of the Exhibitor to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such services unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Exhibitor Contract are separate and independent from the provisions of the exhibitor's lease space in the building and shall not affect the exhibitor's obligations under such lease and without limiting the foregoing, in no event shall any default by Smart City under the Exhibitor Contract or any failure with respect to any Communications Services have any effect on any Exhibitor's obligations to the Facility under any lease or other occupancy agreement between such Exhibitor and the Facility.

TERMS AND CONDITIONS

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Payment and order must be received no later than 21 days prior to the first day of show move-in to obtain the Incentive / Discount Rate. Base Rate applies to all orders received with payment from (1) One to (20) Twenty days before show move-in has started. If ordering on site or after show move-in has started there is a \$250.00 per circuit charge applied to the base rate. 2. 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. 3. Conditions for processing service contract / On-time Installation: <ol style="list-style-type: none"> (a) Payment for service must accompany contract. (b) Incomplete contract forms will delay processing, please provide all information requested. (c) Booth number(s) must be identified on face of form. (d) Complete Floor Plan itemizing location of circuit(s) in booth must be designated on form or customer provided diagram(s) 2 days before move-in date. (e) Customer provided / ordered circuits must be installed and working 2 days before show move-in. (f) Customers must provide Smart City with Circuit Number and Provider's name. (g) Orders / changes received within 3 days of show move-in will be worked after other orders are complete. 4. Equipment Management: <ol style="list-style-type: none"> (a) Exhibitors should pick up hubs, wireless devices and other rental equipment at the Smart City Service Desk. Unused deposits paid will be refunded by mail within 60 days of show close following final reconciliation of your bill. (b) The exhibitor will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk by 5:00 p.m. the day following close of the show. (c) The Smart City Service Desk will be open to handle equipment rentals during move-in and show. 5. Any problems should be reported to the Smart City Service Desk. 6. Claims will not be considered unless filed in writing by Exhibitor prior to close of Show. 7. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide may be billed to the Exhibitor at the prevailing rate. 8. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City. 9. Due to the cost of processing checks, any refunds due in the amount of \$15.00 or less for checks or \$5.00 or less for credit cards will not be refunded except on request. 10. There will be a \$25.00 service charge for all returned checks. | <ol style="list-style-type: none"> 12. Use of Network Connection: <ol style="list-style-type: none"> (A) The network attachment to be provided by Smart City may be used only by the directors, officers and employees of the company, its guests and its agents and consultants while performing service for the company and cannot be resold or distributed to other companies. The services being provided by Smart City will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (B) Users of Smart City services shall not disrupt any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. (C) All devices for which Smart City directly or indirectly provides Internet/Network connectivity must pay a device charge or purchase a Smart City assigned IP address. 13. Wireless Specific: The use of any wireless device that interferes with the facility wireless data frequency is prohibited. 14. Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. 15. Internet Security Disclaimer: Smart City does not provide security, such as but not limited to firewalls etc. for any data circuit(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits. 16. VIRUS PROTECTION REQUIREMENT – WARNING - Smart City requires that all devices directly or indirectly accessing Smart City's Network have the latest virus scan software, windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device which adversely impacts Smart City's Network will be disconnected from the network with or without prior notice at Smart City's discretion. The device(s) in question will remain disconnected from the network until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution. |
|---|---|

11. **CANCELLATION** - Cancellations must be in writing a minimum of fourteen (14) days prior to the scheduled first show date to receive a full refund less a \$35.00 administrative fee. Additional cancellation charges will apply (\$150 Minimum) for orders that have already incurred labor, material, and/or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.

Complete and Return To

*** ORDERING SERVICES *** *** FLOOR PLANS ***

MAIL CHECK OR FAX PAYMENT W/ORDER AND FLOOR PLAN TO:
SMART CITY
 3720 HOWARD HUGHES PKWY SUITE #190
 LAS VEGAS, NEVADA 89169
 (888) 446-6911 FAX (702) 943-6001

Network Security Declaration

Center: Orlando's OCCC (075) - FL
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2007 - 075 -

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

Network Security Policy:

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

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

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

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

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

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

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

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated: _____ Date Security Updates Last Performed: _____ Date

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

Signature

Date

Printed Name

Title



Wireless Performance Declaration

Center: Orlando's OCCC (075) - FL
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2007 - 075 -

Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11 a / b / g system. The wireless service offers Internet access at speeds up to 256K servicing Customers as well as attendees. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote.

