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Discount Deadline Date: July 21, 2014

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 99th ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



SHOW INFORMATION

Dear Exhibitor:

We are proud to be named the Official Service Contractor for the **ESA 99th Annual Meeting**, being held at the **Sacramento Convention Center, in Sacramento, CA**. 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, 2014 and accompanied by full payment. Add 10% to both labor and furniture standard rates for orders received at the show site.

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

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

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

Exhibit Installation

Sunday August 10, 2014.....10:00 am - 5:00 pm
 Monday August 11, 2014.....7:00 am - 10:00 am

Exhibit Hours:

Monday August 11, 2014.....11:30 am - 6:30 pm
 Tuesday August 12, 201411:30 am - 6:30 pm
 Wednesday August 13, 201411:30 am - 6:30 pm
 Thursday August 14, 201411:30 am - 6:30 pm

Exhibit Hall Dismantle:

Thursday August 14, 2014.....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 14, 2014** for outbound shipments. Carriers must pick up freight by **9:30 pm on Thursday, August 14, 2014**; 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

Discount Deadline Date: July 21, 2014

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ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



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

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

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

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

CREDIT CARD CHARGE AUTHORIZATION

PROVIDE EXPIRATION DATE

<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DISCOVER												EXPIRATION DATE:																			
ACCOUNT NUMBER										<input type="checkbox"/> Corporate <input type="checkbox"/> Personal																					
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CARDHOLDER'S BILLING ADDRESS - <i>IF DIFFERENT FROM ABOVE</i>										CITY	STATE	ZIP	COUNTRY																		
X CARDHOLDER'S SIGNATURE				CARDHOLDER'S NAME - PRINT				SECURITY CODE																							

PLEASE SIGN

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

Charge my credit card in the amount of \$

Check No. Dated In the amount of \$

Discount Deadline Date: July 21, 2014

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

METHOD OF PAYMENT



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

Expo Plus REQUIRES PAYMENT FOR ALL SERVICES UPON PRESENTATION OF AN INVOICE/STATEMENT AT THE EXHIBIT SITE. To receive a discount, payment must accompany your advance order and be received 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 Expo Plus Service Center representative of any problems with any orders, and to check invoices for accuracy prior to the close of the event. No credits will be issued after the exhibition closing.

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

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

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

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

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

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

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

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

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

Discount Deadline Date: July 21, 2014

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All orders must be paid in US Dollars

ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



RECAP OF SERVICES

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

	Deadline Date	Date Ordered	Total
Display Labor Estimate	July 21, 2014	_____	\$ _____
Forklift Estimate	July 21, 2014	_____	\$ _____
Material Handling Estimate	July 21, 2014	_____	\$ _____
Furniture & Accessories	July 21, 2014	_____	\$ _____
Carpet Order	July 21, 2014	_____	\$ _____
Sign Request	July 21, 2014	_____	\$ _____
Hanging Sign Request	July 21, 2014	_____	\$ _____
Expo Plus Custom Furniture Rental	July 21, 2014	_____	\$ _____
Modular Unit Display Rentals	July 21, 2014	_____	\$ _____
Non Official Contractor Form	July 21, 2014	_____	\$ _____
Advance Shipment to Warehouse	August 6, 2014	_____	\$ _____
TLC Floral Form	See Form	_____	\$ _____
TOTAL FROM ALL FORMS			\$ _____

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

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

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

Discount Deadline Date: July 21, 2014

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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 Expo Plus *Bill of Lading* to the Expo Plus Service Desk after dismantling is finished and all boxes, crates, etc. are packed and labeled. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the exhibit space to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.). **Your Bill of Lading must be turned in no later than 9:30 pm on Thursday, August 14, 2014.**

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 14, 2014.** Show Management, Expo Plus and the Official Carrier cannot be responsible for checking with all designated services. If you have chosen a carrier other than the Official Carrier, then we suggest that you have a representative from your company call the Expo Plus Service Desk during move-out to check on the status of the shipment and stay with the shipment until it is picked up if necessary. Many times, a reminder phone call from you will get the carrier there quickly.

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 Expo Plus.



BILL OF LADING

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

Expo Plus
1055 Research Center Drive
Atlanta, GA 30331

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

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

VAN LINE SHIPMENTS

Drivers will be required to submit CERTIFIED WEIGHT RECEIPTS when recording their shipment at the Exhibit Site Check-In Area. Expo Plus reserves the right to refuse to unload such shipments until 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 Fed Ex and UPS shipments weighing less than 30 lbs.

LABOR AND EQUIPMENT

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

OUTGOING SHIPMENTS

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

At the close of the show, if an exhibitor's carrier fails to pick up or refuses to accept shipments, Expo Plus reserves the right to reroute such shipments where no disposition is provided. Material may be hauled to a 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.
Collect shipments will not be accepted.
Expo Plus assumes no responsibility for collect shipments which are not accepted.

Discount Deadline Date: July 21, 2014

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ESA 99th ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



ADVANCE SHIPMENTS TO WAREHOUSE

Advance shipments will be accepted at the Expo Plus warehouse no earlier than July 18, 2014, will be stored at no cost for up to 21 days, and must be delivered by the deadline date **August 6, 2014**. These shipments should be consigned and the Bill of Lading made out as follows:

Name of Exhibiting Company
ESA 99th Annual Meeting
Exhibit Space Number*/: _____
ABF Freight
c/o Expo Plus
3250 47th Avenue
Sacramento, CA 95824

RATES FOR ADVANCE SHIPMENTS RECEIVED AT THE WAREHOUSE

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

DIRECT SHIPMENTS TO EXHIBIT SITE

Shipments for direct delivery to the Exhibit Site should be **scheduled to arrive August 10 or 11, 2014 between 8:00 am - 5:00 pm**. These shipments should be consigned and the bill of lading made out as follows:

Name of Exhibiting Company
ESA 99th Annual Meeting
Exhibit Space Number*/: _____
Sacramento Convention Center
c/o Expo Plus
1400 J Street
Sacramento, CA 95814

RATES FOR MATERIALS AND EQUIPMENT RECEIVED AT THE EXHIBIT SITE

Material will be unloaded from exhibitor's trucks, or trucks of others, at the Exhibit Site, delivered to the appropriate location (e.g., booth or tabletop space*), picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$79.00 with a 200 lb. minimum.**

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING

This classification shall be applied to, but not limited to moving van shipments, or shipment by any truck which, because of the height of the truck bed, cannot be unloaded at the docks, and/or the shipment is "packed" in such a manner as to require special handling (e.g., loose display parts, uncrated equipment), regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g., 1 lot; 20 assorted pieces). Material will be unloaded from moving vans, exhibitor's trucks or trucks of others, delivered to the exhibitor's booth or tabletop space*, picked up at the close of show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$84.00 advance, \$89.00 show site with a 200 lb. minimum.**

NOTE: In the event crated materials are combined in a shipment with materials "packed" in such a manner as to require special handling (see above), Expo Plus will invoice such shipments at the rates applicable to the "classification" of the materials, PROVIDED the bill of lading clearly identifies the weight of the crated materials and the weight of the other materials. If the bill of lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling rate and 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 Expo Plus, overtime charges will apply. This charge will equal **\$18.00 for every 100 lbs. of freight shipped with a minimum charge of \$36.00, and will be invoiced in addition to our regular drayage charges.**

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

*Those shipping handout materials will accrue direct material handling charges as well. However, freight will not be returned at the close of the show unless prior arrangements are made with Expo Plus. Please enter **HANDOUTS** in place of exhibit space number on shipping labels.

