

**THE AUDIE GROUP**  
1825 S. Division Ave.  
Orlando, FL 32805  
(407) 841-2000  
(407) 841-2006 FAX

**NASSTRAC Logistics Conference & Exhibition**  
May 6-9, 2007  
Renaissance Orlando Resort at SeaWorld  
Orlando, FL

**NASSTRAC Logistics Conference & Exhibition**  
May 6-9, 2007  
Renaissance Orlando Resort at SeaWorld  
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*Please call your Audie Group Customer Service Representative, at (407) 841-2000 from 9:00 a.m. to 5:00 p.m.  
E.S.T. if you have any questions.*

**Please call one of our Customer Service Representatives with questions!**  
**Phone: (407) 841-2000 FAX: (407) 841-2006**

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## **WELCOME!**

The Audie Group (AXPO) is honored to be the Official Service Contractor for the **NASSTRAC Logistics Conference & Exhibition** on May 6-9, 2007 at the Renaissance Orlando Resort at SeaWorld in Orlando, FL. Our purpose is to serve you throughout the planning production and completion of the entire show . . . start to finish! Our goal is to make sure that your participation is an absolute success. Our commitment is to offer you competitive prices and guarantee customer satisfaction.

### **BEFORE THE SHOW**

- Please read through this Exhibitor Service Kit. Complete and return all order forms by the proper due dates which are indicated on the bottom of each form. All forms should be returned to the address indicated at the top of each page. Forms are easy to locate by using the Table of Contents at the beginning of this Exhibitor Service Kit.
- Use our convenient "ORDER FORMS: DUE-DATE CHECKLIST" on page 5 . . . this will help you save money by taking advantage of significant pre-show order discounts.
- As the Official Service Contractor, we have jurisdiction over all material handling and cleaning of booths.

### **DURING THE SHOW**

- AXPO maintains an on-site Exhibitor Service Center throughout the show. If there is anything you did not order, or new requirements arise during the show, we'll be happy to help you. Just visit us at the Exhibitor Service Center for assistance.
- We will coordinate the shipment of all crates and materials out of the exhibit hall. If you wish to have your crates warehoused or shipped for another trade show, we can also assist you . . . just stop by the Exhibitor Service Center to complete the necessary forms.

### **AFTER THE SHOW**

- AXPO Critiques are available in this Exhibitor Service Kit and at the Exhibitor Service Center. Please complete the Critique so that we may be able to service you better in the future.
- Feel free to contact The Audie Group throughout the year for assistance with any other trade shows, special events, exhibit rentals, I&D labor, or material storage. We look forward to serving you in the future.

*Best regards . . . and have a successful show!*

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## **AT-A-GLANCE SHOW INFORMATION**

**WHAT:** **NASSTRAC Logistics Conference & Exhibition**

**WHEN:** May 6-9, 2007

**WHERE:** Renaissance Orlando Resort at SeaWorld  
6677 Sea Harbor Drive  
Orlando, FL 32821  
(407) 351-5555

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**EXHIBITOR MOVE-IN:** **Sunday, May 6, 2007**  
8:00 AM-4:00 PM

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**EXHIBITOR HALL SHOW HOURS:** **Sunday, May 6, 2007**  
5:30 PM – 7:00 PM-Welcome Reception  
**Monday, May 7, 2007**  
11:30 AM- 1:30 PM  
7:30 PM – 10:00 PM-Casino Night  
**Tuesday, May 8, 2007**  
7:30 AM- 8:30 AM-Networking Breakfast  
12:00 PM – 1:15 PM-Lunch

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**EXHIBITOR MOVE-OUT:** **Tuesday, May 8, 2007**  
2:00 PM-6:00 PM

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**SHOW COLORS:** TBD  
Exhibit Hall is carpeted with the hotel ballroom carpeting

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**STANDARD BOOTH EQUIPMENT:** 8' high draped back wall & 3' side panels  
Standard I.D. sign

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**ORDER FORMS:  
 DUE-DATE CHECKLIST**

*Please call a customer service representative at (407) 841-2000 if you have any ordering questions.*

<b>The forms below are to be mailed or faxed to AXPO.</b>	
<b>Form Name</b>	<b>Due By</b>
Deluxe Carpet Order	04/20/07
Intent to Use Non-Official Contractors Form	04/06/07
Third Party Payment and Statement of Terms Form	04/06/07
Charge Authorization Form	04/20/07
Custom Signs and Banners Order Form	04/20/07
Freight Routing Form	04/20/07
Installation and Dismantling Labor Order Form	04/20/07
Forklift Order Form	04/20/07
Shipping and Material Handling Recap	04/20/07
Standard Furnishings, Carpeting and Accessories Order Form	04/20/07
Standard I.D. Sign Order Form	04/20/07
AXSYS Rental Exhibits Order Form	04/20/07
Floral Service Order Form	04/20/07
Deluxe Furniture Rental Form	04/20/07
Booth Cleaning Order Form	04/20/07
<i>The forms below are to be mailed to the <b>individual suppliers</b>.</i>	
<i>Contact these suppliers directly regarding <b>their</b> ordering services.</i>	
<b>Form Name</b>	
Telephone Order Form	
Electrical Service Order Form	
Audio Visual/ Computer Service Order Form	
Ground/Air Freight Service Order Form	