Wireless is an entry level service ideal for web surfing and checking web based email. Smart City's Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / b / g network card or one of our rental bridge units (limited quantity of bridge units, call for availability).

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does **NOT** recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, Smart City highly recommends Customer(s) purchase hardwired services such as Shared Ethernet, Shared EtherNAT or T-1 service.

If you are unsure which of our products will best suit your needs please call our Customer Service Department at (888) 446-6911 and one of our Customer Service Representatives will be happy to assist you.

Restrictions and Special Requests

Due to the extensive coverage Smart City provides for the Facility, **NO** Customer provided access points are authorized for use within the Facility without Smart City prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the Smart City Wireless Network. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals may incur a site survey fee). Per our Terms and Conditions listed on Smart City's Customer Contract, 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 AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of this form, Smart City Wireless Services and / or Customer(s) authorized wireless AP devices (with Smart City's approval) will be activated / available for your use.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Email: _____ Contact Phone #: _____



Floor Plan – Communications Cable

Center: Orlando's OCCC (075) - FL

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2007 - 075 -

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

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

Adjacent Booth or Aisle#

Adjacent Booth or Aisle#

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

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

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

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

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



Internet / Networking Overview

A – Z Introduction to Services

Important! Smart City offers a wide variety of bandwidth options; please review to assure that the services you have selected will provide the required functionality for the application(s) you will be utilizing. Smart City provisions services using 10 Base - T, half-duplex, Ethernet protocols. IP Addresses are statically assigned. Throughput is measured in megabits per second (Mbps) and kilobits per seconds (Kbps). Customer's computers must be configured to accept Ethernet. Customer must have their own Electrical Power, Network Interface Card (NIC), Web browser and all other necessary computer equipment / programs. While Smart City supports POP3 and SMTP mail protocols, Smart City does not offer / provide POP3 or SMTP mail server(s) / email account(s).

Shared Services, which includes but are not limited to the **Shared EtherNAT**, **Shared Ethernet** and **Shared Wireless** services, do not allow Routers, Streaming Applications, Voice over IP (VoIP), Dynamic Host Configuration Protocol (DHCP), Network Address Translation (NAT) or Proxy Servers with the connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

Shared EtherNAT and **Shared Wireless** are entry level services that are good for surfing the web, showing and checking web based email. They use Static Private IP Addresses or Log-in and Password (with NAT addressing) to provide access to the Internet. The following is a partial list of the basic capabilities and limitations of these services:

Supported Services

- General web browsing: HTTP and HTTPS
- Outbound services originating from the center: FTP (file transfer), TFTP (file transfer), Telnet, POP3 mail and SMTP mail protocols
- Most outbound remote control applications such as PC Anywhere, Citrix, and Remote Desktop Protocol (RDP)
- Basic Instant Messaging

Limitations

- Any application or service that requires an outside Internet user to directly access an internal server or service such as a Web server or email server in the booth
- Virtual Private Networks (VPN) will probably not work and cannot be guaranteed or supported
- Inbound Simple Network Management Protocol (SNMP) connections will not work
- Inbound File Transfer Protocol (FTP) connections will not work
- Net Meeting will not work inbound or outbound
- Advanced features of Instant Messaging such as whiteboard sharing will not work
- Inbound remote access / control Applications such as PC Anywhere, Citrix, and Remote Desktop Service will not work
- No proxy servers or other NAT devices allowed. This includes Netgear and Linksys Cable / DSL routers. These devices will not function properly because the private IP addresses that we use will overlap with what are generally Linksys, Netgear and DLink