Discount Deadline Date: July 21, 2014

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**YOUR
RECOMMENDED
TRADE SHOW CARRIER**

ABF Freight System, Inc.®

ABF **tradeshow**

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

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

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



On site

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

On time

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



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:



IAEM



ECA Exhibitor Appointed Contractor Association
Setting the gold standard of service excellence in the industry



CAEM
ACGE



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 18 and no later than
Wednesday, August 6, 2014, by 5:00 pm

Name of Exhibiting Company
ESA 99th Annual Meeting
Exhibit Space Number: * _____
ABF Freight
c/o Expo Plus
3250 47th Avenue
Sacramento, CA 95824

DIRECT SHIPMENTS TO THE EXHIBIT SITE

To arrive only on August 10 or 11, 2014, between **8:00 am and 5:00 pm**

Name of Exhibiting Company
ESA 99th Annual Meeting
Exhibit Space Number: * _____
Sacramento Convention Center
c/o Expo Plus
1400 J Street
Sacramento, CA 95814

Discount Deadline Date: July 21, 2014

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

All orders must be paid in US Dollars

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

ADVANCE SHIPMENT

RUSH!

FROM:

TO:

Handouts

**ESA 99TH ANNUAL MEETING
ABF FREIGHT
c/o Expo Plus**

3250 47th Avenue
Sacramento, CA 95824

SHIPMENT SHOULD ARRIVE:

Between July 18, 2014 and August 6, 2014, by 5:00 pm

Number _____ of _____ pieces



ADVANCE SHIPMENT

RUSH!

FROM:

TO:

Handouts

**ESA 99TH ANNUAL MEETING
ABF FREIGHT
c/o Expo Plus**

3250 47th Avenue
Sacramento, CA 95824

SHIPMENT SHOULD ARRIVE:

Between July 18, 2014 and August 6, 2014, by 5:00 pm

Number _____ of _____ pieces



FOR HANDOUT MATERIALS USE THESE LABELS

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

DIRECT SHIPMENT

RUSH!

FROM:

TO:

Handouts

**ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
c/o EXPO PLUS
1400 J Street
Sacramento, CA 95814**

SHIPMENT SHOULD ARRIVE ONLY ON:

August 10 or 11, 2014 Between 8:00 am and 5:00 pm

Number _____ of _____ pieces



DIRECT SHIPMENT

RUSH!

FROM:

TO:

Handouts

**ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
c/o EXPO PLUS
1400 J Street
Sacramento, CA 95814**

SHIPMENT SHOULD ARRIVE ONLY ON:

August 10 or 11, 2014 Between 8:00 am and 5:00 pm

Number _____ of _____ pieces



FOR HANDOUT MATERIALS USE THESE LABELS

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

ADVANCE SHIPMENT

RUSH!

FROM:

TO:

BOOTH SPACE # _____

**ESA 99TH ANNUAL MEETING
ABF FREIGHT
c/o Expo Plus**

3250 47th Avenue
Sacramento, CA 95824

SHIPMENT SHOULD ARRIVE:

Between July 18, 2014 and August 6, 2014, by 5:00 pm

Number _____ of _____ pieces



ADVANCE SHIPMENT

RUSH!

FROM:

TO:

BOOTH SPACE # _____

**ESA 99TH ANNUAL MEETING
ABF FREIGHT
c/o Expo Plus**

3250 47th Avenue
Sacramento, CA 95824

SHIPMENT SHOULD ARRIVE:

Between July 18, 2014 and August 6, 2014, by 5:00 pm

Number _____ of _____ pieces



FOR EXHIBITOR FREIGHT USE THESE LABELS

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

DIRECT SHIPMENT

RUSH!

FROM:

TO:

BOOTH SPACE # _____

**ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
c/o EXPO PLUS
1400 J Street
Sacramento, CA 95814**

SHIPMENT SHOULD ARRIVE ONLY ON:

August 10 or 11, 2014 Between 8:00 am and 5:00 pm

Number _____ of _____ pieces



FOR EXHIBITOR FREIGHT USE THESE LABELS

DIRECT SHIPMENT

RUSH!

FROM:

TO:

BOOTH SPACE # _____

**ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
c/o EXPO PLUS
1400 J Street
Sacramento, CA 95814**

SHIPMENT SHOULD ARRIVE ONLY ON:

August 10 or 11, 2014 Between 8:00 am and 5:00 pm

Number _____ of _____ pieces



USE THESE LABELS

ESA 99th ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



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

CALCULATION OF ORDER

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

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

Advance Shipments to the Warehouse

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

Shipping address: **Exhibiting Company**
ESA 99th Annual Meeting
Exhibit Space Number _____
ABF Freight
c/o Expo Plus
3250 47th Avenue
Sacramento, CA 95824

Direct Shipments to the Exhibit Site

We will ship _____ lbs. @ \$79.00 per 100 lbs. (200 lb. minimum) = \$ _____

Shipping address: **Exhibiting Company**
ESA 99th Annual Meeting
Exhibit Space Number _____
Sacramento Convention Center
C/O ExpoPlus
1400 J Street
Sacramento, CA 95814

Shipments or Equipment Requiring Special Handling ADVANCE

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

Shipments or Equipment Requiring Special Handling EXHIBIT SITE

We will ship _____ lbs. @ \$89.00 per 100 lbs. (200 lb. minimum) = \$ _____

Small Package Shipments (30 lbs. max per delivery)

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

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

PAYMENT ENCLOSED = \$ _____

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

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

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

Discount Deadline Date: July 21, 2014

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

All orders must be paid in US Dollars

MATERIAL HANDLING

ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



MATERIAL HANDLING CONTINUED

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

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 8, 2014, and no later than 5:00 pm, Wednesday, August 6, 2014)

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 or 11, 2014, 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: _____

Attach Separate Sheet for Multiple Shipments if Necessary.

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

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

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

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

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

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

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

Discount Deadline Date: July 21, 2014

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

All orders must be paid in US Dollars



8. Claims for loss or damage must be submitted to Expo Plus by the close of the show. No suit or action shall be brought against Expo Plus or its subcontractors more than one year after the cause of action.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that Expo Plus and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Expo Plus or its subcontractors shall sign a delivery receipt, Bill of Lading or other document, we agree that Expo Plus or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. 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 Expo Plus Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and 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, Expo Plus shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. ExpoPlus assumes no liability as a result of such re-routing or handling.
13. The Exhibitor agrees, in the event of a dispute with Expo Plus or its subcontractors relative to any loss or damage to any of our materials or equipment, that the Exhibitor will not withhold payment in any amount due to Expo Plus for material handling services or any other services provided by Expo Plus or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Expo Plus prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Expo Plus or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
14. The consignment or delivery of a shipment to 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.**

Discount Deadline Date: July 21, 2014

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ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



SEATING

<u>Qty.</u>		<u>Discount Rates</u>	<u>Standard Rates</u>
_____	Gray Padded Side Chair	\$57.00	\$71.00
_____	Gray Padded Arm Chair	\$60.00	\$75.00
_____	Gray Padded Counter Stool	\$64.00	\$80.00
_____	Gray Plastic Contour Chair	\$41.00	\$51.00

