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- o Minneapolis Convention Center Compressed air-Water-Drain-Gas Service Order Form
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I J f k k b ^ m l i f p @ I k s b k q f I k @ b k q b o F k q b o k b q Loabo C lo j
- o Smart Source Audio Visual Order Form
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Discount Deadline Date: July 17, 2013

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

All orders must be paid in US Dollars

**ESA 98TH ANNUAL MEETING**  
**MINNEAPOLIS CONVENTION CENTER**  
**AUGUST 5-8, 2013**



SHOW INFORMATION

Dear Exhibitor:

We are proud to be named the Official Service Contractor for the **ESA 98th Annual Meeting**, being held at the **Minneapolis Convention Center, in Minneapolis, MN**. 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 17, 2013 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 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 pre paring shipping labels for these items.

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

**Exhibit Installation**

Sunday August 4, 2013.....10:00 am - 5:00 pm  
Monday August 5, 2013.....7:00 am - 10:00 am

**Exhibit Hours:**

Monday August 5, 2013.....11:30 am - 6:30 pm  
Tuesday August 6, 2013 .....11:30 am - 6:30 pm  
Wednesday August 7, 2013 .....11:30 am - 6:30 pm  
Thursday August 8, 2013 .....11:30 am - 6:30 pm

**Exhibit Hall Dismantle:**

Thursday August 8, 2013.....6:30 pm - 9:30 pm

All materials must be packed and ready to ship, with bills of lading turned in to the Expo Plus 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 8, 2013** for outbound shipments. Carriers must pick up freight by **9:30 pm on Thursday, August 8, 2013**; otherwise freight will be shipped with the Official Show Carriers.

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

Sincerely,  
Expo Plus  
Customer Service Department

Discount Deadline Date: July 17, 2013

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**ESA 98TH ANNUAL MEETING**  
**MINNEAPOLIS CONVENTION CENTER**  
**AUGUST 5-8, 2013**



**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		
<b>X</b> 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 ACCOUNT NUMBER <input type="checkbox"/> Corporate <input type="checkbox"/> Personal												<b>EXPIRATION DATE:</b> <input type="text"/>			
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>															
<b>CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE</b>										<b>CITY</b>		<b>STATE</b>	<b>ZIP</b>	<b>COUNTRY</b>	
<b>X</b> <b>CARDHOLDER'S SIGNATURE</b>					<b>CARDHOLDER'S NAME - PRINT</b>					<b>SECURITY CODE</b>					

**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 17, 2013  
 All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility  
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**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 17, 2013

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**ESA 98TH ANNUAL MEETING**  
**MINNEAPOLIS CONVENTION CENTER**  
**AUGUST 5-8, 2013**



**RECAP OF SERVICES**

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

	<b>Deadline Date</b>	<b>Date Ordered</b>	<b>Total</b>
Display Labor Estimate	July 17, 2013	_____	\$ _____
Forklift Estimate	July 17, 2013	_____	\$ _____
Material Handling Estimate	July 17, 2013	_____	\$ _____
Furniture & Accessories	July 17, 2013	_____	\$ _____
Carpet Order	July 17, 2013	_____	\$ _____
Sign Request	July 17, 2013	_____	\$ _____
Hanging Sign Request	July 17, 2013	_____	\$ _____
Expo Plus Custom Furniture Rental	July 17, 2013	_____	\$ _____
Modular Unit Display Rentals	July 17, 2013	_____	\$ _____
Non Official Contractor Form	July 17, 2013	_____	\$ _____
Advance Shipment to Warehouse	July 31, 2013	_____	\$ _____
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 17, 2013**

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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 8, 2013.**

### **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 8, 2013.** 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.

Discount Deadline Date: July 17, 2013

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**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.**

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**ESA 98th ANNUAL MEETING**  
**MINNEAPOLIS CONVENTION CENTER**  
**AUGUST 5-8, 2013**



**ADVANCE SHIPMENTS TO WAREHOUSE**

Advance shipments will be accepted at the Expo Plus warehouse no earlier than July 8, 2013, will be stored at no cost for up to 21 days, and must be delivered by the deadline date **July 31, 2013**. These shipments should be consigned and the Bill of Lading made out as follows:

**Name of Exhibiting Company**  
**ESA 98th Annual Meeting**  
**Exhibit Space Number\*/: \_\_\_\_\_**  
**ABF Freight**  
**c/o Expo Plus**  
**2950 Lone Oak Circle**  
**Eagan, MN 55121**

**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 \$83.00 with a 200 lb. minimum.**

**DIRECT SHIPMENTS TO EXHIBIT SITE**

Shipments for direct delivery to the Exhibit Site should be **scheduled to arrive August 4-5, 2013 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 98th Annual Meeting**  
**Exhibit Space Number\*/: \_\_\_\_\_**  
**Minneapolis Convention Center**  
**c/o Expo Plus**  
**1301 Second Avenue South**  
**Minneapolis, MN 55403**

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

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

**RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING**

This classification shall be applied to, but not limited to moving van shipments, or shipment by any truck which, because of the height of the truck bed, cannot be unloaded at the docks, and/or the shipment is "packed" in such a manner as to require special handling (e.g., loose display parts, uncrated equipment), regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g., 1 lot; 20 assorted pieces). Material will be unloaded from moving vans, exhibitor's trucks or trucks of others, delivered to the exhibitor's booth or tabletop space\*, picked up at the close of show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$104.00 advance, \$96.00 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 17, 2013

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**YOUR  
RECOMMENDED  
TRADE SHOW CARRIER**

ABF Freight System, Inc.®

**ABF** **tradeshow**

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

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

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



### **On site**

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

### **On time**

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



### **Damage-free**

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

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

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

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



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



IAEM



ECA Exhibitor Appointed Contractor Association  
Using the best of service excellence on the showfloor





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



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

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

Contractor \_\_\_\_\_

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

Company \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

Please fax completed form back to 1.800.836.3320  
or mail to:

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



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## ADVANCE SHIPMENTS TO WAREHOUSE

To arrive no earlier than Monday, July 8 and no later than  
Wednesday, July 31, 2013, by 5:00 pm

Name of Exhibiting Company  
ESA 98th Annual Meeting  
Exhibit Space Number: \* \_\_\_\_\_  
**ABF Freight**  
**c/o Expo Plus**  
**2950 Lone Oak Circle**  
**Eagan, MN 55121**

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## DIRECT SHIPMENTS TO THE EXHIBIT SITE

To arrive only on August 4-5, 2013, between **8:00 am and 5:00 pm**

Name of Exhibiting Company  
ESA 98th Annual Meeting  
Exhibit Space Number: \* \_\_\_\_\_  
**Minneapolis Convention Center**  
**c/o Expo Plus**  
**1301 Second Avenue South**  
**Minneapolis, MN 55403**

Discount Deadline Date: July 17, 2013

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

All orders must be paid in US Dollars

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

**ADVANCE SHIPMENT**

**RUSH!**

**FROM:**

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

**TO:**

\_\_\_\_\_

SPACE NUMBER:

**ESA 98TH ANNUAL MEETING  
ABF FREIGHT  
c/o Expo Plus**

2950 Lone Oak Circle  
Eagan, MN 55121

**SHIPMENT SHOULD ARRIVE:**

*Between July 8, 2013, and July 31, 2013, by 5:00 pm*

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



**ADVANCE SHIPMENT**

**RUSH!**

**FROM:**

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

**TO:**

\_\_\_\_\_

SPACE NUMBER:

**ESA 98TH ANNUAL MEETING  
ABF FREIGHT  
c/o Expo Plus**

2950 Lone Oak Circle  
Eagan, MN 55121

**SHIPMENT SHOULD ARRIVE:**

*Between July 8, 2013, and July 31, 2013, 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:**

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**TO:**

SPACE NUMBER:

**ESA 98TH ANNUAL MEETING  
MINNEAPOLIS CONVENTION CENTER  
c/o EXPO PLUS  
1301 Second Avenue South  
Minneapolis, MN 55403**

**SHIPMENT SHOULD ARRIVE ONLY ON:**

**August 4-5, 2013, between 8:00 am and 5:00 pm**

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



**DIRECT SHIPMENT**

**RUSH!**

**FROM:**

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**TO:**

SPACE NUMBER:

**ESA 98TH ANNUAL MEETING  
MINNEAPOLIS CONVENTION CENTER  
c/o EXPO PLUS  
1301 Second Avenue South  
Minneapolis, MN 55403**