**Please call one of our Customer Service Representatives with questions!**  
**Phone: (407) 841-2000 FAX: (407) 841-2006**

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**OFFICIAL SUPPLIERS**

**GROUND / AIR FREIGHT SERVICE**

Direct Service Logistics  
1825 S. Division Ave.  
Orlando, FL 32805  
(407) 841-0531  
(407) 841-3542 Fax

**AUDIO VISUAL/ COMPUTER SERVICE**

Renaissance Event Technology  
6677 Sea Harbor Drive  
Orlando, FL 32821  
(407) 248-7440  
(407)-345-2962

**ELECTRICAL**

Edlen Electrical  
11483 Rocket Blvd.  
Orlando, FL 32824  
(407) 854-9991  
(407) 854-9992 Fax

**TELEPHONE**

Renaissance Hotel  
6677 Sea Harbor Drive  
Orlando, FL 32821  
(407) 351-5555  
FAX (407)352-4807

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## **HOW TO PLACE YOUR PRE-SHOW ORDERS**

1. Complete as many of the order forms for furniture, carpeting, shipping, plants, etc., as your planning allows *before* each deadline. Use the "ORDER FORMS: DUE-DATE CHECKLIST" as a guide.
2. **FOR FORMS GOING TO THE AUDIE GROUP**, please follow this procedure:

A.	Complete the necessary AXPO forms and calculate the cost of each order.
B.	Review the "PAYMENT POLICIES" form.
C.	Complete the "CHARGE AUTHORIZATION" form, <b>REQUIRED</b> .
D.	Complete the "THIRD PARTY PAYMENT AND STATEMENT OF TERMS" FORM, if applicable.
E.	Complete the "ORDER FORMS RECAP" sheet.
F.	Make a complete photocopy set of all AXPO forms used from this Kit for your files. Staple all the original AXPO forms together with the "ORDER FORMS RECAP" on top. Attach your check on top of the "ORDER FORMS RECAP" if you are pre-paying by check. Mail this set of documents to:
<b>The Audie Group</b> <b>1825 S. Division Ave.</b> <b>Orlando, Florida 32805</b> <b>(Re: NASSTRAC)</b>	
<b>IF YOU ARE FAXING YOUR ORDERS YOU ARE NOT REQUIRED TO MAIL THEM.</b>	

**FOR FORMS GOING TO THE OTHER "OFFICIAL SUPPLIERS" . . .** (i.e. air freight, audio/visual needs, electrical service, etc.), please follow the payment and mailing instructions indicated on each of those forms located in this Exhibitor Service Kit.

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**FOR ORDERS AFTER THE DEADLINES . . .** If there is still time for forms to reach us by mail, air courier or FAX, you are welcome to make additions. Note that these will be invoiced at the "standard" rates.

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**FOR SHOW-SITE ORDERS . . .** Simply order from the AXPO staff at the Exhibitor Service Center. Note that such orders will be calculated at the "standard" rates. Payment will be required in advance at the Exhibitor Service Center for any show site orders.

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## **UNION REGULATIONS**

### **UNION JURISDICTIONS**

To assist you in planning for your participation in this NASSTRAC show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdictions of the various unions in the Orlando area, we ask that you read the following:

#### **CARPENTERS/DECORATORS UNION:**

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This **does not** apply to the unpacking and placement of your merchandise or product within the confines of your contracted exhibit area, with the exception of machinery. Merchandise includes items produced by your firm for sale which are to be used as a part of the display in your booth. At no time can there be more than one (1) full-time company employee with a maximum of one-half (1/2) hour for the purpose of setting-up or dismantling individual displays. No power tools (i.e. electric drills, power saws, etc.) or mechanical equipment are to be used by exhibitor personnel. Exhibitors cannot "borrow" tools or mechanical equipment from the exhibit facility and/or the Official Service Contractor. AXPO will have qualified union members available to assist you in setting-up and dismantling your exhibit and equipment. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER" form for the rates which will be applied for this service.

#### **TEAMSTERS/MACHINERY/RIGGERS UNION:**

This local also claims jurisdiction on the operation of all material handling, equipment to and from the dock area and the exhibit space. Union personnel will operate forklifts, cranes and all other equipment for the unloading and reloading off all display materials, machinery, product and equipment. Please see the "MATERIAL HANDLING RATES" form for the charges that will apply. Also, exhibitors cannot borrow forklifts, dollies, hand trucks, carts, etc. from the convention facility or the Official Service Contractor to uncrate, unskid, move, position, assemble, reskid, recreate, etc. , their equipment, products or displays.

**Only literature, or very small equipment that can be hand carried by one person in one trip, without the use of handcarts, forklifts, or dollies, may be transported into or out of the exhibit area without union labor. Exhibitors will not be permitted access to the loading dock area(s) or the assistance of union personnel if they choose to hand carry their items.**

**The Audie Group, shall be the sole authority on all matters in the dock area. This shall include but not be confined to items such as assignment of dock space and loading or unloading of all materials and equipment in order to ensure a smooth and efficient move-in and move-out of the convention.**

#### **TIPPING**

AXPO requests that Exhibitors do not tip our employees. They are paid an excellent wage, and we feel that tipping is not necessary. This applies to all The Audie Group and AXPO employees, union employees and its subcontractors' employees.