ACCESSORIES

<u>Qty.</u>		<u>Discount Rates</u>	<u>Standard Rates</u>
_____	Rectang. 24"x36"x30"H Table	\$72.00	\$90.00
_____	White Pedestal Table 30"Dx30"H	\$116.00	\$145.00
_____	White Pedestal Table 30"Dx40"H	\$130.00	\$162.00
_____	Square Table 24"x24"x30"H	\$70.00	\$88.00
_____	Wastebasket	\$12.00	\$15.00
_____	Adjustable Tripod Easel	\$35.00	\$44.00
_____	Chrome 22"x28" Sign Frame	\$77.00	\$96.00
_____	Black Aisle Stanchion	\$34.00	\$43.00
_____	Black Plastic Chain (per ft.)	\$3.00	\$4.00
_____	4'x8' Poster Board	\$103.00	\$129.00
_____	Bag Rack	\$78.00	\$98.00
_____	Uprights, Bases, Crossbars	\$9.00	\$11.00

SPECIAL DRAPE

(Masking Drape)

_____	8' H. Masking/per ft.	\$12.00	\$15.00
_____	3' H. Masking/per ft.	\$8.00	\$10.00

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

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

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

DRAPED DISPLAY TABLES (24" wide)

<u>Qty.</u>		<u>Discount Rates</u>	<u>Standard Rates</u>
_____	4' Table - 30" high	\$103.00	\$129.00
_____	4' Table - 42" high	\$115.00	\$144.00
_____	6' Table - 30" high	\$122.00	\$153.00
_____	6' Table - 42" high	\$133.00	\$166.00
_____	8' Table - 30" high	\$136.00	\$170.00
_____	8' Table - 42" high	\$155.00	\$194.00
<input type="checkbox"/>	Optional 4th Side Draped 30":	\$52.00	\$65.00
<input type="checkbox"/>	Optional 4th Side Draped 42":	\$59.00	\$74.00

Show colors will be given when color is not selected.

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

UNDRAPED DISPLAY TABLES (24" wide)

(Covered with white vinyl)

<u>Qty.</u>		<u>Discount Rates</u>	<u>Standard Rates</u>
_____	4' Table - 30" high	\$73.00	\$99.00
_____	4' Table - 42" high	\$80.00	\$109.00
_____	6' Table - 30" high	\$92.00	\$123.00
_____	6' Table - 42" high	\$98.00	\$131.00
_____	8' Table - 30" high	\$106.00	\$140.00
_____	8' Table - 42" high	\$120.00	\$159.00

SYSTEM TABLE RISERS

<u>Qty.</u>		<u>Discount Rates</u>	<u>Standard Rates</u>
_____	4'L x 8"W x 8"H	\$57.00	\$71.00
_____	6'L x 8"W x 8"H	\$76.00	\$95.00
_____	8'L x 8"W x 8"H	\$96.00	\$120.00

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

Amount All Items Ordered \$ _____

Sales Tax 8.5% \$ _____

Total Payment Enclosed = \$ _____

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

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

Discount Deadline Date: July 21, 2014

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Grammercy



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



Grammercy Loveseat
57"L x 36"D x 36"H
531ALS-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
536S-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
2816OTT-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-WhtMad



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
44567-04

Tribeca Cocktail Table
48"L x 28"D x 19"H
44567-01

Tribeca Sofa Table
48"L x 18"D x 30"H
44567-05



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
CubeCktl-White

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
CubeCktl-Blk

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-BTB - 30" Bar Table
P36-BLK-BTB - 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-BTB - 30" Bar Table
P36-Wht-BTB - 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-BTC - 30" Bar Table
P36-BLK-BTC - 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-BTC - 30" Bar Table
P36-Wht-BTC - 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

Other Café & Bar Tables (Chrome Base)



**6' Rectangle Table White
Chrome or Black**

72"L x 24"D x 42"H
P2472-Wht-BTC - Chrome Base/Bar
P2472-Wht-BTB - Black Base/Bar



**24" Square Table White
Chrome or Black**

24" SQ x 42"H
P2424-Wht-BTC - Chrome Base/Bar
P2424-Wht-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-PB09



Sonic Chair
20"W x 21"D x 32"H
6508



Comet Stack Chair
23"L x 22"D x 32"H
2171-Blk



**Comet Stack Chair
Armless**
19"L x 22"D x 32"H
2172-Blk

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
3369-PB09

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
2670-4-A435 - White



**Accord Hi-Back
Executive Chair Black**
25"W x 25"D x 37"H
2670-4-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
White
24"W x 24"D x 42"H



Pedestals
24"SQ x 42"H - PED181842-Blk
18"SQ x 42"H - PED242442-Blk

Item Number	Description	Dimensions	Standard
<u>Grammercy</u>			
18228-0605	Grammercy Charcoal Leather Sofa	82"L x 36"D x 36"H	\$550.00
18167-0469	Grammercy Charcoal Leather Loveseat	57"L x 36"D x 36"H	\$475.00
18284-0485	Grammercy Charcoal Leather Chair	28"L x 36"D x 36"H	\$300.00
18066-0015	Grammercy Charcoal Leather Corner	36"L x 36"D x 36"H	\$350.00
<u>Whisper</u>			
18228-0607	Whisper White Leather Sofa	87"L x 37"D x 35"H	\$575.00
18167-0471	Whisper White Leather Loveseat	61"L x 37"D x 35"H	\$550.00
18284-0487	Whisper White Leather Chair	35"L x 37"D x 35"H	\$450.00
<u>Metro</u>			
18228-0602	Metro Black Leather Sofa	85"L x 35"D x 35"H	\$495.00
18167-0467	Metro Black Leather Loveseat	60"L x 35"D x 35"H	\$470.00
18284-0482	Metro Black Leather Chair	35"L x 35"D x 35"H	\$370.00
<u>Tangerine</u>			
18228-0084	Tangerine Orange Sofa	84"L x 36"D x 33"H	\$425.00
18284-0150	Tangerine Orange Chair	40"L x 36"D x 33"H	\$300.00
18184-0032	Tangerine Orange Bench Ottoman	62"L x 24"D x 18"H	\$195.00
<u>Stage Chairs</u>			
18284-0621	Empire Chair White Leather	28"L x 32"D x 32"H	\$325.00
18284-0564	Empire Chair Black Leather	28"L x 32"D x 32"H	\$325.00
18284-0478	Midnight Suede Stage Chair	25"L x 26"D x 37"H	\$175.00
18284-0477	Chamois Suede Stage Chair	25"L x 26"D x 37"H	\$175.00
18284-0476	Buckskin Suede Stage Chair	25"L x 26"D x 37"H	\$175.00
<u>Ottomans & Benches</u>			
18184-0038	Whisper White Leather Round Ottoman	46" Round x 17"H	\$250.00
18184-0033	Grammercy Charcoal Leather Square Ottoman	40"L x 40"D x 17"H	\$250.00
18024-0003	Whisper White Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00
18184-0213-WV	Cube Ottoman - Black or White	17"D x 17"W x 17"H	\$95.00
<u>Occasional Tables</u>			
12107-0008	Tribeca Wood/Black End Table	25"W x 29"D x 24"H	\$170.00
12055-0008	Tribeca Wood/Black Cocktail Table	50"L x 30"D x 19"H	\$180.00
12230-0005	Tribeca Wood/Black Sofa Table	48"L x 18"D x 30"H	\$190.00
12107-0281	Harmony Wood/Espresso End Table	24" Round x 22"H	\$170.00
12230-0080	Harmony Wood/Espresso Cocktail Table	51"L x 28"D x 18"H	\$180.00
12055-0272	Harmony Wood/Espresso Sofa Table	52"L x 18"D x 30"H	\$190.00
99-12304-01	Quad White/Brushed Steel End Table	24"L x 20"D x 22"H	\$170.00
99-12050-01	Quad White/Brushed Steel Cocktail Table	44"L x 20"D x 18"H	\$180.00
99-12305-01	Quad White/Brushed Steel Sofa/Console Table	44"L x 20"D x 30"H	\$190.00
99-12034-01	Tetrad Storm Grey/Brushed Steel End Table	24"L x 20"D x 22"H	\$170.00
99-12050-02	Tetrad Storm Grey/Brushed Steel Cocktail Table	44"L x 20"D x 18"H	\$180.00
99-12305-02	Tetrad Storm Grey/Brushed Steel Sofa Table	44"L x 20"D x 30"H	\$190.00
12078-0010	Cube, White 24" Cocktail Table	24"L x 24"D x 16"H	\$190.00
12078-0014	Cube, White 24" End Table	24"L x 24"D x 16"H	\$240.00
12078-0009	Cube, Black 24" Cocktail Table	24"L x 24"D x 21"H	\$180.00
12078-0013	Cube, Black 24" End Table	24"L x 24"D x 21"H	\$220.00