**SHIPMENT SHOULD ARRIVE ONLY ON:**

**August 4-5, 2013, between 8:00 am and 5:00 pm**

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



**FOR EXHIBITOR FREIGHT USE THESE LABELS**

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

**ADVANCE SHIPMENT**

**RUSH!**

**FROM:**

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

**TO:**

Handouts

**ESA 98TH ANNUAL MEETING  
ABF FREIGHT  
c/o Expo Plus**

2950 Lone Oak Circle  
Eagan, MN 55121

**SHIPMENT SHOULD ARRIVE:**

**Between July 8, 2013, and July 31, 2013, by 5:00 pm**

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



**ADVANCE SHIPMENT**

**RUSH!**

**FROM:**

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

**TO:**

Handouts

**ESA 98TH ANNUAL MEETING  
ABF FREIGHT  
c/o Expo Plus**

2950 Lone Oak Circle  
Eagan, MN 55121

**SHIPMENT SHOULD ARRIVE:**

**Between July 8, 2013, and July 31, 2013, 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:**

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**TO:**

Handouts

**ESA 98TH ANNUAL MEETING  
MINNEAPOLIS CONVENTION CENTER  
c/o EXPO Plus**

1301 Second Avenue South  
Minneapolis, MN 55403

**SHIPMENT SHOULD ARRIVE ONLY ON:  
August 4-5, 2013, between 8:00 am and 5:00 pm**

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



**DIRECT SHIPMENT**

**RUSH!**

**FROM:**

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**TO:**

Handouts

**ESA 98TH ANNUAL MEETING  
MINNEAPOLIS CONVENTION CENTER  
c/o EXPO Plus**

1301 Second Avenue South  
Minneapolis, MN 55403

**SHIPMENT SHOULD ARRIVE ONLY ON:  
August 4-5, 2013, between 8:00 am and 5:00 pm**

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



**FOR HANDOUT MATERIALS USE THESE LABELS**



**ESA 98TH ANNUAL MEETING**  
**MINNEAPOLIS CONVENTION CENTER**  
**AUGUST 5-8, 2013**



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. @ \$83.00 per 100 lbs. (200 lb. minimum) = \$ \_\_\_\_\_

Shipping address: **Exhibiting Company**  
**ESA 98th Annual Meeting**  
**Exhibit Space Number \_\_\_\_\_**  
**ABF Freight**  
**c/o Expo Plus**  
**2950 Lone Oak Circle**  
**Eagan, MN 55121**

**Direct Shipments to the Exhibit Site**

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

Shipping address: **Exhibiting Company**  
**ESA 98th Annual Meeting**  
**Exhibit Space Number \_\_\_\_\_**  
**Minneapolis Convention Center**  
**C/O Expo Plus**  
**1301 Second Avenue South**  
**Minneapolis, MN 55403**

**Shipments or Equipment Requiring Special Handling ADVANCE**

We will ship \_\_\_\_\_ lbs. @ \$104.00 per 100 lbs. (200 lb. minimum) = \$ \_\_\_\_\_

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

We will ship \_\_\_\_\_ lbs. @ \$96.00 per 100 lbs. (200 lb. minimum) = \$ \_\_\_\_\_

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

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

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

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

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

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

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

Discount Deadline Date: July 17, 2013

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

All orders must be paid in US Dollars

MATERIAL HANDLING

**ESA 98TH ANNUAL MEETING**  
**MINNEAPOLIS CONVENTION CENTER**  
**AUGUST 5-8, 2013**



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

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

**SHIPMENTS TO WAREHOUSE**

**(Must arrive no earlier than July 8, 2013, and no later than 5:00 pm, Wednesday, July 31, 2013)**

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 4-5, 2013, 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: 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 17, 2013

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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 17, 2013**

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

All orders must be paid in US Dollars



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

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

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

Discount Deadline Date: July 17, 2013

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**ESA 98TH ANNUAL MEETING**  
**MINNEAPOLIS CONVENTION CENTER**  
**AUGUST 5-8, 2013**



**FURNITURE & ACCESSORIES**

**SEATING**

<u>Qty.</u>	<u>Discount Rates</u>	<u>Standard Rates</u>
_____	Gray Padded Side Chair	\$55.00 \$69.00
_____	Gray Padded Arm Chair	\$58.00 \$73.00
_____	Gray Padded Counter Stool	\$62.00 \$78.00
_____	Gray Plastic Contour Chair	\$40.00 \$50.00

**ACCESSORIES**

<u>Qty.</u>	<u>Discount Rates</u>	<u>Standard Rates</u>
_____	Rectang. 24"x36"x30"H Table	\$70.00 \$88.00
_____	White Pedestal Table 30"Dx30"H	\$113.00 \$141.00
_____	White Pedestal Table 30"Dx40"H	\$127.00 \$159.00
_____	Square Table 24"x24"x30"H	\$68.00 \$85.00
_____	Wastebasket	\$11.00 \$14.00
_____	Adjustable Tripod Easel	\$34.00 \$43.00
_____	Chrome 22"x28" Sign Frame	\$75.00 \$94.00
_____	Black Aisle Stanchion	\$33.00 \$41.00
_____	Black Plastic Chain (per ft.)	\$3.00 \$4.00
_____	4'x8' Poster Board	\$100.00 \$125.00
_____	Bag Rack	\$76.00 \$95.00
_____	Uprights, Bases, Crossbars	\$9.00 \$11.00

**SPECIAL DRAPE**

*(Masking Drapes)*

_____	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	\$100.00 \$125.00
_____	4' Table - 42" high	\$112.00 \$140.00
_____	6' Table - 30" high	\$119.00 \$149.00
_____	6' Table - 42" high	\$130.00 \$163.00
_____	8' Table - 30" high	\$133.00 \$166.00
_____	8' Table - 42" high	\$152.00 \$190.00
<input type="checkbox"/>	Optional 4th Side Draped 30":	\$50.00 \$63.00
<input type="checkbox"/>	Optional 4th Side Draped 42":	\$57.00 \$71.00

*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	\$70.00 \$95.00
_____	4' Table - 42" high	\$77.00 \$105.00
_____	6' Table - 30" high	\$89.00 \$119.00
_____	6' Table - 42" high	\$95.00 \$128.00
_____	8' Table - 30" high	\$103.00 \$136.00
_____	8' Table - 42" high	\$117.00 \$155.00

**SYSTEM TABLE RISERS**

<u>Qty.</u>	<u>Discount Rates</u>	<u>Standard Rates</u>
_____	4'L x 8"W x 8"H	\$55.00 \$69.00
_____	6'L x 8"W x 8"H	\$74.00 \$93.00
_____	8'L x 8"W x 8"H	\$94.00 \$118.00

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

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

Sales Tax 7.775 \$ \_\_\_\_\_

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

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

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

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

**Discount Deadline Date: July 17, 2013**

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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

Suave Midnight



**Suave Midnight Sofa**  
77"L x 36"D x 33"H  
2817S-Ebony



**Suave Midnight Loveseat**  
54"L x 36"D x 33"H  
2817LS-Ebony



**Suave Midnight Chair**  
32"L x 36"D x 33"H  
2817C-Ebony

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



**Ibiza Chair White**  
31"L x 32"D x 32"H  
500082



**Ibiza Chair Black**  
31"L x 32"D x 32"H  
500081

## 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



**Reno End Table**  
25"Round x 21"H  
RE200ET

**Reno Cocktail Table**  
45"L x 32"D x 18"H  
RE200CT

**Reno Sofa Table**  
46"L x 17"D x 29"H  
RE200ST



**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 Café / Bar Table  
Chrome Base**

30" & 36" Round x 29"H or 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 Café / Bar Table  
Chrome Base**

30" & 36" Round x 29"H or 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 Café / Bar 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



**Black Café/Bar 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 Café/Bar 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 Café / Bar 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

Other Café & Bar Tables (Chrome Base)



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

24"L x 72"D x 29"H or 42"H

P2472-Wht-CTC - Chrome Base/Café  
P2472-Wht-BTC - Chrome Base/Bar  
P2472-Wht-CTB - Black Base/Café  
P2472-Wht-BTB - Black Base/Bar



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

24"SQ x 29"H or 42"H

P2424-Wht-CTC - Chrome Base/Café  
P2424-Wht-BTC - Chrome Base/Bar  
P2424-Wht-CTB - Black Base/Café  
P2424-Wht-BTB - Black Base/Bar



**Chardonnay Bar Table**

31" Round x 42"H

P30-111



**Bravo Pub Table**

30" Round x 42"H

621111

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 Tables**  
120"L x 48"D x 29"H - GCT10WRX2-MAF/BLK  
96"L x 48"W x 29"H - GCT8WRX-MAF/BLK  
72"L x 36"W x 29"H - GCT6RX-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