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## **PAYMENT POLICIES**

**PAYMENT OPTIONS** - We offer three convenient ways for you to pay for your furniture and carpet rentals, material handling, signs, and other services provided by AXPO in our role as the Official Service Contractor for this show.

1. **Advance Payment by Company Check . . .** Attached with order forms. The Charge authorization form **MUST** also be submitted for any additional charges incurred at show site. **ORDERS WILL NOT BE PROCESSED WITHOUT THE CHARGE AUTHORIZATION**
2. **Wire Transfers in U.S. Funds . . .** Addressed as listed above:

BANK OF AMERICA  
ABA# 063100277  
The Audie Group, Inc.  
Account # 3432321257

3. **Charge Card . . .** Mastercard, VISA, Diners Club, or American Express. To accept charges, we need you to complete "CHARGE AUTHORIZATION" form on the following page. AXPO must receive this form by Friday, April 20, 2007.

**SHOW SITE ORDERS** - Save money and take advantage of the pre-show discounts by ordering as many of your requirements before the deadlines. Orders received after the deadlines or made at the Exhibitor Service Center during the show will be billed at the "standard" prices listed on the various forms.

**PAYMENT TERMS** - In order for us to process your order for services and materials listed in this Exhibitor Service Kit, we must have your signed charge card information or full payment in advance. Invoices for outstanding balances will be prepared at the Exhibitor Service Center for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full by check, charge or wire transfer in U.S. funds upon presentation. All inquiries must be dealt with and completed before you leave the show.

**NOTE** - All materials are on a rental basis for the duration of the show and remain the property of The Audie Group, AXPO.

**IMPORTANT: PLEASE ADVISE YOUR BOOTH REPRESENTATIVES OF THESE PAYMENT POLICIES SO THERE ARE NO MISUNDERSTANDINGS.**

*Your Cooperation is Appreciated.*

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## CHARGE AUTHORIZATION

**PLEASE NOTE:** By signing this form you are agreeing to the policy that authorize that the person on site, if not yourself, is allowed to order services to be charged to this card for this event only. **ORDERS WILL NOT BE PROCESSED WITHOUT THIS FORM ON FILE, REGARDLESS OF FORM OF PAYMENT!**

Check one:

MASTERCARD  
DINERS CLUB

VISA

AMERICAN EXPRESS

ACCOUNT NUMBER:	CARD EXPIRES:
<b>VISA/MASTERCARD "V" CODE (last 3 digits on back of credit card) REQUIRED:</b>	
<b>CID CODE: (4 digit code on the front of the AMEX Card) REQUIRED:</b>	
NAME ON CHARGE CARD	
(Please print clearly):	
SIGNATURE:	
COMPANY NAME:	
<b>CREDIT CARD BILLING ADDRESS:</b>	
CITY, STATE:	ZIP CODE:
ORDERED BY:	BOOTH #:
EMAIL ADDRESS:	
PHONE NUMBER:	FAX NUMBER:
<i>Please retain one copy for your files. Attach this original form to the "ORDER FORMS RECAP."</i>	

**DEADLINE: Friday, April 20, 2007**

**Orders will not be processed without this form on file!**





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**HOW DID WE DO?**

We hope you found our Exhibitor Service Kit format easy to understand. Once you have completed the forms and read all the information in our Exhibitor Service Kit, please take a moment or two to let us know whether or not you found it helpful and what we can do to make it more serviceable.

Please rate the Exhibitor Service Kit on a scale of 1 to 5 (where 5 is excellent and 1 is poor) in each of the following categories:

Completeness of Information	5	4	3	2	1
Clarity of Information	5	4	3	2	1
Organization of Sections	5	4	3	2	1
Timeliness of Arrival	5	4	3	2	1
Quality of Materials	5	4	3	2	1
Overall Usefulness	5	4	3	2	1

Comments/Suggestions:

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May we contact you to get more information on your comments?

Yes

No

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

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

Phone: (    ) \_\_\_\_\_

**Mail To:** Jim Audie  
The Audie Group  
1825 S. Division Ave.  
Orlando, Florida 32805

**Or Fax To:** (407) 841-2006

THANK YOU FOR TAKING THE TIME TO LET US KNOW HOW WE CAN  
BETTER SERVE YOU.