<u>Bar/ Café Tables</u>			
99-05245-01	Black/ White/ Maple Bar/ Café Table 30" Rnd	30" R x 42"H or 29"H	\$170.00
99-05245-02	Black/ White/ Maple Bar/ Café Table 36" Rnd	36" R x 42"H or 29"H	\$175.00
05012-0002	Chardonnay Glass & Chrome Bar Table	31" Round x 42"H	\$250.00
99-05036-13	Square White/Chrome Bar Table	24"SQ x 42"H	\$170.00
99-05245-18	Rectangle White/Chrome Bar Table	72"L x 24"D x 42"H	\$270.00
<u>Café Chairs</u>			
05035-0008	Leslie Chair - White	20"W x 20"D x 39"H	\$85.00
05035-0009	Escape Chair - Natural Maple	17"L x 17"D x 32"H	\$95.00
05035-0011	Criss Cross Chair - White	17"L x 21"D x 32"H	\$110.00
05035-0010	Criss Cross Chair - Espresso	17"L x 21"D x 32"H	\$110.00
14233-0025	Caprice Chair - Black	22"L x 21"D x 32"H	\$95.00
14233-0016	Sonic Chair - Black	20"L x 21"D x 32"H	\$95.00
14233-0005	Comet Stack Arm Chair - Black	23"L x 22"D x 32"H	\$130.00
14233-0008	Comet Stack Chair - Black	23"L x 22"D x 32"H	\$125.00
<u>Bar Stools</u>			
05237-0041	Equino Bar Stool - White	15"L x 13"D x 35"H	\$165.00
05237-0160	Equino Bar Stool - Black	15"L x 13"D x 35"H	\$165.00
05237-0036	Escape Bar Stool - Natural Maple	16"L x 16"D x 41"H	\$135.00
05237-0042	Sonic Bar Stool - Black	22"L x 22"D x 42"H	\$135.00
05237-0038	Criss Cross Bar Stool - Espresso	15"L x 19"D x 41"H	\$160.00
05237-0039	Criss Cross Bar Stool - White	15"L x 19"D x 41"H	\$160.00
05237-0168	Caprice Bar Stool - Black	25"L x 24"D x 32"H	\$165.00
<u>Conference Tables</u>			
14062-0113	Conference Rectangle Table 8' - Black	96"L X 48"W x 29"H	\$450.00
14062-0250	Conference Table Round - Mahogany	42" Round x 29"H	\$395.00
<u>Executive Seating</u>			
14136-0010	Accord White Leather High Back	25"W x 25"D x 37"H	\$275.00
14136-0081	Accord Black Leather High Back	25"W x 25"D x 37"H	\$275.00
14250-0048	Goal Black Task Chair With Arms	24"W x 24"D x 39"H	\$140.00
14250-0043	Goal Black Task Chair Armless	22"W x 24"D x 39"H	\$130.00
14307-0003	Goal Black Drafting Stool - Arms	20"W x 24"D x 48"H	\$150.00
14250-0013	Goal Black Drafting Stool - Armless	20"W x 24"D x 48"H	\$140.00
14136-0002	Tamiri Black Leather High Back	25"W x 27"D x 45"H	\$225.00
14176-0007	Tamiri Black Leather Mid Back	25"W x 27"D x 39"H	\$190.00
14128-0002	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	\$175.00
<u>Miscellaneous Items</u>			
14308-0007	Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	\$135.00
14309-0001	Locking Pedestal Black or White	24"W x 24"D x 42"H	\$365.00
12091-0004	Display Pedestal 24x42 Black	24"W x 24"D x 42"H	\$290.00
12091-0002	Display Pedestal 18x42 Black	18"W x 18"D x 42"H	\$265.00

Custom Furniture Order Form



Phone: 404.699.0650 Fax 404.699.9827

EVENT INFORMATION

Show / Event Name: _____
 Opening Date: _____ Time: _____ Closing Date: _____ Time: _____
 Facility / Room: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Show Contractor: _____

BILLING INFORMATION

Company Name: _____
 Order Contact: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (_____) - _____ Fax: (_____) - _____
 E-mail : _____

EXHIBITOR INFORMATION

Exhibitor Name: _____
 Booth #: _____ Booth Size: _____ X _____
 Delivery Date: _____ Time: _____
 Pick-up Date: _____ Time: _____
 On-Site Contact: _____
 Cell Phone: (_____) - _____

Item No.	Quantity	Description	Unit Price	Amount

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 36 hours or less before move-in, no refund will be processed

Subtotal	
Adjustments	
Delivery / Pick-up	
Subtotal	
8.5 % Sales Tax	
TOTAL	

Authorized Signature: X Date: _____

PAYMENT INFORMATION American Express Master Card Visa

Credit Card #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

--	--

 /

--	--

Print Name on Card: _____ Signature of Card Holder: X

ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



CARPET

DELUXE CARPET - 32 oz

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

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

Select Color

Samples are available upon request.

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

Deluxe Carpet

Booth Size: _____ x _____ = _____ Total sq ft

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

_____ @ \$3.40 per sq ft = \$ _____

STANDARD CARPET - 16 oz.

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

Select Color

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

Show colors will be given when color is not selected.

Standard Carpet <i>(10' increments)</i>	Discount Rates	Standard Rates
_____ 10' X 10'	\$148.00	\$185.00
_____ 10' X 20'	\$296.00	\$370.00
_____ 10' X 30'	\$409.00	\$511.00

Prices above include taping front aisle edge only.

_____ ft of additional taping	\$1.93 per ft.	\$2.41 per ft.
-------------------------------	-----------------------	----------------

Special Size Standard Carpet

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

	Discount Rates	Standard Rates
_____ Total sq ft	@\$ 3.05 per sq ft	\$ 3.81 per sq ft

Plastic Covering (visqueen)

_____ Total sq ft	@\$.90 per sq ft	\$ 1.13 per sq ft
-------------------	--------------------------	-------------------

Padding

1/2" Rebond Padding (includes installation)

_____ Total sq ft to next full ft	@\$ 1.26 per sq ft	\$ 1.58 per sq ft
-----------------------------------	---------------------------	-------------------

Tape

Double Face Tape (per roll)	\$38.00	\$47.50
2" Clear Packing Tape (per Roll)	\$10.00	\$12.50

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

Important - No credits will be issued after deadline date.