Custom Engineering

- **Dynamic Host Configuration Protocol (DHCP)** – Provides a mechanism for allocating IP addresses dynamically, so that addresses automatically can be reused when hosts no longer need them. This service requires special accommodation and configuration and must be arranged with Smart City in advance of the show.
- **LAN / WAN / VPN Construction** – Smart City can customize the network configuration you need to make your event a success. Networking booth-to-booth, to surrounding hotels, or to your home office Intranet? Call Smart City and let us design a network that fits your needs and your budget!
- **Network Address Translation (NAT)** – A method of connecting multiple computers to the Internet using one IP address. Allows customer(s) to have a private internal network separate from the Internet, but can receive information from it. NAT allows customer(s) to have multiple hosts on an internal network and use of the Internet via a single gateway connection. Automatically provides firewall style protection without any special setup by only allowing connections that originate on the inside of the network. This service requires special accommodation and configuration and must be arranged with Smart City in advance of the show.
- **Special Circuits** – Smart City can provision DS-3s, OC-3s, and larger circuits / bandwidth. Call for availability and pricing.
- **Virtual Local Area Network (VLAN)** – A means of configuring devices (PCs) so that they can communicate as if they were attached to the same wire, when in fact they are located on a number of different LAN segments. Because VLANs are based on logical instead of physical connections they are extremely flexible, provide security through utilizing virtual private networking, and can be used to connect remote locations.
- **Web Casting** – Live video or recorded videos from the Facility event to the website of choice.

Internet / Networking Overview

Cyber Café – Computers in one or more areas allowing attendees and Facility customer(s) to browse the Internet and access to email.

Dry Pair (Extended 3rd Party Circuits) – See “Special Line Services”.

Hub Rental – 8 Port or 24 Port (10 Base - T) – Allows a 10 Mbps, half-duplex, Ethernet connection to be distributed for up to 7 other users (8 port hub) or 23 other users (24 port hub). Deposit required for rental. Customer is responsible for the return of the equipment.

Patch Cable – Up to 50 foot Category 5 - Ethernet standard Category 5 cable terminated with the proper jacks on either end. The default termination is RJ45.

Shared EtherNAT – (Private IP Address) (10 Base - T) – Provides a shared entry level service that is ideal for basic web surfing and checking web based email. It is up to 10 Mbps, half-duplex, Ethernet access to the backbone with shared Internet access of up to 1.54 Mbps and greater. The actual maximum bandwidth available is dependent upon how many users are accessing the backbone simultaneously at any given time. EtherNAT uses private IP addresses. The private IP's all map to a single “real” public IP address. Connection comes with a single IP address. Additional IP addresses can be purchased and multiple computers can be connected to the network using this connection. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

Shared Ethernet – (Public IP Address) (10 Base - T) – Provides shared access to the Internet via a shared 10 Mbps, half-duplex, Ethernet access to the backbone with shared Internet access of up to 1.54 Mbps and greater. The actual maximum bandwidth available is dependent upon how many users are accessing the backbone simultaneously at any given time. Connection comes with a single IP address. Additional IP addresses can be purchased and multiple computers can be connected to the network using this connection. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

Shared Wireless – See “Wireless Internet”.

Special Line Services (Dry Pair - Extended 3rd Party Circuits) – Extension of a Customer's service(s) ordered from the local Telephone Co. or other Provider (e.g. Sprint, Bell Telephone, AT&T etc). The 3rd party provider will bring the circuit to the Facility Demarc and Smart City will be responsible for extending services to the Customer's booth. Customer must order a Dry Pair Extension from Smart City. This includes T-1, DS-3, OC-3, or any other special circuit not provided by Smart City. If utilizing an outside carrier for T-1s or other special circuits we need to have an installation date, the carrier name and contact, and the circuit ID# so we can identify and extend the proper circuit. Consult the Order Form for extension prices.

T-1 RapidData® Internet (Dedicated) (10 Base - T) – Smart City's RapidData® T-1 provides up to 10 Mbps, half-duplex, Ethernet access to the backbone with dedicated Internet access of 1.54 Mbps. Connection programmed for 29 IP addresses / Devices. Additional IP addresses / Devices can be purchased. Best for Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers.