**Please call one of our Customer Service Representatives with questions!**  
**Phone: (407) 841-2000 FAX: (407) 841-2006**

## SHIPPING INSTRUCTIONS

*It's not as complicated as you may think!*

### ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PREPAID . . . collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to move-in date for the show. Such shipments must arrive on or before Friday, May 3, 2007, between the hours of 8:00 a.m. and 4:30 p.m., Monday-Friday. No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of your shipment, please call (407) 855-4088.
- **NOTE:** Shipments arriving at the warehouse after Tuesday, May 1, 2007, will be charged an additional 25% overtime rate of the advance warehouse rate.
- Any shipment arriving after Friday, May 3, 2007 will be redirected directly to showsite at the exhibitors' expense.
- **Warehouse freight will be moved on Overtime into the show.**
- **Label each crate or package as follows:**

**TO:** [Your Company's Name and Booth Number]  
**FOR:** NASSTRAC  
C/o The Audie Group  
Exhibition Logistics  
2424 Orlando Central Pkwy  
Orlando, FL 32809

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by AXPO for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Materials are then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

**IMPORTANT: Refer to the "MATERIAL HANDLING RATES" section in this Exhibitor Service Kit for rate information.**

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## SHIPPING INSTRUCTIONS

--Continued--

### SHIPPING DIRECTLY TO THE CONVENTION FACILITY

- Shipments must be sent PREPAID . . . collect shipments will be refused.
- Any shipments arriving prior to will be **REFUSED** and returned to the local trucking terminal.
- **NOTE:** Shipments will only be received at show site during the period of Exhibitor move in and show hours. As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility. Shipments arriving before Sunday, May 6, 2007 will be refused.
- Weight tickets of Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show site receiving report will verify the total count and weight.
- **Label each crate or package as follows:**

**TO:** [Your Company's Name and Booth Number]  
**FOR:** NASSTRAC  
c/o The Audie Group  
Renaissance Orlando Resort at SeaWorld  
6677 Sea Harbor Drive  
Orlando, FL 32821

**The Audie Group will not be responsible for shipments that are not labeled as instructed above.**

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by AXPO for such shipments.
- AXPO will unload crated materials at the convention facility and deliver same to respective booths. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Materials are then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

**IMPORTANT: Refer to the "MATERIAL HANDLING RATES" section in this Exhibitor Service Kit for rate information.**

## **MATERIAL HANDLING RATES**

### **MATERIAL HANDLING RATES FOR ADVANCE SHIPMENTS TO THE WAREHOUSE**

- \$95.00 OT/OT per hundred pounds with a 200 lb. Minimum. Minimum of \$190.00 per shipment Rates are calculated on a round trip basis.
- This rate includes overtime moves.
- There is a 50% one-time charge for shipments that require special handling (refer to the bottom of this page to see if this will apply).
- There is a 25% one-time charge for shipments arriving after April 25, 2006.
- **IF THERE ARE ANY QUESTIONS PLEASE CONTACT US AT (407) 841-2000.**

### **MATERIAL HANDLING RATES FOR SHIPMENTS TO THE CONVENTION FACILITY**

- \$95.00 ST/OT per hundred pounds. Minimum of 200 lbs. Minimum of \$190.00 per shipment
- Minimum of \$280.50 per shipment delivered - 300 lb. minimum (or fraction thereof).
- Rates are calculated on a round trip basis.
- This rate includes overtime moves.
- There is a 50% one-time charge for shipments that require special handling (refer to the bottom of this page to see if this will apply).

### **SMALL PACKAGE SHIPMENTS**

Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, and PRIVATE VEHICLE, etc., will be delivered to booth without guarantee of the piece count or condition. NO LIABILITY WILL BE ASSUMED FOR SUCH SHIPMENTS. \$50.00 per shipment will be charged for packages 25 pounds and under.

### **LABOR AND EQUIPMENT**

Labor will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" located in this kit.

### **SHIPMENTS REQUIRING SPECIAL HANDLING**

A 50% Fee each way will be added to quoted rates for crated, boxed or skidded shipments received at either warehouse or the convention site requiring special handling. Shipments requiring special handling are defined as, but not limited to those that cannot be unloaded or reloaded at the dock, or packed in such a manner as to require additional handling or special equipment to unload (i.e. ground loading, unloading, doubledecking, unstacking, side door loading). Uncrated and loose display shipments are defined as open displays (not crated or cased) or unskidded machinery on an open flatbed truck without proper lifting bars and hooks. The determination for special handling charge will be documented and verified by signature on all receiving and/or outbound reports.

Shipments received without paperwork, such as Fed Ex, UPS, and POV's will be subject to an additional 50% special handling fee. These shipments will be delivered without guarantee of piece count or condition. All uncrated material will be charged an additional 50% of the cwt charge listed in the rate tables.

## MATERIAL HANDLING RATES

--Continued--

### PENALTIES

Add 50% to the convention facility rate for shipments received after the show opens for additional trucking and required labor. Any financial penalties incurred because of inappropriate addresses, early arrivals causing reconsignment charges, storage, etc. will be the responsibility of the exhibitor.

### INBOUND BILL OF LADING OR DELIVERY RECEIPT

All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event no weight is indicated on the documents presented, AXPO shall estimate the weight and charges will be based on the estimates. ***The estimates will be binding on both parties. No adjustments will be made after the show closes.*** Copies of the Bills of Lading, including pro number, should be mailed to AXPO as soon as shipments are made. This will assist in tracing if necessary.

### EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or their representative. **All previous labels should be removed.** AXPO assumes no liability for errors to the above procedure, removal of containers with old empty labels, improper information on empty labels or valuables stored in containers with empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

### SPECIAL RATES AND SERVICES

- Shrink wrap a pallet is available at \$75.00 per skid.
- Steel banding is available at \$1.95 per linear foot, plus one-half hour minimum labor.
- Mobile equipment will be moved into and out of the exhibit hall on a time and material basis with minimum charge of \$250.00 round trip.

### AGREEMENT OF TERMS

The exhibitor accepts the responsibility for the payment of charges in connection with the handling of their shipment and guarantees payment to AXPO for the incurred services described herewith.

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## **MATERIAL HANDLING RATES**

--Continued--

### **OUTBOUND SHIPPING**

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. **Previous shipping labels should be removed.** AXPO accepts no responsibility for misdirected shipments as a result of old shipping labels, which remain, on containers. AXPO will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with AXPO, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse (arrangements must be made in advance), at an additional charge, to await disposition. AXPO reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment by the outbound deadline. No liability will be assumed by AXPO as a result of such re-routing or handling. If you are not using the show carrier for your outbound shipping, you as the exhibitor must contact your carrier and schedule a pick up. The shipment is to be picked up directly from the Gaylord Palms Orlando Resort Hotel and Convention Center. Your carrier must check in at The Audie Group Service desk no later than 4:00 PM on the moveout day, May 8, 2007. If your carrier has not checked in by 4:00 PM, your freight will be re-routed via the show carrier. Please note: Your freight will be shipped with the same level of service as noted on your bill of lading. If you have any questions regarding the outbound shipping process please call 407-841-2000.

**Freight will not be released to any drivers without a bill of lading turned into The Audie Group Service Desk.**

**Please refer to the final moveout notice that will be handed out at showsite, for these times are subject to change.**

### **SHIPMENTS RETURNED TO WAREHOUSE**

At the close of show, for re-forwarding or storage, there will be an additional charge of \$25.00 per cwt. on straight time; \$30.00 per cwt. on overtime, with a 1,000 lb. minimum.

## **MATERIAL HANDLING RATES**

--Continued--

### **LIMITS OF LIABILITY**

All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handling by AXPO are insured at a value not to exceed twenty-five cents (\$0.25) per pound and is not to exceed a maximum of fifty dollars (\$50.00) per item or \$1,000.00 per claim, whichever is less. However, AXPO and its subcontractors are not insurers. The amounts paid to AXPO are based on the value of the material handling services and are unrelated to the value of the property being handled.

AXPO, and its subcontractors, shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, not for ordinary wear and tear in handling of equipment. AXPO, and its subcontractors, shall not be responsible for the materials after same have been delivered to the booth, or before we have picked up for loading out the exhibit hall.

AXPO shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

All Bills of Lading covering outgoing shipments, which are given to AXPO by exhibitors, will be checked at the time of pickup from the booth and correction made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from booth for loading onto a carrier, and during such time the materials will not be under the care and responsibility of AXPO.* AXPO and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit same.

Claims for loss or damage, which are not submitted, to AXPO within thirty days of the close of the show shall be considered waived. No suit or action shall be brought against AXPO or its subcontractors, more than one year after accrual of the cause or action thereof.

In order to expedite removal of materials from the show site, AXPO shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to AXPO 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 the above section.

**THE AUDIE GROUP**  
1825 S. Division Ave.  
Orlando, FL 32805  
(407) 841-2000  
(407) 841-2006 FAX

**NASSTRAC Logistics Conference & Exhibition**  
May 6-9, 2007  
Renaissance Orlando Resort at SeaWorld  
Orlando, FL

## MATERIAL HANDLING RECAP

For complete information and descriptions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES" in this Exhibitor Service Kit.

<b>COMPUTATION OF ORDERS:</b>	
When recording weight, round up to the next one hundred (100) pounds.	
<b>ADVANCE CRATED SHIPMENTS TO THE WAREHOUSE:</b>	\$
<i>We will ship _____ pieces @ _____ lbs. @ \$95.00 per 100 lbs. With a 200lb minimum (\$190.00 minimum)</i>	
<b>DIRECT SHIPMENTS TO THE CONVENTION FACILITY:</b>	\$
<i>We will ship _____ pieces @ _____ lbs. @ \$95.00 per 100 lbs. with a 200lb. minimum (\$190.00 minimum)</i>	
<b>SHIPMENTS REQUIRING SPECIAL HANDLING OR NON-COMMON CARRIERS: (PLEASE SEE PAGE 16 FOR COMPLETE DETAILS)</b>	
<i>Add 50% of the above rate calculated</i>	\$
<b>PAYMENT ENCLOSED</b>	
\$	
<b>Note:</b> Shipments received at the warehouse after 4:00 p.m. or any time after Tuesday, May 1, 2007 will be assessed an additional 25% fee.	