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

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

Amount All Items Ordered	\$ _____
Sales Tax 8.5%	\$ _____
Total Payment Enclosed	= \$ _____

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

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

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

Discount Deadline Date: July 21, 2014

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 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 5-8, 2014



SIGN REQUEST

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

CHOOSE YOUR SIZE

QTY.	STANDARD SIGN SIZES	PRICE	TOTAL
___	7"x11" @	\$56.00 =	\$ _____
___	7"x22" @	\$57.00 =	\$ _____
___	7"x44" @	\$59.00 =	\$ _____
___	11"x14" @	\$69.00 =	\$ _____
___	14"x22" @	\$83.00 =	\$ _____
___	14"x44" @	\$97.00 =	\$ _____
___	22"x28" @	\$104.00 =	\$ _____
___	28"x44" @	\$151.00 =	\$ _____
___	40"x60" @	Quoted on Request	

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

INDICATE OPTIONAL SERVICES REQUIRED

QTY.	OPTIONAL SERVICES	PRICE	TOTAL
___	Over 10 words	@ \$1.00 per word =	\$ _____
___	Change in color copy	@ \$12.88 per change =	\$ _____
___	Easel back on sign	@ \$8.25 per sign =	\$ _____
___	Colored showcard	@ Quoted on Request	
___	Logo Sign	@ Quoted on Request	
___	Banner	@ Quoted on Request	

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

INDICATE YOUR SIGN COPY

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

CHOOSE YOUR STYLE AND COLOR

- Vertical
 Horizontal
 Use your Judgment For Sign Layout

Background color: _____

Lettering color: _____

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

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

_____ + _____ = _____
 Sub Total 8.5% Total Cost

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

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

Discount Deadline Date: July 21, 2014

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ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



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



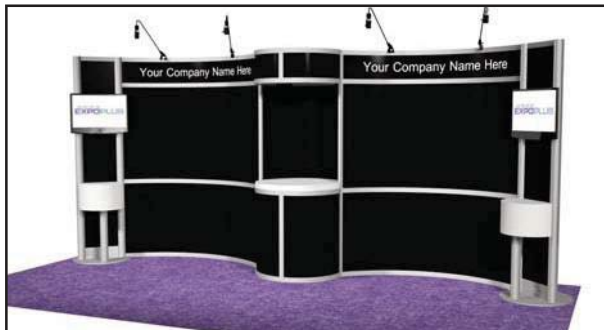
MDU NO. 1



MDU NO. 2



MDU NO. 3



MDU NO. 4



MDU NO. 5



MDU NO. 6



MDU NO. 7



MDU NO. 8

MODULAR DISPLAY UNIT

Discount Deadline Date: July 21, 2014

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ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



	Discount Price	Total
<input type="checkbox"/> MDU NO. 1 10' x10'	\$2,317.50	\$ _____

Copy for standard header (black)		
<input type="checkbox"/> MDU NO. 2 10' x10'	\$2,935.50	\$ _____

Copy for standard header (black)		
<input type="checkbox"/> MDU NO. 3 10' x10'	\$1,390.50	\$ _____

Copy for standard header (black)		
<input type="checkbox"/> MDU NO. 4 10' x20'	\$3,347.50	\$ _____

Copy for right standard header (black)		

Copy for left standard header (black)		
<input type="checkbox"/> MDU NO. 5 10' x20'	\$4,635.00	\$ _____

Copy for standard header (black)		
<input type="checkbox"/> MDU NO. 6 10' x10'	\$2,008.50	\$ _____

Copy for standard header (black)		
<input type="checkbox"/> MDU NO. 7 10' x10' Banner	\$1,699.50	\$ _____

Copy for standard header (black)		
<input type="checkbox"/> MDU NO. 8 20' x20'	\$6,592.00	\$ _____

Copy for standard header (black)		
Velcro Receptive Panels:		
<input type="checkbox"/> Black <input type="checkbox"/> Gray		
Carpet:		
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gray <input type="checkbox"/> Teal		
<input type="checkbox"/> Purple <input type="checkbox"/> Burgundy <input type="checkbox"/> Forest Green <input type="checkbox"/> Black		
Sub Total		\$ _____
Add 25% if ordering after July 21, 2014 or add 50% if ordering on-site		\$ _____
Sales Tax 8.5%		\$ _____
Total Price		\$ _____

MODULAR DISPLAY UNIT CONTINUED

Discount Deadline Date: July 21, 2014

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



Accessories ordered after July 21, 2014 will cost an additional 25% over prices indicated.
Accessories ordered on-site will cost an additional 50%.

	Quantity	Discount Price	Total
Shelves			
<input type="checkbox"/> 1 meter straight - white only	_____	\$84.00	\$ _____
Counter			
<input type="checkbox"/> 1 meter x 1/2 meter x 42" tall	_____	\$324.00	\$ _____
<input type="checkbox"/> Gray			
<input type="checkbox"/> Black			
<input type="checkbox"/> 2 meters x 1/2 meter x 42" tall	_____	\$530.00	\$ _____
Other			
<input type="checkbox"/> Stem light - black (fixture only)	_____	\$114.00	\$ _____
<input type="checkbox"/> Literature Holder - Plexiglass (holds 8 1/2" x 11")	_____	\$61.00	\$ _____
		Sub Total	\$ _____

Add 25% if ordering after the deadline date or add 50% if ordering on-site \$ _____
 Sales Tax 8.5 % \$ _____
Total Price \$ _____

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

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

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

Discount Deadline Date: July 21, 2014

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MODULAR DISPLAY UNIT ACCESSORIES

ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



LABOR AND EQUIPMENT RATES			
	Straight	Overtime	Doubletime
Fork Lift up to 5,000lbs capacity w/ operator	\$170.00	\$238.00	\$400.00
Each additional laborer	\$92.00	\$138.00	\$184.00

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

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

Minimum charge for labor is one (1) hour, per 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

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

ORDER

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

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

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

FORKLIFT CREW INSTALLATION ESTIMATE

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

FORKLIFT CREW DISMANTLE ESTIMATE

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

ORDER CONFIRMATION

In order that people and equipment will not be standing idly by at your expense (because of uncertainties of truck arrivals), **this Order will be considered only a reservation and must be followed up by a signed work order at the Service Center 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.

COMPANY _____ EMAIL ADDRESS _____ SPACE NUMBER _____

ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ DATE _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 21, 2014

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ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



HANGING SIGN REQUEST

INSTRUCTIONS

1. All hanging signs must conform to **Show Management and Sacramento Convention Center** rules and regulations and facility limitations.
2. All overhead hanging signs or banners must be handled by ExpoPlus. Overhead signs must be sent in separate containers labeled "Hanging Signs" directly to the advance warehouse address by **August 6, 2014**.
3. Hanging anchor points must be pre-fabricated and ready for use.
4. Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance on the enclosed Electrical Services Order Forms.

SIGN DESCRIPTION, SIZE AND WEIGHT

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

Type: Cloth Banner Metal or Wood
 Other

Shape: Square Rectangle
 Triangle Other

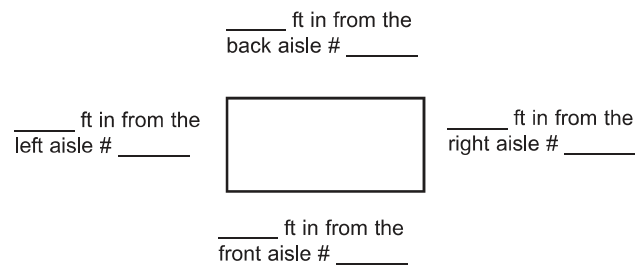
Weight: _____

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

PLACEMENT DIAGRAM

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

Number of feet from floor to bottom of sign: _____



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

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

EQUIPMENT W/ CREW	Straight Time	Overtime	Doubletime
High Lift with Crew	\$365.00	\$511.00	\$599.00
<i>(one hour minimum per lift and crew)</i>			

SIGN HANGING CREW INSTALLATION ESTIMATE

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

SIGN HANGING CREW DISMANTLE ESTIMATE

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

SUPERVISION

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

Please indicate method of supervision you require:
 ExpoPlus Exhibitor Personnel Display House

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

*Additional Spotter \$92.00 s/t, \$138.00 o/t \$184.00 d/t
 (per person/per hour)

OUTBOUND INFORMATION

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

Total Estimated Cost = \$ _____

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

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

COMPANY _____ EMAIL ADDRESS _____ SPACE NUMBER _____

ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ DATE _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 21, 2014

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All orders must be paid in US Dollars

ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



DISPLAY LABOR

I&D HOURLY RATES *(One hour minimum per person)*

STRAIGHT TIME 8:00 am to 4:30 pm Monday through Friday	\$92.00	Per Person/Per Hour
OVERTIME 4:30 pm to 8:00 am Monday through Friday and all day Saturday	\$138.00	Per Person/Per Hour
DOUBLETIME Sunday and all holidays	\$184.00	Per Person/Per Hour

INSTALLATION LABOR

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

SUPERVISION BY ExpoPlus

- Exhibits are set up 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 setting up your exhibit.
- Please note our cancellation policy.
- Both pages of form must be completed.