Executive Chairs (continued)



**Enterprise Hi-Back Fabric Chair**  
24"W x 27"D x 45"H  
4560-Blk



**Enterprise Mid-Back Fabric Chair**  
24"W x 26"D x 39"H  
4561-Blk



**Enterprise Guest Chair**  
24"W x 26"D x 37"H  
4565-Blk

Miscellaneous



**Literature Rack (4 racks)**  
19"L x 12"D x 60"H  
ILLUSIONS2-Blk



**Literature Display Rack (10 Racks)**  
11"L x 13.5"D x 55"H  
10UP-Black



**Locking Pedestal**  
24"L x 24"D x 42"H  
500-Blk



**Pedestals (4)**  
24"SQ x 30"H - PED181830-Blk  
24"SQ x 42"H - PED181842-Blk  
18"SQ x 30"H - PED242430-Blk  
18"SQ x 42"H - PED242442-Blk

Style #	Item	Description	Dimensions	Weight	TS Price
<b>LEATHER SOFA-LOVESEAT-MATCHING CHAIR-SECTIONAL COLLECTIONS</b>					
<b>GRAMMERCY MADRAS CHARCOAL LEATHER COLLECTION SECTIONAL</b>					
531AS/Char		ARMLESS SOFA	82"L 36"D 36"H	100 lbs.	\$550.00
531ALS/Char		ARMLESS LOVESEAT	57"L 36"D 36"H	90 lbs.	\$475.00
531AC/Char		ARMLESS CHAIR	28"L 36"D 36"H	50 lbs.	\$300.00
531CR/Char		CORNER CHAIR	36"L 36"D 36"H	50 lbs.	\$350.00
<b>WHISPER MADRAS WHITE LEATHER COLLECTION</b>					
536S/White		SOFA	87"L 37"D 35"H	100 lbs.	\$575.00
536LS/White		LOVESEAT	61"L 37"D 35"H	90 lbs.	\$550.00
536C/White		CHAIR	35"L 37"D 35"H	75 lbs.	\$450.00
<b>METRO MADRAS BLACK LEATHER COLLECTION</b>					
505S/Black		SOFA	85"W 35"D 35"H	100 lbs.	\$495.00
505LS/Black		LOVESEAT	60"W 35"D 35"H	90 lbs.	\$470.00
505C/Black		CHAIR	35"W 35"D 35"H	75 lbs.	\$370.00
<b>SUAVE MIDNIGHT COLLECTION</b>					
2817S/Ebony		SOFA	77"L 36"D 33"H	100 lbs.	\$425.00
2817LS/Ebony		LOVESEAT	54"L 36"D 33"H	90 lbs.	\$375.00
2817C/Ebony		CHAIR	32"L 36"D 33"H	75 lbs.	\$275.00
<b>TANGERINE COLLECTION</b>					
2816S/Tang		SOFA	84"L 36"D 33"H	100 lbs.	\$450.00
2816C/Tang		CHAIR	40"L 36"D 33"H	75 lbs.	\$350.00
2816OTT/TANG		BENCH OTTOMAN	62"L 24"D 18"H	35 lbs.	\$195.00
<b>30" &amp; 36" ROUND BAR TABLES (Black or Chrome Bases) Note: Total Weight Per Table = Table Weight + Base Weight</b>					
P30-Blk		BAR TABLE-Black	30"ROUND 42"H	15 lbs.	\$160.00
<b>30" &amp; 36" ROUND CAFÉ TABLES (Black or Chrome Bases) Note: Total Weight Per Table = Table Top &amp; Base</b>					
P30-Wht		CAFÉ TABLE-White	30"ROUND 29"H	15 lbs.	\$130.00
P36-SUMA		CAFÉ TABLE-Sugar Maple	36"ROUND 29"H	24 lbs.	\$145.00
P36-Blk		CAFÉ TABLE-Black	36"ROUND 29"H	24 lbs.	\$145.00
P30-SUMA		CAFÉ TABLE-Sugar Maple	30"ROUND 29"H	15 lbs.	\$130.00
P36-Wht		CAFÉ TABLE-White	36"ROUND 29"H	24 lbs.	\$145.00
621111		CHARDONNY BAR TABLE-Glass	31"ROUND 42"H	83 lbs.	\$250.00
<b>60" RECTANGULAR BAR TABLE-Black or Chrome Bases (NEW) Note: 2-Complete Bases Required Per Table</b>					
P2472-Wht		BAR TABLE-Rect. White	24"W X 72"L 42"H	30 lbs.	\$140.00
<b>24" SQUARE BAR TABLE-Black or Chrome Bases- (NEW)</b>					
P2424-Wht		BAR TABLE-SQ. White	24"SQUARE 42"H	24 lbs.	\$150.00
<b>BAR TABLES &amp; STOOLS (42" Height)</b>					
<b>BRAVO BAR TABLE</b>					
P30-Wht		WHITE BAR TABLE TOP	30" ROUND 42"H		\$195.00
111		BRAVO CHROME BAR TABLE BASE			
<b>CAFÉ CHAIRS</b>					
100320		CAFÉ CHAIR-LESLIE White	20"W 20"D 39"H	15 lbs.	\$65.00
108103		CAFÉ CHAIR-ESCAPE Natural Wood	17"W 32"H	10 lbs.	\$95.00
333011		CAFÉ CHAIR-CRISS CROSS White & C.	17"W 35"H	12 lbs.	\$110.00
333010		CAFÉ CHAIR-CRISS CROSS Espresso	17"W 35"H	12 lbs.	\$110.00
3365/PB09		CAFÉ CHAIR-CAPRICE-Black & Chrome	22"W 32"H	22 lbs.	\$95.00
6508		CAFÉ CHAIR-SONIC Black	20"W 21"D 32"H	13 lbs.	\$85.00
<b>FABRIC SEATING COLLECTIONS</b>					
2171/BIK		STACK CHAIR-COMET Black w/ Arms	23"L 22"D 32"H	17 lbs.	\$65.00
2172/BIK		STACK CHAIR-COMET Black No Arms	19"L 22"D 32"H	15 lbs.	\$60.00
<b>BAR STOOLS</b>					
301113/White		BAR STOOL-EQUINO White & Chrome	15"W 31"D 35"H	35 lbs.	\$165.00
301111		BAR STOOL-EQUINO Black & Chrome	15"W 31"D 35"H	35 lbs.	\$165.00
301233		BAR STOOL-ESCAPE Natural Wood	16"W 41"H	15 lbs.	\$135.00
6558/Black		BAR STOOL - SONIC - BLACK	22"L 23"D 42"H	18 lbs.	\$135.00
333070		BAR STOOL-CRISS CROSS-Espresso	15"W 41"H	20 lbs.	\$135.00
333071		BAR STOOL-CRISS CROSS-White	15"W 41"H	20 lbs.	\$135.00
3369/PB09		BAR STOOL-CAPRICE-Black & Chrome	25"W 24"D 44"H	25 lbs.	\$165.00
<b>CONFERENCE TABLES</b>					
G42CH/MAF	42" ROUND CONFERENCE TABLE-Mahogany		42"ROUND 29"H	97 lbs.	\$225.00
G42CH/BLK	42" ROUND CONFERENCE TABLE-Black		42" ROUND 29"H	97 lbs.	\$225.00
GCT10WRX2/MAF	10 FT CONFERENCE TABLE-Mahogany		120"L 48"W 29"H	272 lbs.	\$525.00
GCT8WRX/BLK	8 FT CONFERENCE TABLE-Black		96"L 48"W 29"H	218 lbs.	\$315.00
<b>EXECUTIVE SEATING</b>					
2670-4/S045		HI-BACK CHAIR-ACCORD White Leather	25"L 25"D 37"H	43 lbs.	\$275.00
2670-4/S046		HI-BACK CHAIR-ACCORD Black Leather	25"L 25"D 37"H	43 lbs.	\$275.00
2237-6/Asphalt		TASK CHAIR-GOAL Black w/ Arms	25"L 24"D 39"H	35 lbs.	\$95.00
2239-6/Asphalt		TASK CHAIR-GOAL Black No Arms	25"L 24"D 39"H	32 lbs.	\$95.00