**NOTE:** We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly. Adjustments must be paid at show site. If you have any questions about material handling, please contact a customer service representative. **To reduce your material handling, ship all materials in one shipment, not several different shipments. Material handling is billed per shipments received (per hundred weight).**

COMPANY NAME:

BOOTH #:

*Please retain one copy for your files. Attach this original form to the  
"ORDER FORMS RECAP."*

**DEADLINE DATE: Friday, April 20, 2007**

**Please call one of our Customer Service Representatives with questions!  
Phone: (407) 841-2000 FAX: (407) 841-2006**

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## FREIGHT ROUTING FORM

INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW		
Company Name:	Booth #:	
Origin of Shipment:	Carrier:	
Shipping Date:	Approximate Arrival Date:	
Total Number of Containers:	Total Weight of Shipment:	
<b>PLEASE READ</b>		
To enable our tracing delayed shipments, please mail or fax duplicate bill of lading to The Audie Group, 1825 S. Division Ave. Orlando, Florida 32805. FAX (407) 841-2006.		
<b>COLLECT SHIPMENTS WILL NOT BE RECEIVED</b>		
INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW		
Consign to (Company Name):	Telephone: (    )	
Street Address:		
City:	State:	Zip:
Carrier:	PREPAID	COLLECT
Total Number of Containers:	Total Weight of Shipment:	
FOR SPLIT SHIPMENTS, USE SPACE BELOW		
Consign to (Company Name):	Telephone: (    )	
Street Address:		
City:	State:	Zip:
Carrier:	PREPAID	COLLECT
Total Number of Containers:	Total Weight of Shipment:	
BILLING ADDRESS FOR FREIGHT CHARGES		
Your Company Name:		
Street Address:		
City:	State:	Zip:
Attention:	Telephone: (    )	
Authorized Signature:		
Title:		

Date:                      Telephone: (    )

**IF YOU HAVE HIRED THE AUDIE GROUP TO DISMANTLE YOUR BOOTH WITHOUT EXHIBITOR SUPERVISION, YOU MUST SUBMIT THIS FORM WITH YOUR LABOR ORDER!**

**DEADLINE DATE: Friday, April 20, 2007**

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 Phone: (407) 841-2000 FAX: (407) 841-2006**

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## INSTALLATION AND DISMANTLING LABOR ORDER

*(Please retain one copy for your files)*

INSTALLATION AND DISMANTLING LABOR RATES	
<b>Straight Time:</b>	<b>Over Time:</b>
<b>PLAN A:</b> Discount \$125.00 per/hour	<b>Discount</b> \$155.00 per/hour
<b>PLAN B:</b> Discount \$85.00 per/hour	<b>Discount</b> \$115.00 per /hour

**Overtime rates prevail before 8:00 a.m. and after 4:30 p.m. daily and all day Saturdays, Sundays, and Holidays. A minimum charge is one hour per labor personnel. There will be a 10% surcharge for any showsite orders.**

PLAN A: Installation and dismantling of display under the supervision of The Audie Group, I&D TAG.		
INSTALL	Total Laborers:	Hours per Laborer:
DISMANTLE	Total Laborers:	Hours per Laborer:
<b>Please Note the Following:</b>		
<ul style="list-style-type: none"> <li>• Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary.</li> <li>• Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one hour minimum charge.</li> </ul>		

PLAN B: Installation and dismantling of display under the supervision of Exhibitor.				
INSTALL	Date:	Time:	Total Laborers:	Hours/Laborer:
DISMANTLE	Date:	Time:	Total Laborers:	Hours/Laborer:
<b>Please Note the Following:</b>				
<ul style="list-style-type: none"> <li>• Labor personnel must be picked up at AXPO Exhibitor Service Center when under exhibitor supervision.</li> <li>• <b>A one hour "no show" charge per person will be applied if exhibitor fails to pick up labor personnel as ordered.</b></li> <li>• If you cannot guarantee a time for your labor call, place your order as a will call. If you designate a specific time and fail to show at that specific time you will be charged a 1 hour minimum for each laborer ordered.</li> <li>• Workers are assigned to orders at 8:00 a.m. daily and completion time of first assignments is uncertain. Therefore, starting times after 8:00 a.m. cannot be guaranteed, although we will make every attempt to provide labor at requested times.</li> <li>• Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour charge per requested labor personnel.</li> </ul>				

<b>ESTIMATED COST FOR INSTALLATION &amp; DISMANTLING LABOR</b>	\$ _____
COMPANY NAME:	BOOTH #:

**IF YOU HAVE HIRED THE AUDIEGROUP SUPERVISION LABOR (PLAN A) YOU MUST COMPLETE THE FREIGHT ROUTING FORM (PAGE 22) WITH YOUR ORDER!**

**DEADLINE DATE: Friday, April 20, 2007**

**Please call one of our Customer Service Representatives with questions!  
 Phone: (407) 841-2000 FAX: (407) 841-2006**

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## **FORKLIFT/RIGGING ORDER FORM**

5,000-pound capacity forklifts with drivers are available for spotting of equipment in the booth, and hanging headers. There is a minimum of one hour. All equipment must be picked up at the Service Center and the labor ticket returned upon completion of work. Approval of the hours on the labor ticket will ensure that you are only billed for the actual hours worked.