SUPERVISION BY EXHIBITOR PERSONNEL

- Supervisor must check in at the 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 set up time begins later in the day.
- Please note our cancellation policy.
- Supervisor will be: _____

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

DISMANTLE LABOR

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

SUPERVISION BY 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 Expo Plus 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: _____

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

CANCELLATION POLICY: Orders canceled after August 10, 2014, 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.

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

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

Discount Deadline Date: July 21, 2014

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

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ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



DISPLAY LABOR CONTINUED

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 14, 2014, 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 10, 2014, 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

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

Discount Deadline Date: July 21, 2014
 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 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



1. ExpoPlus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or workstoppages of any kind.
2. ExpoPlus and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Expo Plus, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by 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 Expo Plus 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.**

Discount Deadline Date: July 21, 2014

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DISPLAY LABOR LIMITS OF LIABILITY

ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



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

Official Service Contractors are appointed to:

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

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

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

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

1. The Exhibitor must notify Show Management in writing and Expo Plus of the intention to utilize an independent contractor no 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 Expo Plus as additional insured, to show management and Expo Plus at least 10 DAYS before the show opening.**
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.

5. The Exhibitor Appointed Contractor will share with Expo Plus all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, etcetera.
6. The Exhibitor Appointed Contractor must furnish Show Management and Expo Plus with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification 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 Expo Plus that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Expo Plus. The Exhibitor Appointed Contractor must coordinate all of its activities with Expo Plus.
11. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and that is to be used in their exhibit space.

Discount Deadline Date: July 21, 2014

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All orders must be paid in US Dollars

ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



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

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

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

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

Discount Deadline Date: July 21, 2014

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NON-OFFICIAL SERVICE CONTRACTORS

ESA 99TH ANNUAL MEETING
SACRAMENTO CONVENTION CENTER
AUGUST 11-14, 2014



SPECIAL CLEANING & PORTER SERVICE

VACUUMING and SHAMPOOING

We will require the following service(s) for our
 Booth Number _____ which is _____ x _____ =
 _____ sq.feet.

Vacuumping carpet/booth area

EVERY NIGHT*
 Minimum Charge: 100 sq. feet per Day
 Cost per square foot per night is36¢

BEFORE SHOW OPENS ONLY
 Minimum Charge: 100 sq. feet per 10'x10' booth
 Cost per square foot is34¢

Shampooing carpet

BEFORE SHOW OPENS ONLY
 Minimum Charge: 100 sq. feet per 10'x10' booth
 Cost per square foot is62¢
Mopping and Waxing available upon request.

Anti-static Spray Application/booth area
 Per Application
 Minimum Charge: 100 sq feet per 10'x10' booth
Cost per square foot is.....46¢

PERIODIC PORTER SERVICE

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:

Every Show Day*
 ONLY Day(s) Specified _____

Cost per day\$74.00

PORTER SERVICE

Use for booth wipe down, ice removal, etc.

We will require porter service.
 Please contact us at our booth prior to show opening.

Rates Per Hour:
 Mon.-Fri: 8:00 am to 4:30 pm\$44.00
 Mon.-Fri: after 4:30 pm\$66.00
 All day holidays.....\$89.00
 (1 hour minimum)

CALCULATION OF ORDER

*When ordering a daily service calculate 4 days.

Vacuumping	_____ (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.

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

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

Discount Deadline Date: July 21, 2014

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MAIL OR FAX FORMS WITH PAYMENT TO:
ExpoPlus
 1055 Research Center Dr. Atlanta, GA 30331
 Phone: 404.699.0650 / Fax: 404.699.9827

BOOTH NUMBER

**BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PLACED ON THIS ORDER FORM.
 PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

Event Name: ESA 99th Annual Meeting		Event Dates: August 11-14		Location: Sacramento, CA	
Exhibiting Company Name:					
Billing Name and Street Address:					
City:		State:		Zip Code:	
Telephone Number:			Fax Number:		
Ordered By:			Print Name:		
CC Type:		Expiration Date:		CC Number:	
				CVV Code:	
Cardholders Signature:				Print Name:	

ELECTRICAL SERVICE ORDER FORM

Quantity Non-24 HR.	Description	Advance Rate	Regular Rate	Total
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TERMS AND CONDITIONS

120V LIGHTING & UTILITY OUTLETS

	500 Watt or 5 Amps	\$ 120.50	\$ 150.25	
	1000 Watt or 10 Amps	\$ 134.00	\$ 158.00	
	1500 Watt or 15 Amps	\$ 167.00	\$ 197.00	
	2000 Watt or 20 Amps	\$ 187.50	\$ 221.00	

Expo Plus is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by an Expo Plus technician. ExpoPlus will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than an ExpoPlus technician.

208V 1 PHASE MOTOR & EQUIPMENT OUTLETS

	10 Amp	\$ 243.75	\$ 286.50	
	20 Amp	\$ 286.50	\$ 337.50	
	30 Amp	\$ 359.00	\$ 421.75	
	40Amp	\$ 430.00	\$ 506.00	
	50 Amp	\$ 564.00	\$ 632.00	
	60 Amp	\$ 658.75	\$ 775.25	

IMPORTANT:

*24-Hour Power & Dedicated Circuits will be double the listed price. Please double rates. Use * to indicate 24-Hr. Outlet(s).
 *To receive advance show prices, we must receive your order, along with payment in full or credit card authorization, within fourteen (20) days prior to show opening. All other orders will be charged at regular price.

OUTLET LOCATION & DISTRIBUTION:

*All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths.
 *All electrical outlets for island booths will be dropped to one main location per the exhibitors floor plan. If no plan is provided, the outlets will be installed at our discretion.
 *Any additional power drop or locations are chargeable on a time and material basis.
 *Distribution and connection of outlets are chargeable on a time and material basis.

208V 3 PHASE MOTOR & EQUIPMENT OUTLETS

	10 Amp	\$ 359.00	\$ 421.75	
	20 Amp	\$ 430.00	\$ 506.00	
	30 Amp	\$ 601.25	\$ 707.00	
	40Amp	\$ 716.50	\$ 842.25	
	50 Amp	\$ 860.00	\$ 1,011.00	
	60 Amp	\$ 1,086.00	\$ 1,277.50	

*No credits will be issued on unused outlets or lights installed as ordered.

*Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.