2235-6/Asphalt	DRAFTING STOOL- <u>GOAL</u> Bk. w/ Arms	20"L 24"D 48"H	42 lbs.	\$140.00
2236-6/Asphalt	DRAFTING STOOL- <u>GOAL</u> Black No Arms	20"L 24"D 48"H	38 lbs.	\$140.00
4526/Bik	HI-BACK CHAIR- <u>TAMIRI</u> Black Leather	25"L 27"D 45"H	45 lbs.	\$250.00
4527/Bik	MID-BACK CHAIR- <u>TAMIRI</u> Bk. Leather	25"L 27"D 39"H	42 lbs.	\$215.00
4522/Bik	GUEST CHAIRS- <u>TAMIRI</u> Black Leather	25"L 26"D 37"H	41 lbs.	\$175.00
4560/Bik	HI-BACK CHAIR- <u>ENTERPRISE</u> Black	24"L 27"D 45"H	39 lbs.	\$195.00
4561/Bik	MID-BACK CHAIR- <u>ENTERPRISE</u> Black	24"L 26"D 39"H	36 lbs.	\$175.00
4565/Bik	GUEST CHAIR- <u>ENTERPRISE</u> Black	24"L 26"D 37"H	33 lbs.	\$145.00
<b>MISCELLANEOUS ITEMS</b>				
ILLUSION 2/Bik	LITERATURE RACK-Black	19"W 12"D 60"H	30 lbs.	\$140.00
10UP-Black	LITERATURE RACK-Black 10/rack	11"W13.5"D 55"H	16 lbs	\$125.00
500/BLK	LOCKING PEDESTAL-Black	24"W 24"D 42"H	150 lbs.	\$275.00
PED242442/Bik	PEDESTAL-Black	24" SQ. 42"H	45 lbs.	\$190.00
PED181842/Bik	PEDESTAL-Black	18" SQ. 42"H	35 lbs.	\$150.00
<b>STAGE CHAIRS (LEATHER &amp; FABRIC)</b>				
838C-WhtMad	EMIPRE CHAIR WHITE	28"L 31.5"D 32"H	75 lbs.	\$375.00
838C-BkMad	EMIPRE CHAIR BLACK	28"L 31.5"D 32"H	75 lbs.	\$375.00
179C/Midnight	Suede MIDNIGHT BLACK CHAIR	25"L 26"D 37"H	75 lbs.	\$175.00
179C/Chamois	Suede CHAMOIS STAGE CHAIR	25"L 26"D 37"H	75 lbs.	\$175.00
179C/Buck	Suede BUCKSKIN STAGE CHAIR	25"L 26"D 37"H	75 lbs.	\$175.00
500082/WL	IBIZIA CHAIR - WHITE LEATHER	31"L 32"D 32"H	45 lbs.	\$450.00
500081	IBIZIA CHAIR - BLACK LEATHER	31"L 32"D 32"H	45 lbs.	\$450.00
<b>OTTOMANS &amp; BANQUETTES</b>				
49ROT/White	WHISPER ROUND OTTOMAN-White Leather	46"R 17"H	30 lbs.	\$250.00
33/Charcoal	GRAMMERCY SQUARE OTTOMAN-Char. Leather	40"SQ. 17"H	30 lbs.	\$270.00
31/White	WHISPER BENCH OTTOMAN-White Leather	60"L 24"D 17"H	30 lbs.	\$270.00
29/Black	CUBE OTTOMAN-Black Leather	18" SQ. 18"H	8 lbs.	\$125.00
29/White	CUBE OTTOMAN-Leather White	18" SQ. 18"H	8 lbs.	\$125.00
<b>OCCASIONAL TABLES</b>				
RE200ET	END TABLE- <u>Reno</u>	25"R 21"H	29 lbs.	\$145.00
RE200CT	COCKTAIL TABLE- <u>Reno</u>	45"W 32"D 18"H	52 lbs.	\$165.00
RE200ST	SOFA TABLE- <u>Reno</u>	46"L 17"D 29"H	36 lbs.	\$190.00
44567-04	TRIBECA END TABLE	25"L 28"D 22"H	36 lbs.	\$170.00
44567-01	TRIBECA COCKTAIL TABLE	48"L 28"D 19"H	55 lbs.	\$180.00
44567-05	TRIBECA SOFA TABLE	48"L 18"D 30"h	46 lbs.	\$190.00
3940	END TABLE- <u>Harmony</u>	24"ROUND 22"H	33 lbs.	\$170.00
3941	COCKTAIL TABLE- <u>Harmony</u>	51"L 28"W 18"H	75 lbs.	\$180.00
3942	SOFA TABLE- <u>Harmony</u>	52"L 29"W 30"H	66 lbs.	\$190.00
400ET/WHITE	QUAD END TABLE-White Top	24"L 20"D 22"H	40 lbs.	\$170.00
400CT/WHITE	QUAD COCKTAIL TABLE-White Top	44"L 20"D 18"H	50 lbs.	\$180.00
400ST/WHITE	QUAD SOFA TABLE-White Top	44"L 20"D 30"H	62 lbs.	\$190.00
400ET/STORM	TETRAD END TABLE-Storm Solidz Top	24"W 20"D 22"H	40 lbs.	\$170.00
400CT/STORM	TETRAD COCKTAIL TABLE-Storm Solidz Top	44"L 20"D 18"H	50 lbs.	\$180.00
400ST/STORM	TETRAD SOFA TABLE-Storm Solidz Top	44"W 20"D 30"H	62 lbs.	\$190.00
CubeCkt/White	COCKTAIL TABLE- <u>Cube</u> White	24"L 24"D 16"H	50 lbs.	\$125.00
CubeEnd/White	END TABLE- <u>Cube</u> White	24"L 24"D 21"H	40 lbs.	\$125.00
CubeCkt/Bik	COCKTAIL TABLE- <u>Cube</u> Black	24"L 24"D 16"H	83 lbs.	\$125.00
CubeEnd/Bik	END TABLE- <u>Cube</u> Black	24"L 24"D 21"H	63 lbs.	\$125.00



**ESA 98TH ANNUAL MEETING**  
**MINNEAPOLIS CONVENTION CENTER**  
**AUGUST 5-8, 2013**



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.)

\_\_\_\_\_ @ \$3.30 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.*

<b>Standard Carpet</b> (10' increments)	<b>Discount Rates</b>	<b>Standard Rates</b>
_____ 10' X 10'	<b>\$144.00</b>	\$180.00
_____ 10' X 20'	<b>\$288.00</b>	\$360.00
_____ 10' X 30'	<b>\$398.00</b>	\$498.00

*Prices above include taping front aisle edge only.*

_____ ft of additional taping	<b>\$1.93 per ft.</b>	\$2.41 per ft.
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**Special Size Standard Carpet**

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

	<b>Discount Rates</b>	<b>Standard Rates</b>
_____ Total sq ft	<b>@ \$ 2.94 per sq ft</b>	\$ 3.68 per sq ft

**Plastic Covering** (visqueen)

_____ Total sq ft	<b>@ \$ .88 per sq ft</b>	\$ 1.10 per sq ft
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**Padding**

1/2" Rebond Padding (includes installation)

_____ Total sq ft to next full ft	<b>@ \$ 1.23 per sq ft</b>	\$ 1.54 per sq ft
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**Tape**

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

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

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

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

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

Amount All Items Ordered	\$ _____
Sales Tax 7.775%	\$ _____
<b>Total Payment Enclosed</b>	<b>= \$ _____</b>

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

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

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

Discount Deadline Date: July 17, 2013

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

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**ESA 98TH ANNUAL MEETING**  
**MINNEAPOLIS CONVENTION CENTER**  
**AUGUST 5-8, 2013**



**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	

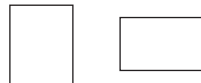
**ADDITIONAL SERVICES**  Please indicate here if you would like us to provide more information and pricing on banners, cut-out letters, logos, silk screening, special graphics or any other items.