<b><u>FORKLIFT ORDER FORM</u></b>					
<b>INSTALLATION:</b>	Date	Time	Straight Time/Overtime	Total	
Forklift with Operator			\$250.00 per hour/\$295.00 per hour		
Scissor Lift with Operator			\$300.00 per hour/\$400.00 per hour		
Snorkel Lift with Operator			\$400.00 per hour/\$450.00 per hour		
<b>DISMANTLE:</b>	Date	Time	Straight Time	Overtime	Total
Forklift with Operator			\$250.00 per hour	\$295.00 per hour	
Scissor Lift with Operator			\$300.00 per hour	\$400.00 per hour	
Snorkel Lift with Operator			\$400.00 per hour	\$450.00 per hour	
					Total
<b>Special Request Requirements:</b>					

**DEADLINE: Friday, April 20, 2007**

**Please call one of our Customer Service Representatives with questions!**  
**Phone: (407) 841-2000 FAX: (407) 841-2006**

## **LIMITS OF LIABILITY AND RESPONSIBILITY FOR LABOR**

1. The Audie Group, AXPO and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. The Audie Group, AXPO and its subcontractors shall not be responsible for loss, injury, or damage caused by laborers or equipment furnished by The Audie Group, AXPO or its subcontractors, except when such laborers are working or operating equipment under the direct supervision of a supervisor designated by The Audie Group, AXPO or its subcontractor.
3. The Audie Group, AXPO 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 exhibitor's materials.
4. Claims for loss, injury or damage, which are not submitted to The Audie Group, AXPO within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against The Audie Group, AXPO or its subcontractors more than one year after the accrual of the cause of action.
5. The Audie Group, AXPO will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. The Audie Group, AXPO will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services of laborers 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 terms and conditions set forth in Sections 1 through 5 above.

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## **NON-OFFICIAL CONTRACTORS' RULES AND REGULATIONS**

The Audie Group, AXPO has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

**A NON-OFFICIAL CONTRACTOR IS:** Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the official contractors.

1. Each representative of a Non-Official Contractor must physically pick-up, in person, an "Exhibit Crew" badge at the AXPO Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor, he/she must be accompanied to the AXPO Exhibitor Service Center by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

**IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to AXPO no later than Friday, April 6, 2007:**

- "INTENT TO USE NON-OFFICIAL CONTRACTORS" form which is located in this Exhibitor Service Kit.
- **Liability "Certificate of Insurance" form which names *The Audie Group, AXPO* as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.)**

**IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND THEIR "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO THE AUDIE GROUP, AXPO BY FRIDAY, APRIL 6, 2007, THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM AXPO.**

It is the responsibility of the exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules and Regulations* of this exposition.

**DEADLINE DATE: FRIDAY, APRIL 6, 2007**

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## INTENT TO USE NON-OFFICIAL CONTRACTORS

**A NON-OFFICIAL CONTRACTOR IS:** Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at The Audie Group AXPO no later than Friday, April 6, 2007, **No extensions or exceptions will be granted after the published deadline.**
2. The Non-Official Contractor must provide The Audie Group, AXPO with a copy of their "Certificate of Insurance." This certificate must be received no later than Friday, April 6, 2007. **No extensions or exceptions will be granted after the published deadline.**
3. Failure to provide The Audie Group, AXPO with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from AXPO. Non-Official Contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "Exhibit Crew" badge at our AXPO Exhibitor Service Center.

**NOTIFICATION DEADLINE: Friday, April 6, 2007**

EXHIBITING FIRM:	BOOTH #:
AUTHORIZED	AUTHORIZED
NAME & TITLE:	SIGNATURE:
FULL NAME OF NON-OFFICIAL CONTRACTOR:	
COMPLETE ADDRESS:	
CITY, STATE:	ZIP CODE:
AUTHORIZED	AUTHORIZED
NAME & TITLE:	SIGNATURE:
PHONE NUMBER: ( )	FAX NUMBER: ( )
NON-OFFICIAL CONTRACTOR "SHOW SITE"	DIRECT
REPRESENTATIVE (if not same as above):	PHONE #: ( )
TYPE OF SERVICE TO BE PERFORMED:	

**THIS FORM MUST BE ACCOMPANIED BY A CERTIFICATE OF INSURANCE. NO EXCEPTIONS!**  
**Both the Intent to use Non Official Contractor and Certificate of Insurance must be received by Friday, April 6, 2007. No extensions will be granted.**  
**DEADLINE DATE: Friday, April 6, 2007**

**Please call one of our Customer Service Representatives with questions!**  
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## STANDARD I.D. SIGN ORDER

Each exhibitor receives a standard booth identification sign, if ordered by Friday, April 20, 2007, measuring 7" x 44" and listing your company name, city, state and booth number.