Wireless Internet (Shared Service) (Private IP Address) – Provides shared access to the Internet with up to 256 Kbps of throughput via a Wireless Local Area Network connection for a single connection to a single computer. This is an entry level service that is ideal for web surfing and checking web based email. Smart City's wireless network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / b / g network card or one of our rental bridge units (limited quantity of bridge units, please call for availability). The actual maximum bandwidth available is dependent upon how many users are accessing the wireless network simultaneously at any given time. Customer(s) will be issued a unique User ID and Password for each wireless connection ordered. Customer(s) cannot utilize a hub, router, or data switch to distribute to multiple computers with this service.

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does NOT recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations and product presentations we highly recommend Customers purchase hard wired services such as Shared Ethernet, Shared EtherNAT, Basic EtherNAT or T-1 service. Due to the extensive coverage Smart City provides for the Facility, **NO** Customer provided wireless access points are authorized for use within the Facility without Smart City approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with our Shared Wireless service. **Wireless Access Points Not Authorized By Smart City Are Prohibited.** Smart City can engineer a custom dedicated wireless network(s) to accommodate special requests (WEP Key with 40 or 128 bit encryption, authentication, DHCP, etc). Please call for a quote.



LMG, Inc.
P.O. Box 691509, Orlando, FL 32869-1509
(888) 226-3100 ♦ Fax (407) 685-9897

*LMG, Inc. is the On-Site Provider of Video, Audio,
 Lighting, and general Audio Visual Services
 at the Orange County Convention Center*

Display Equipment	Qty	Daily Rate	Total
20" TV w/VHS and DVD Combo	_____	\$100.00	_____
20" LCD Monitor (4:3)	_____	\$100.00	_____
24" LCD Monitor (16:9)	_____	\$150.00	_____
32" LCD Monitor w/roll cart (16:9)	_____	\$400.00	_____
37" Plasma Monitor (4:3)**	_____	\$400.00	_____
37" LCD Monitor (16:9)**	_____	\$475.00	_____
42" LCD Monitor (16:9)*	_____	\$500.00	_____
45" LCD Monitor (16:9)*	_____	\$600.00	_____
50" Plasma Monitor (16:9)*	_____	\$700.00	_____
60" Plasma Monitor (16:9)*	_____	\$800.00	_____

*Price includes 6' floor stand and attached speakers
 **Price includes 6' floor stand only (No speakers available)

Audio Equipment	Qty	Daily Rate	Total
4 Input Mixer	_____	\$35.00	_____
14 Input Mixer (6 Mic/4 Stereo)	_____	\$90.00	_____
Computer Audio Interface	_____	\$12.00	_____
CD Player w/Auto Repeat	_____	\$40.00	_____
Wired Mic (Handheld/Podium)	_____	\$30.00	_____
Wired Mic (Lavalier)	_____	\$30.00	_____
Wireless Mic (Handheld)	_____	\$150.00	_____
Wireless Mic (Lavalier)	_____	\$150.00	_____
Wireless Mic (Headset)	_____	\$175.00	_____
Small Sound System**	_____	\$125.00	_____
Large Sound System**	_____	\$175.00	_____

**Price includes floor stand & 4-input mixer

Video/Projection Equipment	Qty	Daily Rate	Total
Overhead Projector	_____	\$30.00	_____
1/2" VHS Player w/Auto Repeat	_____	\$50.00	_____
DVD Player w/Auto Repeat	_____	\$50.00	_____
LCD Projector (4000 lumens)	_____	\$400.00	_____
Laptop Computer Pkg.	_____	Please Call	_____
Desktop Computer Pkg.	_____	Please Call	_____