**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 Expo Plus Customer Service Dept at (404) 699-0650.

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
 Sub Total    7.775%    Total Cost

**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 17, 2013**

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**ESA 98TH ANNUAL MEETING**  
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**AUGUST 5-8, 2013**



**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 Expo Plus at 404.699.0650.



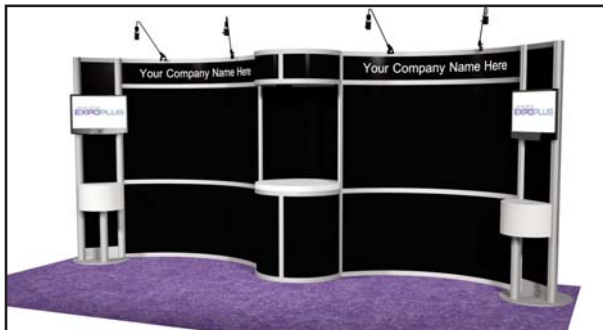
**MDU NO. 1**



**MDU NO. 2**



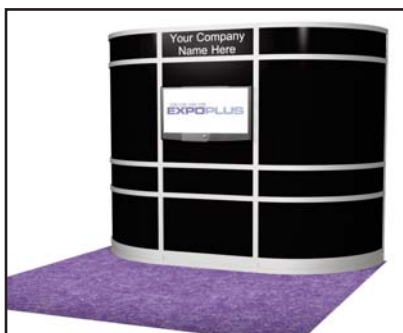
**MDU NO. 3**



**MDU NO. 4**



**MDU NO. 5**



**MDU NO. 6**



**MDU NO. 7**



**MDU NO. 8**

MODULAR DISPLAY UNIT

Discount Deadline Date: July 17, 2013

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**ESA 98TH ANNUAL MEETING**  
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**AUGUST 5-8, 2013**



	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 17, 2013 or add 50% if ordering on-site		\$ _____
	Sales Tax 7.775%	\$ _____
	<b>Total Price</b>	<b>\$ _____</b>

Discount Deadline Date: July 17, 2013

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All orders must be paid in US Dollars



**Accessories ordered after July 17, 2013 will cost an additional 25% over prices indicated.**  
**Accessories ordered on-site will cost an additional 50%.**

	Quantity	Discount Price	Total
<b>Shelves</b>			
<input type="checkbox"/> 1 meter straight - white only	_____	\$84.00	\$ _____
<b>Counter</b>			
<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	\$ _____
<b>Other</b>			
<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 7.775 \$ \_\_\_\_\_  
**Total Price** \$ \_\_\_\_\_

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

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

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

**Discount Deadline Date: July 17, 2013**

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**AUGUST 5-8, 2013**



**FORKLIFT LABOR**

LABOR AND EQUIPMENT RATES			
	Straight	Overtime	Doubletime
Fork Lift up to 5,000lbs capacity w/ operator	\$165.00	\$231.00	\$400.00
Each additional laborer	\$84.00	\$127.00	\$169.00

**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 Expo Plus.

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

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

**CREW SIZE FOR INSTALLATION & DISMANTLING**

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

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

**DESCRIPTION OF WORK TO BE PERFORMED**

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

**RETURN TO: Expo Plus 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 17, 2013**

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



**ESA 98TH ANNUAL MEETING**  
**MINNEAPOLIS CONVENTION CENTER**  
**AUGUST 5-8, 2013**



**DISPLAY LABOR**

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

<b>STRAIGHT TIME</b> 8:00 am to 4:30 pm Monday through Friday .....	\$84.00	Per Person/Per Hour
<b>OVERTIME</b> 4:30 pm to 8:00 am Monday through Friday and all day Saturday .....	\$127.00	Per Person/Per Hour
<b>DOUBLETIME</b> Sunday and all holidays .....	\$169.00	Per Person/Per Hour

**INSTALLATION LABOR**

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

**SUPERVISION BY Expo Plus**

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

**SUPERVISION BY EXHIBITOR PERSONNEL**

- Supervisor must check in at the Expo Plus Service Center to pick up labor. Upon completion of work, supervisor must return to Expo Plus Service Center to release labor.
- Start time guaranteed only 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 Expo Plus**

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

**SUPERVISION BY EXHIBITOR PERSONNEL**

- Supervisor must check in at the Expo Plus Service Center to pick up labor. Upon completion of work, supervisor must return to Expo Plus Service Center to release labor.
- Start time guaranteed only 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 4, 2013, 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: 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 17, 2013

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

All orders must be paid in US Dollars



**ESA 98TH ANNUAL MEETING**  
**MINNEAPOLIS CONVENTION CENTER**  
**AUGUST 5-8, 2013**



DISPLAY LABOR CONTINUED

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

**INBOUND SHIPPING INFORMATION**

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

**SET-UP INFORMATION**

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

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

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

**OUTBOUND SHIPPING INFORMATION**

Ship To: \_\_\_\_\_ Method:  Common Carrier  
 \_\_\_\_\_  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 8, 2013, by 9:30 pm**  
**NOTE: Expo Plus will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.**

**SPECIAL INSTRUCTIONS/COMMENTS**

\_\_\_\_\_

**PLEASE PROVIDE AN EMERGENCY CONTACT**

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

**CANCELLATION POLICY:** Orders canceled after August 4, 2013, will be charged at full estimated price.

**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 17, 2013  
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**ESA 98TH ANNUAL MEETING**  
**MINNEAPOLIS CONVENTION CENTER**  
**AUGUST 5-8, 2013**



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

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

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

Discount Deadline Date: July 17, 2013

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

All orders must be paid in US Dollars

DISPLAY LABOR LIMITS OF LIABILITY

*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 17, 2013

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**ESA 98TH ANNUAL MEETING**  
**MINNEAPOLIS CONVENTION CENTER**  
**AUGUST 5-8, 2013**



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

**1. Notify Expo Plus no 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 Expo Plus and the sponsor of the exhibition.**
- 3. The Service Firm must check in at the Expo Plus 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 Expo Plus at least 10 days before the show opening.**

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

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

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

Discount Deadline Date: July 17, 2013

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

NON-OFFICIAL SERVICE CONTRACTORS



**Minneapolis Convention Center**  
 1301 Second Avenue South  
 Minneapolis, Minnesota 55403-2781  
 (612) 335-6000 FAX (612) 335-6600  
 Exhibitor Service Information (612) 335-6550

# Cleaning and Porter Service Order Form

Prices Effective 1/1/13 thru 12/31/13 **2013**

Name of Event _____			Date of Event _____
Firm Name _____			Booth Number(s) _____
<input type="checkbox"/> Check if new address			
Street Address _____			Contact Person _____
City _____	State _____	Zip _____	Phone # _____

**Payment Notice:** **Advance Rates** apply only to orders paid in full and received 15 DAYS PRIOR TO THE FIRST SHOW DAY. **Standard Rates** must be paid at move-in for all other orders. NO EXCEPTIONS.

**Notice:** Cost of vacuuming and / or shampooing will be invoiced on the total area of your booth. **100 sq. ft. minimum**  
 Credits for cleaning must be requested prior to show opening each day. Requests for credit will not be honored after show opens.  
 Convention Center staff will remove trash from Convention Center aisle containers on a daily basis.  
 Should you require trash removal from your booth during show hours, please order porter service below.

## Vacuuming

Booth Size _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)		
<b>COST PER DAY</b>	<b>Advance Rate</b> 27¢/sq. ft.	<b>Standard Rate</b> 32¢/sq. ft.
Number of Days _____	x _____ sq. ft. x rate \$ _____	
	(100 sq. ft. min.)	<b>Total \$</b>

## Damp Mop

<b>COST PER SQUARE FOOT</b>	<b>Advance Rate</b> 45¢	<b>Standard Rate</b> 55¢	
_____	sq. ft. x rate \$ _____		
	(100 sq. ft. min.)		
Number of Days _____	x _____ sq. ft. x rate \$ _____		
	(100 sq. ft. min.)	<b>Total \$</b>	

## Shampooing

<b>COST PER SQUARE FOOT</b>	<b>Advance Rate</b> 45¢	<b>Standard Rate</b> 55¢	
_____	sq. ft. x rate \$ _____		
	(100 sq. ft. min.)		
<b>NOTICE:</b> Booth area must be picked up and ready for shampoo at least 12 hours prior to show opening to allow for shampoo and drying.			
		<b>Total \$</b>	

Convention Center staff will remove trash from Convention Center aisle containers on an daily basis.  
 Should you require trash removal from your booth during show hours, please order porter service below.