TRANSFORMER(S) TO BOOST 208V TO 230V

Total Amps	Circle Outlets Requiring Boost		\$3.50 / AMP	(\$75.MIN.)
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ELECTRICAL LABOR:

*Labor rates are subject to Union contract effective at time of show.
 Straight Time: \$94.00, Overtime: \$134.00

*Labor before 8:00 a.m. and after 5:00p.m. and Saturdays, Sundays, and holidays will be at the overtime rate.

*All labor requests require a credit card on file.

*Lift Rates: \$225.00 per hour (One hour minimum)

*Starting Time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request.

ExpoPlus JURISDICTION:

(REQUIRES LABOR AND OR MATERIAL)
 *All under-carpet distribution of electrical wiring.
 *All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, wired pair, etc., and the distribution of same from product to booth and from booth to booth.
 *All motor and equipment hook-ups requiring wiring connections.
 *Installation and/or repair of electrical fixtures.
 *Installation of electrical motors and electrical apparatus to be energized.
 *All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor.
 *Labor is required to inspect equipment pre-wired to plug into our system.
 *Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

FLOODLIGHTS/ TRACK

Price includes outlet & labor for lighting only. Special lighting requests will require a labor charge (subject to availability)

	300 Watt Flood Light	\$ 118.00	\$ 139.10	
	500 Watt Flood Light	\$ 136.00	\$ 160.10	
	1000 Watt Flood Light	\$ 294.00	\$ 345.00	
	1000 Overhead Quartz*	\$ 303.00	\$ 427.00	

*Quartz light may require labor and lift to install - Call for quote

LABOR SUBTOTAL

		ST Rate	OT Rate	Total
Install	Hours: X Men:	\$ 94.00	\$ 134.00	
Dismantle	Hours: X Men:	\$ 94.00	\$ 134.00	

MATERIALS

	15' Extension Cord	\$ 20.00	\$ 25.00	
	20' Extension Cord	\$ 25.00	\$ 31.00	
	Power Strip	\$ 25.00	\$ 31.00	

LABOR REQUEST:

Date: _____	Time: _____
This labor order will not be processed until we receive a complete electrical order and floor plan. Please indicate neighboring booth and aisle numbers.	
____ ExpoPlus Supervision (25% Supervision Fee)	____ Exhibitor and/or EAC Supervision (Assume Liability)



Telecommunications, Internet & Equipment Rental Order Form

~ESA 2014 Exhibit Show~
Deadline for all discount orders: 7/30/2014



Please complete this Order Form and fax back to: 1.877.996.6846
Questions? Please contact our office at: 1.877.722.4108

Event: _____ Date(s): _____ Booth Space #(s): _____

Company: _____ Address: _____

City/ State/ Country, Zip: _____

(On Site) Contact: _____ Phone : _____

E-mail: _____ Fax : _____

COMMUNICATIONS SERVICES	QTY	*ADVANCED 7/30/2014	STANDARD	TOTAL
Standard Phone Line - Includes a non-refundable \$25 Toll/ Long distance Fee. Charges incurred over that amount will be billed separately. Please indicate use: <input type="checkbox"/> Calls <input type="checkbox"/> Credit Card Machine <input type="checkbox"/> Both		\$200	\$250	
Phone Instruments & System Features: <ul style="list-style-type: none"> • Single Line Phone Handset • Polycom Full Duplex Conference Phone 		_____	\$25 \$125	
2-Way Radio (Multi-Channel Private Party Radio, Includes 1 Radio and Charging Accessory)		_____	\$45	
SHARED HIGH-SPEED INTERNET SERVICES	QTY	*ADVANCED 7/30/2014	STANDARD	TOTAL
Wired Shared High-Speed Internet Connection (Hard Line) (1) Wired 1.54Mbps burstable , 10Mbps Shared Internet Connection. NO SERVERS OR STREAMING ALLOWED ON SHARED NETWORK - CALL FOR DETAILS		\$656	\$820	
Wireless Shared High-Speed Internet Connection (1) Wireless 512Kbps burstable, 3Mbps Shared Internet Connection. NO SERVERS OR STREAMING ALLOWED ON SHARED NETWORK - CALL FOR DETAILS		\$400	\$500	
Additional Wired –or– Wireless Shared High-Speed Internet Connection Existing Shared Internet Connection orders only! (1) Internet Connection (10) Additional connections <u>MAX</u> may be added, switch & cable package required		_____	\$150	
<small>UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR. "Exhibitors" If wireless is necessary for demonstration purposes it must be approved by Wombo Inc., in advance. SSID Broadcast will need to be turned off and pass protection via WEP/WPA encryption enabled. Channel 11 is designated for all outside Internet devices such as Mi-Fi devices and wireless routers. To reduce Interference from wireless signals, a lower power output of 40mW (16dBm) is requested. Each device accessing the Mi-Fi or wireless router is required to purchase a network pass.</small>				
PRIVATE BANDWIDTH INTERNET SERVICES	QTY	*ADVANCED 7/30/2014	STANDARD	TOTAL
Group Wi-Fi Access Available (Dedicated Internet Connection Required) Call for Pricing & Quote				
1.5Mbps Dedicated High-Speed Internet Connection (1) Private Wired 1.5Mbps Synchronous Internet Drop, switch & cable package required		\$2,760	\$3,450	
3Mbps Dedicated High-Speed Internet Connection (1) Private Wired 3.0Mbps Synchronous Internet Drop, switch and cable package required		\$4,680	\$5,850	
6Mbps Dedicated High-Speed Internet Connection (1) Private Wired 6.0Mbps Synchronous Internet Drop, switch and cable package required		\$7,800	\$9,750	
10Mbps up to 90Mbps Dedicated Networks Available Call for Pricing & Quote				
VLAN Connection (Additional locations/drops for dedicated lines require a VLAN)		_____	\$1,500	
8 Port Switch and Cable Package		_____	\$125	
24 Port Switch and Cable Package		_____	\$175	
50' of Cat5 Ethernet Cable		_____	\$50	

SPECIAL SERVICES	QTY	*ADVANCED	STANDARD	TOTAL
Dry Pair Order & Extension of 3rd Party Circuit: <ul style="list-style-type: none"> • Extension of 3rd Party Lines from Demarc • Fiber Runs & Cross Connects 		— —	Call for Pricing Call for Pricing	
COMPUTERS - TABLETS	QTY	7/30/2014	**STANDARD	TOTAL
Computer Combination Package (1-computer, 1-20" monitor, 1-keyboard and mouse)		—	\$185	
Laptop Computer (call for processor and memory specs)		—	\$125	
Computer Monitors		<i>Call for Discount Pricing & Quote</i>		
Audiovisual Monitors		<i>Please Contact Corporate Staging and Events</i>		
Apple iPad 16GB		—	\$150	
Locking iPad Kiosk (Freestanding kiosk with locking enclosure, does not include iPad)		—	\$185	
Microsoft Office (Includes: Word, Excel, PowerPoint, Access & Outlook)		<i>Included</i>		
Cybercafé (5 or more Internet devices)		<i>Call for Discount Pricing & Quote</i>		
FAXES - PRINTERS –COPIERS	QTY		**STANDARD	TOTAL
Network Laser Printer		—	\$100	
All-In-One Duplex Laser Printer/ Fax/ Copy/ Scanner		—	\$150	
Professional Office Copier		<i>Call for Pricing & Quote</i>		
MISCELLANEOUS	QTY		**STANDARD	TOTAL
Keyboard & Mouse		—	\$25	
Computer Speakers		—	\$35	
AC Power Strip		—	\$15	
10' VGA Cable		—	\$15	
10' RCA to 1/8" Headphone Jack		—	\$15	
Labor Rate <i>Wired/Wireless Shared High-Speed Internet, Dedicated High-Speed Internet Connection orders and Event/ Show orders are all minimum 1hr labor.</i>		—	\$125/hr (1 hr Minimum)	
Expedite Fee <i>All orders placed less than 3 business days prior to show move-in date</i>	—	—	\$100	
* ADVANCED RATE: ALL ORDERS PLACED ON OR BEFORE 7/30/2014			(Equipment Only)	
** RENTAL SERVICES: PRICING IS A PER DAY CHARGE FOR ALL RENTAL EQUIPMENT. DISCOUNTS BASED ON QUANTITY & DAYS. CALL TODAY FOR A QUOTE!			Add \$85 Delivery (Equipment Only)	
CALL TODAY FOR GROUP RATE DISCOUNTING!!!			GRAND TOTAL	