Screens/Miscellaneous AV	Qty	Daily Rate	Total
5' x 7' Pull-up Screen	_____	\$25.00	_____
8' x 8' Tripod Screen	_____	\$25.00	_____
7.5' x 10' Front Screen	_____	\$90.00	_____
9' x 12' Front Screen	_____	\$120.00	_____
Roll Cart or Stand with Skirt	_____	\$15.00	_____
Flipchart Package	_____	\$25.00	_____

Delivery Information

Show Name: _____
 Booth/Room #: _____
 Delivery Date: _____ Time: _____
 Pick-up Date: _____ Time: _____
 On-Site Contact: _____
 On-Site Contact Cell #: _____

NOTES: _____

Personal Information (Only if Sole Proprietor)

Name: _____
 Date of Birth: _____
 Address: _____
 City, State, Zip Code: _____
 Phone: _____ Fax: _____
 Driver's License #: _____

Order Total Information

1 - Equipment Total _____
2 - Total Number of Show Days _____
3 - Subtotal (Line 1 x Line 2) _____
4 - Discount (If applicable, Line 3 x .30) _____
5 - Delivery/Set Up/Pick-up (20% of Line 3 - \$75 minimum) _____
6 - Subtotal (Line 3 - line 4 + Line 5) _____
7 - Sales Tax (Line 6 x .065) _____
8 - Total Amount Due (Lines 6 + 7) _____

Company Information

Company Name: _____
 Employee Name: _____
 EIN: _____
 Phone: _____ Fax: _____
 Billing Address: _____
 City, State, Zip Code: _____
 E-Mail Address: _____

Payment Information

Credit Card # : _____ Exp. Date: _____ Security Code (**Last 3 digits on back of card**): _____
 Cardholder: _____
 Check Enclosed*: _____ (*Please make payable to LMG, Inc.*) **Payment is due in advance of equipment delivery*

My signature below confirms my understanding and acceptance of the follow:

- 1. I am aware that this form will be kept on file.*
- 2. The signed charge slip may be used for payment of rental charge.*
- 3. I agree to supply LMG a copy of my credit card (front & back), and of my valid driver's license.
 (Orders cannot be processed without copy of credit card and driver's license)*

Cardholder Signature: _____ **Date:** _____

Additional Services :

This order form lists some of our basic audio visual equipment and services. If you do not see what you need on this form, please call (888) 226-3100 for assistance. LMG maintains one of the largest inventories on the East Coast and our Corporate Headquarters is just a few minutes from the Orange County Convention Center. LMG invests in a full line of high-end video, audio, lighting, and audio visual equipment to handle all your needs. Call an LMG representative today for a detailed quote for your next event.

Important Additional Information

- ❖ Payment is due in advance via check or major credit card.
- ❖ Prices are based upon standard configurations or set-up's.
- ❖ Additional labor charge may apply for custom configurations.
- ❖ You will receive a faxed/emailed confirmation of your order.
- ❖ On site cancellations will result in a minimum one-day charge.
- ❖ You will be billed directly for any applicable house charges.

LMG TERMS & CONDITIONS

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

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

CANCELLATIONS - Cancellation of equipment rental and services must be received by the deadline date to avoid minimum charges on equipment. If equipment and services have been provided at time of cancellation, minimum charges will apply.

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 [After Deadline] charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LMG except where specifically identified as a sale. It is the RENTER'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, LMG requires you to forward an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless RENTER is rebilling these charges to its customers. For International exhibitors, LMG requires 100% prepayment of advance orders, and any orders and 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 FLORIDA. In the event of any dispute between the RENTER and LMG relative to any loss, damage, or claim, such RENTER shall not be entitled to and shall not withhold payment, or any partial payment, due to LMG for its services, as an offset against the amount of any alleged loss or damage. Any claims against LMG shall be considered a separate transaction, and shall be resolved on its own merits. LMG reserves the right to charge RENTER for the difference between the RENTER'S estimate of charges and the actual charges incurred by RENTER, or for any charges that LMG may be obligated to pay on behalf of RENTER, including without limitation, any shipping charges.

UNPAID BALANCES - Should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Orlando, Florida 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 LMG shall be either applied to reduce the principal unpaid balance or refunded to the payer.