## Periodic Porter Service

Porter service is provided every 2 hours (trash removal from booth during show hours). If you wish to have an attendant in your booth area on a full-time basis, please contact Exhibitor Services for rates and availability. Please remember to order a trash can from your decorator. The Convention Center does not supply trash cans.		
<b>COST PER DAY</b>		
	<b>Advance Rate</b>	<b>Standard Rate</b>
<input type="checkbox"/> 0-600 sq. ft. ....	\$ 52.00 per day	\$ 57.00 per day
<input type="checkbox"/> 600+ sq. ft. ....	\$ 100.00 per day	\$ 110.00 per day
Specify dates for service & number of days _____	x rate \$ _____	<b>Total \$</b>

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

**Payment must be in U.S. Funds.** Make checks payable to Minneapolis Convention Center.

Money Order # \_\_\_\_\_  Company Check # \_\_\_\_\_

MasterCard  Discover Credit Card # \_\_\_\_\_

VISA Cardholders Name \_\_\_\_\_ Exp. Date \_\_\_\_\_

American Express Authorized Signature \_\_\_\_\_

Tax 7.775% \_\_\_\_\_  
**Grand Total** \_\_\_\_\_

<b>Order Total \$</b>	
For MCC Use Only	
ID No. _____	\$ _____
Entered _____	Date _____
P.O. No. _____ P.O. needs to accompany order	





**Minneapolis Convention Center**  
 1301 Second Avenue South  
 Minneapolis, Minnesota 55403-2781  
 (612) 335-6000 FAX (612) 335-6600  
 Exhibitor Service Information (612) 335-6550

# Electrical Service Order Form

Prices Effective 1/1/13 thru 12/31/13 **2013**

Name of Event _____			Date of Event _____		
Firm Name _____			Booth Number(s) _____		
<input type="checkbox"/> Check if new address					
Street Address _____			Contact Person _____		
City _____	State _____	Zip _____	Phone # _____		

**Payment Notice:** Advance Rates apply only to orders paid in full and received 15 DAYS PRIOR TO THE FIRST SCHEDULED SHOW DAY. Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.

## Standard Electrical Service (Tax does not apply)

120 volts - per single receptacle

Qty.	Advance Rate	Standard Rate	Qty.	Advance Rate	Standard Rate
10 amp (1100 watts) _____	102.00	127.00	20 amp (2200 watts) _____	130.00	161.00

The MCC only places power according to the number of outlets ordered. This is brought to the booth in the most convenient manner. Specific placement of power in the booth will require a floor plan and will incur labor. We do not divide electrical into smaller increments for you. You may redistribute power yourself with UL approved extension cords, power strips, etc.

**24 hour Service Required? Add 50% to Service Connection Charge** \$ \_\_\_\_\_

## Special Electrical Service (Tax does not apply)

**Special electrical service will require labor. Please call for labor estimate.**

Service will not be installed without pre-paid labor. Please notify service desk when equipment is in place and ready for connection.

208 volts single phase - per single connection

208 volts 3-phase - per single connection

Qty.	Advance Rate	Standard Rate	Qty.	Advance Rate	Standard Rate
10 amp (2080 watts) _____	150.00	\$189.00	10 amp (3600 watts) _____	165.00	\$207.00
20 amp (4160 watts) _____	189.00	229.00	20 amp (7200 watts) _____	294.50	369.50
30 amp (6240 watts) _____	215.00	267.00	30 amp (10,800 watts) _____	329.50	415.00
40 amp (8320 watts) _____	280.00	347.50	40 amp (14,400 watts) _____	414.00	515.00

Other 120/280 volt, 240 volt and 480 volt service available by special order.

Call Exhibitor Service Department for pricing (612) 335-6550

Non-Taxable  
**Total** \$ \_\_\_\_\_

## Labor for Special Electrical Work (Tax does not apply)

Including repairs, special placement and tracing malfunctions. Labor time will be charged in one-half (1/2) hour increments. Minimum charge of one-half (1/2) hour.

**Rate** \* Labor charges will be assessed at time of installation and payment in full must be received prior to service.

Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)	106.00/hr.	
Monday through Friday, 4:30 p.m. - Midnight (except Holidays)	159.00/hr.	
Monday through Friday, Midnight - 7:00 a.m., all day Saturday & Sunday	212.00/hr.	

Non-Taxable  
**Total** \$ \_\_\_\_\_

## Service Accessories (Tax does apply)

Accessories do not include power. Be sure to order power as needed. Accessories must be picked up at Service Desk.

	Qty.	
Extension Cord (25 Feet)	_____	35.00
Triple Tap (3 Outlets)	_____	16.00
Power Strip with surge protection	_____	35.00

**Total** \$ \_\_\_\_\_  
 Tax 7.775% \$ \_\_\_\_\_

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

Money Order # \_\_\_\_\_  Company Check # \_\_\_\_\_

MasterCard  Discover Credit Card # \_\_\_\_\_

VISA Cardholders Name \_\_\_\_\_ Exp. Date \_\_\_\_\_

American Express Authorized Signature \_\_\_\_\_

**Order Total** \$ \_\_\_\_\_

For MCC Use Only	
ID No.	\$ _____
Entered	Date
P.O. No. P.O. needs to accompany order	





**Minneapolis Convention Center**  
 1301 Second Avenue South  
 Minneapolis, Minnesota 55403-2781  
 (612) 335-6000 FAX (612) 335-6600  
 Exhibitor Service Information (612) 335-6550

# Compressed Air - Water - Drain - Gas Service Order Form

Prices Effective 1/1/13 thru 12/31/13 **2013**

Name of Event _____	Date of Event _____
Firm Name _____ <small><input type="checkbox"/> Check if new address</small>	Booth Number(s) _____
Street Address _____	Contact Person _____
City _____ State _____ Zip _____	Phone # _____

**Payment Notice:** Advance Rates apply only to orders paid in full and received 15 DAYS PRIOR TO THE FIRST SHOW DAY. Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.

## Compressed Air

Prices based on 1/2" line. Standard supplied connector is 1/4" or 1/2" Foster quick-disconnect type. Special adapters and multiple connections will require additional charges for parts & labor. Air pressure varies minimum 90 PSI to maximum 125 PSI. If moisture content and pressure are critical, exhibitor should bring drier and regulator.

Description	Qty.	Advance Rate	Standard Rate	
Service charge for 1st connection .....	_____	\$ 236.50	\$ 260.00	
Each additional connection .....	_____	95.00	145.00	
Lines above 1/2" in size, add 50% to service connection charge .....			\$ _____	
Size of air line required: _____ CFM required: _____				<b>Total \$</b>

**24 hour Service Required? Add 50% to Service Connection Charge \$**

## Water Supply & Drain Connections

Note: Prices include only 10 ft. supply. Connection will require additional labor. Please call exhibitor services for estimates.

Description	Qty.	Advance Rate	Standard Rate	
<b>Water</b> (prices based on 1/2" line).				
Service charge for 1st 10 ft. of supply line (Drain not included) .....	_____	\$ 251.00	\$ 315.00	
Each additional supply line .....	_____	76.00	136.00	
Lines above 1/2" in size, add 50% to service charge .....			\$ _____	
Size of water line required: _____				

NOTE: Pressure may vary. Minimum pressure 45 PSI, maximum pressure 80 PSI. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Description	Qty.	Advance Rate	Standard Rate	
<b>Drainage</b> (prices based on 3/4" line).				
Service charge for 1st 10 ft. of supply line (Water supply line not included) .....	_____	\$ 251.00	\$ 315.00	
Each additional supply line .....	_____	76.00	136.00	
Lines above 3/4" in size, add 50% to service charge .....			\$ _____	
Size of drainage line required: _____				<b>Total \$</b>

## One-Time Water Fill and Drain

Description	Qty.	Advance Rate	Standard Rate	
Service charge for one time fill and drain for one unit (up to 500 gal. max.) .....	_____	\$131.00	\$ 170.50	
Additional units in same booth .....	_____	45.00	50.00 per unit	
Daily top-off (up to 500 gal. total) .....# _____ days .....	_____	45.00	50.00 per day	
Exhibitor must notify when ready for fill and must be present during fill.				<b>Total \$</b>

## Labor

Description	Rate	
Labor charge will be charged in 1/2 hour increments. (minimum charge of 1/2 hour)		
Monday through Friday, 8:00 a.m. - 3:30 p.m. (except Holidays) .....	\$ 108.00/hr.	
Monday through Friday, 3:30 p.m. - Midnight (except Holidays) .....	\$ 160.00/hr.	
Monday through Friday, Midnight - 8:00 a.m., Saturday, Sunday and Holidays .....	\$ 216.00/hr.	<b>Total \$</b>

## Natural Gas

All gas connections are located on south wall only. The Minneapolis Convention Center does not perform gas connections. You must use a qualified Minneapolis licensed pipefitter. Your cost will consist of our connection fee plus your payment to the pipefitter.

Description	Qty.	Advance Rate	Standard Rate	
Service charge for access .....	_____	\$ 234.00	\$ 354.00	<b>Total \$</b>

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card.