TERMS AND CONDITIONS

WIRELESS DECLARATION

1. **UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR.** If wireless is necessary for demonstration purposes it must be approved by Wombo Inc., in advance. SSID Broadcast will need to be turned off and pass protection via WEP/WPA encryption enabled.
2. Channel 11 is designated for all outside Internet devices such as Mi-Fi devices and wireless routers. Any device not on channel 11 may experience interference and will not operate properly as a result. To reduce interference from wireless signals, a lower power output of 40 mW (16dBm) is requested.
3. Each device accessing the Mi-Fi or wireless router is required to purchase a network pass.

TELECOMMUNICATIONS AND INTERNET SERVICES:

4. Wombo Inc. is the exclusive provider and installer of all Telecommunications, High-Speed Internet Access and Networks with in the Sacramento Convention Center Complex. All orders are based on availability and will be accessible **on the day of show**.
5. Wombo, Inc. is not responsible for loss of communication services caused by the LEC (Local Exchange Carrier), Long Distance Carriers or ISP (Internet Service Providers).
6. All ISDN Lines (2B+D) will be provisioned "Intel Blue" unless otherwise specified.
7. Only Wombo personnel are authorized to modify system wiring or cabling.
8. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges may be incurred for misuse or loss of equipment.
9. All equipment rented from Wombo, Inc. must be returned at the end of the event to Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

EQUIPMENT RENTALS:

10. All Rental Orders are based on availability at time of order.
11. Wombo, Inc. reserves the right to choose product brand. You may request a specific brand or product, which may result in a higher charge.
12. Only Wombo personnel are authorized to modify equipment.
13. Please report any equipment malfunction to Wombo, Inc immediately. Credit will not be given if reported after the event.
14. Wombo, Inc is not responsible for software compatibility issues. Customer will be charged a \$75 fee for troubleshooting customer installed software.
15. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges will be billed for misuse or loss of equipment.
16. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

ORDERING INFORMATION:

17. Please provide all information requested on the form for speedy processing of your order.
18. An Onsite contact **MUST** be given to receive your items on show site.

19. For In booth cabling, please provide a scaled drawing of your booth indicating line placement.
20. Facility cannot be held liable for services provided by Wombo, Inc.
21. Exhibitor must be present in booth to accept delivery or a repeat delivery charge will apply.
22. Any long distance charges for phone or ISDN services will be billed separately.
23. All prices are subject to change, Wombo Inc. will provide notice of change at time of your order.

PAYMENT TERMS:

24. Full payment is DUE upon receipt of invoice unless otherwise stated. All past due invoices will be subject to a **1.5% monthly penalty fee** until paid in full.
25. Credit will not be given for service installed and not used.
26. Wombo, Inc. accepts payment in US dollars, Checks drawn on a US Bank, Wire Transfers, or the following credit cards: (VISA, MC, AMEX, DISCOVER) Make all checks payable to: **Wombo, Inc.**
27. There will be a \$30.00 service charge for returned checks.
28. There is a expedite fee of \$100 if services are ordered within **3 business days** for event start date.
29. All Wire Transfers must include Bank Transfer Fee of \$45.00
30. When paying by check, credit card information must be provided for incidentals.

CANCELLATION & REFUNDS:

31. Cancellations must be in writing on company letterhead with-in **72hrs.** of event move-in date in order to receive a refund.
32. A \$150 cancellation fee applies to all processed orders under \$1,500. All processed orders exceeding \$1,500 will be charged a 15% cancellation fee. Additional fees may apply if services have been ordered to the MPOE before any cancellation request has been received and/ or special item orders have been filled.
33. Refunds will be processed within **30 days** of show closing.
34. No credits will be issued after delivery or attempted delivery of rented equipment.

PAYMENT INFORMATION: Please note that per Wombo Inc., Terms & Conditions all charges are due in full upon the client receiving an invoice. Services and/ or equipment can only be installed after payment is received.

*Please mark your method of payment: Company Check Purchase Order Credit Card (See credit card authorization form)

Accounts Receivable Contact: _____ Phone: _____

E-mail Contact: _____ Fax : _____

Company: _____

Billing Address: _____

Signature: _____ Date: _____/_____/_____

- Please fax your completed contract to: 1.877.996.6846 - (or) - Scan and Email to: support@wombo.com
- Mailing Check Payment : 8733 Magnolia Ave., Suite100, Santee CA 92071

By signing above you have agreed to the terms and conditions of this contract . Any late charges or additional fees will be billed direct.
(Federal Tax ID # 77-0485659)



1030 15th Street, Suite 100
 Sacramento, CA 95814
 916.492.9710 main
 1877.722.4108 toll free
 1877.996.6846 fax

This form authorizes Wombo, Inc. to charge the credit card account listed below

Please Complete in PRINT and fax back to: 1877.996.6846

Credit Card Information

Credit Card Type: VISA MASTER CARD AMEX DISCOVER

Card Number: FIRST DIGIT LAST FOUR DIGITS

Expiration Date:

Name on Card:

Credit Card Billing Address (where you receive your credit card statements):

Street:

City, State, Zip Code:

I hereby authorize WOMBO INC. to charge the credit card identified above for invoice

AUTHORIZATION:

I also understand that if there is **ANY** dispute or dissatisfaction regarding the services & rentals, including fees paid by **Wombo Inc.** to others, that said dispute shall be taken up **DIRECTLY** with **Wombo Inc.** I agree that I will **NOT** request a charge back or credit to my credit card in connection with any charge made pursuant to this agreement. I hereby expressly waive my rights to request any charge back against **Wombo Inc.** now, and in the future. In the event I do attempt a charge back to my credit card, then in the event of a lawsuit being filed by **Wombo Inc.** relation there to, the prevailing party shall be entitled to recover all related attorneys' fees and cost

Cardholder Name, Address, and Phone Number

Print Name

Authorized

Show Name: _____

Show Dates: _____

Show Location: _____



N•A•T•I•O•N•A•L

convention • plant • services

770.507.6777

plant@tlc-florist.com

www.tlc-florist.com

FLORAL ORDER FORM

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

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

CONTAINERS – BLACK WHITE WICKER

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

TLC Designers can provide the following:

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

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

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

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

Exhibitor Name: _____ Booth Representative: _____
 Firm, Billing Name: _____ Purchase Order or Reference Number: _____
 Booth Number: _____ Credit Card #: _____
 Billing Address: _____ Expiration Date: _____ (MC, VISA, AM. EXP)
 City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card
 Show Decorator: _____ ExpoPlus _____
 Phone: () _____ Fax: () _____ Authoriz ed Signature: _____

Please return completed form with payment to: P.O. Box 54962, Atlanta, GA 30308 770.507.6777 770.474.4676 FAX
 Please return overnight shipment with payments to: 2018 Walt Stephens Rd., Jonesboro, GA 30236