Please DO NOT email credit card #

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

Money Order # \_\_\_\_\_  Company Check # \_\_\_\_\_

MasterCard  Discover Credit Card # \_\_\_\_\_

VISA Cardholders Name \_\_\_\_\_ Exp. Date \_\_\_\_\_

American Express Authorized Signature \_\_\_\_\_

**Order Total \$**

For MCC Use Only	
ID No. _____	\$ _____
Entered _____	Date _____
P.O. No. _____ P.O. needs to accompany order	



**Minneapolis Convention Center**  
 1301 Second Avenue South  
 Minneapolis, Minnesota 55403-2781  
 (612) 335-6000 FAX (612) 335-6600  
 Exhibitor Service Information (612) 335-6550

# Telephone Service Order Form

Prices Effective 1/1/13 thru 12/31/13 **2013**

Name of Event _____			Date of Event _____
Firm Name _____ <small><input type="checkbox"/> Check if new address</small>			Booth Number(s) _____
Street Address _____			Contact Person _____
City _____	State _____	Zip _____	Phone # _____

**Payment Notice:** Advance Rates apply only to orders paid in full and received 15 DAYS PRIOR TO THE FIRST SHOW DAY. Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.

## Telephone Service

Includes: Telephone line, labor for normal installation, unlimited access to local calls and 1-800 numbers. Need to dial "9" for outside calls, credit card machines need to be programmed to dial "9".  
**Standard Telephone Service**

		Cost Per Line			
		Advance Rate	Standard Rate		
		\$235.00/line	\$290.00/line		
Number of lines required _____		x rate \$ _____		<b>Total</b>	\$ _____
<b>Deposit Items</b>				Tax 7.775%	
<b>Please indicate if long distance access is required</b> <input type="checkbox"/> No <input type="checkbox"/> Yes					
Number of lines with long distance _____		x \$75.00/line deposit			
<b>Please indicate if a phone set is required</b> <input type="checkbox"/> No <input type="checkbox"/> Yes					
Number of lines with phone sets _____		x \$75.00/line deposit			
<small>NOTE: Phone sets must be picked up and returned to the EXHIBITOR SERVICE DESK.</small>					
<small>All deposits are refundable upon return of phone sets and/or minus long distance usage. Please see reverse side of form for Conditions and Instructions regarding long distance service and refunds.</small>					
To speed processing of refunds, we recommend a separate check for your deposit.				<b>Deposit Total</b>	\$ _____

<b>Voice Mail Service</b>	<b>Total</b>	\$ _____
Available on <b>ADVANCE</b> orders only.      \$55.00/line x _____ lines	Tax 7.775%	

## Speaker Phone

Speaker phone service is available for an additional \$30.00/set x _____ # sets = \$ _____	<b>Total</b>	\$ _____
	Tax 7.775%	

Multi-line sets are available by special request. Please call Exhibitor Services at 612-335-6550 for pricing and availability.

## Telephone Technician Labor

<b>Special placement, wiring, repairs, special cable runs, etc. will require pre-paid labor. Labor will be assessed in 1/2 hour increments.</b>		
<b>Description</b>		
Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays) .....	\$ 81.00/hr.	
Monday through Friday, 4:30 p.m. - Midnight (except Holidays) .....	\$ 122.00/hr.	
Monday through Friday, Midnight - 7:00 a.m., Saturday, Sunday and Holidays .....	\$ 162.00/hr.	
	<b>Total</b>	\$ _____
	Tax 7.775%	

**Comments/Additional Requirements:** \_\_\_\_\_

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

**Payment must be in U.S. Funds.** Make checks payable to Minneapolis Convention Center.

Money Order # \_\_\_\_\_       Company Check # \_\_\_\_\_

MasterCard     Discover    Credit Card # \_\_\_\_\_

VISA    Cardholders Name \_\_\_\_\_      Exp. Date \_\_\_\_\_

American Express    Authorized Signature \_\_\_\_\_

<b>Order Total</b>	<b>\$</b> _____
For MCC Use Only	
ID No.	\$ _____
Entered	Date
P.O. No. _____	
P.O. needs to accompany order	





## Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer of all Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), and all other data related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. **Base Price** applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) **orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.**
5. **Internet / Network** – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 512 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any of our shared Internet / Network services.** This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** (a) Smart City is the exclusive provider of wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
12. To avoid additional charges, Floor Plans are due 5 days prior to move-in. ▶ Orders received prior to the 1<sup>st</sup> day of show move-in should be installed 24 hours prior to show opening. ▶ Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply).
13. **Network Security Declaration:** The Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for each Customer.
14. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
15. **Internet Security Disclaimer:** Smart City does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. Customer is agreeing to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
16. **Use of Network Connection:** (a) Services provided by Smart City are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of Smart City services **shall not disrupt** any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof
17. **CANCELLATION** – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
18. Service problems must be reported to the Smart City. Service claims will not be considered unless filed in writing by Customer prior to close of show.
19. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
20. **Equipment Management:** (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment from Smart City. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to Smart City within one (1) hour following close of the show.
21. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
22. A per line move fee starting at \$200 (Internet) may apply to relocate the line(s) after it is installed.
23. Prices are based upon current rates and are subject to change without notice.
24. Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.
25. There will be a \$25 service charge for all returned checks.
26. Any unpaid balance after close of show will incur a 1.5% / month service charge.

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

27. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.**
28. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa.). Make all checks payable to: **Smart City.**
29. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

### Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY  
5795 W. BADURA AVENUE, SUITE 110  
LAS VEGAS, NEVADA 89118  
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=024>

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

# Network Security Declaration

Center: MINNEAPOLIS CC (024) - MN Company Name: \_\_\_\_\_  
Show: \_\_\_\_\_ Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2013 - 024 -

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

## Network Security Policy:

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

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



# Floor Plan – Communications Cable

Center: MINNEAPOLIS CC (024) – MN

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

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

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

Customer / Ref #: 2013 - 024 -

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

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

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

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

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

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

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





**TECHNOLOGY RENTAL ORDER FORM**


QTY	LARGE LED & LCD DISPLAYS - Include Desk Stand	SHOW PRICE	TOTAL
	80" LED Display (16:9) - Includes Speakers	\$1,995.00	
	65" LED or Plasma Display (16:9) - Includes Speakers	\$1,595.00	
	55" LED Display (16:9) - Includes Speakers	\$1,045.00	
	46" LCD Display (16:9) - Includes Speakers	\$745.00	
	40" LCD Display (16:9) - Includes Speakers	\$595.00	
	32" LCD Display (16:9) - Includes Speakers	\$395.00	
	Wall Mount Bracket for 32-65" Display	\$25.00	
	72" Dual Post Stand for 32" and Larger being used with Rental Display	\$95.00	
	72" Dual Post Stand for 32" and Larger with client's own display & mount	\$175.00	
	Spandex Wrap for Dual Post Floor Stand	\$35.00	
	Accessory Shelf for Dual Post Stand to hold VCR, DVD, Laptop etc.	\$25.00	



QTY	TOUCH SCREEN LCD DISPLAYS	SHOW PRICE	TOTAL
	46" LCD Touch Screen Display	\$1,195.00	
	42" LCD Touch Screen Display	\$995.00	
	32" LCD Touch Screen Display	\$625.00	



QTY	TABLE TOP LCD DISPLAYS	SHOW PRICE	TOTAL
	24" LCD Display (16:9)	\$150.00	
	19" LCD Display (4:3)	\$95.00	
	Wall Mount Bracket for 19-24" LCDs	\$25.00	
	72" Single Post Stand for 19-24" LCD Monitors being used with SSR Display	\$95.00	
	72" Single Post Stand for 19-24" LCD Monitors w/ client's own display & mount	\$175.00	

QTY	HP TOUCHSMART All-In-One PC – Win Vista 64Bit Business Edition	SHOW PRICE	TOTAL
	Core 2 Duo 2.16Hz, 4GB RAM, 500GB HD, 22" Touchscreen LCD	\$325.00	
	QuadCore i7 3.4Ghz 8GB Ram 1TB 23" Touchscreen LCD (Win 7 Pro)	\$425.00	

QTY	PC DESKTOPS & LAPTOPS	SHOW PRICE	TOTAL
	Desktop -C2D 2.4GHz, 2GB RAM, 160GB HD, DVD-CDRW, NIC, 17" LCD	\$185.00	
	Desktop - Quadcore i7 2.93GHz, 8GB RAM, 1TB Hard Drive, 17" LCD	\$230.00	
	Laptop - C2D 2.0, 4GB RAM, 120GB Hard Drive, DVD-RW	\$185.00	
	Laptop - QuadCore i7 2.2GHz, 8GB RAM, 500GB Hard Drive	\$295.00	

QTY	APPLE EQUIPMENT	SHOW PRICE	TOTAL
	Apple 20" IMAC Intel Core 2 Duo 2.0GHz 4GB 250GB DVDRW	\$325.00	
	Apple 24" IMAC Intel Core 2 Duo 2.4GHz 4GB 250GB DVDRW	\$395.00	
	Apple 27" IMAC Intel Core i5 Quad 3.1ghz 8GB 1TB DVDRW	\$350.00	
	Apple 15.4" MacBook Pro Core 2 Duo 2.16GHz 2GB 100GB DVDRW	\$245.00	
	Apple 15.4" MacBook Pro i7 Quadcore 2.4 GHz 2GB 160GB Super Drive	\$295.00	
	Apple 15.4" MacBook Pro QuadCore i7 2.4 GHz 8GB 750GB	\$395.00	

<b>EQUIPMENT SUB TOTAL</b>	
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Show Code: ESAA0813

IF YOU DO NOT SEE WHAT YOU ARE LOOKING FOR, PLEASE CALL US AT (800) 955-5171

FOR MORE INFORMATION YOU CAN ALSO EMAIL US AT EXHIBITORSALLES@SMARTSOURCERENTALS.COM



**TECHNOLOGY RENTAL ORDER FORM**


QTY	VIDEO WALLS (Call for rates on other configurations)	SHOW PRICE	TOTAL
	2X2 Seamless 42" Plasma Video Wall - Includes Floor Stand or Wall Mounts	\$6,250.00	
	2X2 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$7,500.00	
	3X3 Seamless 42" Plasma Video Wall - Includes Floor Stand or Wall Mounts	\$14,065.00	
	3X3 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$16,875.00	



QTY	APPLE IPADS	SHOW PRICE	TOTAL
	Apple iPad3 WiFi 64GB	\$150.00	
	Apple iPad Accessory - Locking Table Top Stand	\$35.00	
	Apple iPad Accessory - Kiosk	\$225.00	
	Banner for iPad Kiosk	\$180.00	
	Backdrop Graphic for iPad Kiosk	\$350.00	



QTY	AUDIO VISUAL EQUIPMENT	SHOW PRICE	TOTAL
	DVD Player	\$85.00	
	Bluray Player	\$150.00	
	3000 Lumen Projector	\$290.00	
	5000 Lumen Projector	\$395.00	
	6' x 6' Tripod Projection Screen	\$150.00	
	7.5' x 10' FastFold Screen	\$290.00	
	JBL Pro 140 Watt Powered Speaker with Stand	\$85.00	
	Booth Sound System Includes: 2 Speakers w/Stands, Mixer & Wireless Mic	\$395.00	
	(2) 140 Watt JBL Speakers w/ stands & mixer	\$150.00	
	Wireless Mic Kit - (1) Lav, (1) HH, (1) Receiver	\$290.00	



QTY	FRIENDLYWAY KIOSKS	SHOW PRICE	TOTAL
	Friendlyway 19" Kiosk	\$795.00	
	Friendlyway 17" Kiosk	\$695.00	



QTY	CHARGING STATIONS	SHOW PRICE	TOTAL
	Friendlyway 15" Charging Kiosk	\$895.00	
	40" Touchscreen Charging Station	\$1,750.00	
	Graphics for Charging Station	\$375.00	

QTY	Office Equipment	SHOW PRICE	TOTAL
	HP Black & White Laser Printer	\$175.00	
	HP Color Laser Printer	\$365.00	
	45 PPM Black & White Copier	\$695.00	
	30 PPM Color Copier	\$895.00	

<b>EQUIPMENT SUB TOTAL</b>			
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Show Code: ESAA0813

**IF YOU DO NOT SEE WHAT YOU ARE LOOKING FOR, PLEASE CALL US AT (800) 955-5171**  
**FOR MORE INFORMATION YOU CAN ALSO EMAIL US AT EXHIBITORSALLES@SMARTSOURCERENTALS.COM**



<p><b>UNION &amp; MATERIAL HANDLING FEES:</b> All MATERIAL HANDLING &amp; UNION LABOR costs associated with the delivery, installation and removal of equipment are the customer's responsibility and will be billed directly to the customer. Please ask your sales representative for weights and cost estimations.</p> <p><b>SERVICE:</b> All rentals include 24x7 service &amp; support.</p> <p><b>DAMAGE WAIVER/LOSS COVERAGE:</b> Unless you have selected the damage waiver and loss coverage under this agreement, you are required to keep our property insured against loss by fire, theft, and other risks included in the standard form of "all risk" insurance naming us as additional insured" and "loss payee." In the event of such a loss, you agree to promptly reimburse us for the replacement cost of such property and claims for all losses and injuries caused by such property. Intentional abuse is excluded from coverage of the damage waiver and loss coverage and a filed police report must be produced for coverage to apply. Unless you have accepted our Damage Waiver Coverage, you will be responsible for the costs resulting from damage to our property including service and repair charges. Damage Waiver Coverage does not extend to misuse or intentional abuse.</p> <p><b>DELIVERY/PICKUP:</b> A representative from your organization must be in the booth at the time of delivery and pickup to sign for the equipment. If a repeat delivery is required, an additional charge will apply. Any changes to scheduled delivery time within 7 days of the event will result in an additional charge.</p> <p><b>PAYMENT:</b> SmartSource Rentals requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.</p> <p><b>CREDIT CARD:</b> For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders by your representatives. These fees include any services provided by SmartSource Rentals or charges we incur on your behalf.</p> <p><b>CANCELLATION:</b> Cancellation of rental equipment and services must be made 7 days prior to delivery. No refunds will be made to any order where cancellation is made less than 7 days prior to delivery.</p> <p><b>RESPONSIBILITY:</b> Customer is responsible for all loss and damage to equipment. All orders are subject to SmartSource Rentals standard terms and conditions. Prices are subject to change without notice.</p>	<b>EQUIPMENT SUB TOTAL FROM PAGE 1</b>	
	<input type="checkbox"/> <b>BY CHECKING THIS BOX YOU ARE DECLINING THE 10.5% FEE FOR DAMAGE WAIVER &amp; LOSS COVERAGE.</b>	
	<b>DELIVERY/SET UP &amp; PICK UP 25% OF EQUIPMENT TOTAL (Minimum \$125)</b>	
	<b>SUB TOTAL</b>	
	<b>SALES TAX RATE</b>	<b>7.78%</b>
	<b>SALES TAX</b>	
	<b>TOTAL*</b>	
	<p align="center"><b>A 25% SURCHARGE MAY BE APPLIED TO EQUIPMENT RENTED WITHIN 7 DAYS OF SHOW</b></p>	

**PLEASE FILL IN ALL BOXES BELOW – PLEASE PRINT NEATLY OR TYPE**

<b>EXHIBITION INFORMATION</b>		<b>PAYMENT INFORMATION</b>	
<b>Show Name</b> <b>ESA 98th Annual Meeting 2013</b>	<b>Company Name</b>		
<b>Exhibiting Company Name</b>	<b>Billing Address</b>		
<b>Booth # &amp; Hall/Room Name</b>	<b>City</b>	<b>State</b>	<b>ZIP</b>
<b>Show Site Contact</b>	<b>Credit Card Number</b>		<b>Exp. Date</b>
<b>Show Site Contact Cell Phone #</b>	<b>Authorized Signature</b>		<b>Security Code</b>
<b>Setup Date &amp; Time (2 hr Window Required)</b>	<b>Print Name</b>		
<b>Pick-up Date &amp; Time (2 hr Window Required)</b>	<b>Email Address</b>		
<b>Ordered By</b>	<b>Phone #</b>	<b>Fax #</b>	

<b>ORDER COMMENTS / INSTRUCTIONS</b>	

<b>FAX ORDER FORM TO: (972) 692-7815</b>	<b>OR EMAIL ORDER FORM TO: EXHIBITORSALES@SMARTSOURCERENTALS.COM</b>
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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	\$39.95each	_____
_____	4 foot green plants	\$49.95each	_____
_____	5 foot green plants	\$59.95each	_____
_____	6 foot green plants	\$69.95each	_____
_____	7 foot green plants & up please call for pricing	_____	_____
		SUBTOTAL	_____
		SALES TAX	_____
		TOTAL	_____

CONTAINERS –  BLACK  WHITE  WICKER

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

**TLC Designers can provide the following:**

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

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

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

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

Exhibitor Name: \_\_\_\_\_ Booth Representative: \_\_\_\_\_  
 Firm, Billing Name: \_\_\_\_\_ Purchase Order or Reference Number: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_ Credit Card #: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (MC, VISA, AM. EXP)  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Name of Credit Card Holder as shown on card  
 Show Decorator: \_\_\_\_\_ Expo Plus \_\_\_\_\_  
 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