*If the I.D. sign is ordered after the deadline date, there will be a \$31.75 charge.*

<b>NO</b> , we do not require this sign.	
<b>YES</b> , we do wish to have our standard booth I.D. sign printed as follows:	
Line 1 (Company Name):	
Line 2 (City, State):	
Line 3 (Booth Number):	
Sign Ordered By:	Date:
Phone Number: (    )	

*Please retain one copy for your files. Attach this original form to the  
"ORDER FORMS RECAP."*

**DEADLINE DATE: Friday, April 20, 2007**

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**STANDARD FURNISHINGS, CARPETING, AND ACCESSORIES ORDER**  
**100% CANCELLATION FEE APPLIES AFTER MOVE-IN BEGINS.**

Qty.	Description	Discount Price	Standard Price	Amount
<b>CHAIRS AND TABLES</b>				
A	Basic Arm Chair	\$63.00	\$94.00	\$ _____
B	Basic Side Chair	\$58.00	\$87.25	\$ _____
C	Cocktail Table Round -30"h	\$105.00	\$155.00	\$ _____
D	Cocktail table Round- 42"h	\$125.00	\$165.00	\$ _____
E	Bar Stool	\$70.00	\$95.00	\$ _____
<b>ACCESSORIES</b>				
J	Literature Stand	\$120.00	\$187.00	\$ _____
K	Coat Rack	\$39.00	\$47.00	\$ _____
L	Bag Stand	\$65.00	\$85.00	\$ _____
M	Wastebasket	\$19.00	\$25.00	\$ _____
N	Easel	\$36.00	\$54.00	\$ _____
O	Chrome Stanchion	\$36.00	\$47.00	\$ _____
P	Roping (8' sections)	\$59.00	\$80.00	\$ _____
Q	Refrigerator	\$230.00	\$300.00	\$ _____
<b>PEGBOARDS</b>				
	4' x 8' Tackboard Vertical Horizontal	\$190.00	\$243.00	\$ _____
	3' x 8' Velcro Panels (Single Sided)	\$193.00	\$251.00	\$ _____
	3' x 8' Velcro Panels (Double Sided)	\$193.00	\$251.00	\$ _____
<b>MISCELLANEOUS</b>				
	Clear Poly To Cover Carpet	\$1.00/sq.ft.	\$1.50/sq.ft.	\$ _____
	Additional Carpet Tape	\$ 1.95/ft.	\$ 2.25/ft.	\$ _____
	Carpet Padding	\$1.00/sq.ft.	\$1.50/sq.ft.	\$ _____
<b>DRAPED DISPLAY TABLES - 30" High X 24" Wide</b>				
	<b>Check Color:</b> Gold Red Blue Black Teal Grey White Burgundy Green			
	4' Draped	\$85.00	\$110.00	\$ _____
	6' Draped	\$96.00	\$135.00	\$ _____
	8' Draped	\$115.00	\$157.00	\$ _____
	4th Side Draped	\$35.00	\$40.00	\$ _____
<b>DRAPED DISPLAY COUNTERS - 42" High X 24" Wide</b>				
	<b>Check Color:</b> Gold Red Blue Black Teal Grey White Burgundy Green			
	4' Draped	\$ 95.00	\$127.00	\$ _____
	6' Draped	\$108.00	\$157.00	\$ _____
	8' Draped	\$128.00	\$187.00	\$ _____
	4th Side Draped	\$ 40.00	\$45.00	\$ _____
<b>COMPANY NAME:</b>		<b>BOOTH #:</b>		

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**STANDARD FURNISHINGS, CARPETING, AND ACCESSORIES ORDER**

-- Continued --

Qty.	Description	Discount Price	Standard Price	Amount	
<b>SHELVES AND DRAPING (these are not tables)</b>					
<b>Check Color:</b> Gold Red Blue Black Teal Grey White Burgundy Green					
	4' x 10" x 12" Draped	\$43.00	\$56.00	\$ _____	
	6' x 10" x 12" Draped	\$55.00	\$71.00	\$ _____	
	8' x 10" x 12" Draped	\$86.00	\$112.00	\$ _____	
<b>CARPET - Carpet Ordered in Multiples are Not Guaranteed a Color Match</b>					
<b>Check Color:</b> Blue Grey Burgundy <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Black					
	10' x 10'	\$120.00	\$180.00	\$ _____	
	10' x 20'	\$230.00	\$360.00	\$ _____	
	10' x 30'	\$340.00	\$540.00	\$ _____	
	10' x 40'	\$450.00	\$720.00	\$ _____	
<b>SPECIAL CUT CARPET - (Minimum Order is 100 Square Feet)</b>					
	Per Square Foot - Size: X	\$3.50	\$4.10	\$ _____	
				SUBTOTAL	\$ _____
				SALES TAX @6.5 %	\$ _____
				TOTAL	\$ _____
COMPANY NAME:		BOOTH#:			

*Please retain one copy for your files. Attach this original form to the "ORDER FORMS RECAP."*

**DEADLINE: Friday, April 20, 2007**

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**DELUXE CARPET ORDER**

Enhance the impression of your booth, plus enjoy the added choices of designer colors by ordering our custom carpeting. It is available for one-time rental or outright purchase for future shows at very reasonable rates. Carpeting is 30 oz. stain-resistant Zeftron Nylon. Other colors might be available, please call one of our customer service representatives for additional colors and prices.

Gunmetal	Misty Grey	Bay Water	Cherry Red
Plum	Silver Mist	Baby Blue	Ebony
Navy	Sky Blue	Dusty Rose	Light Teal
Burgundy	Creme	Ivory	Evergreen
Sandstone	Peach	Forest Green	Toast

Please fill out your choice below. There is a minimum order of 100 square feet. If additional carpet is required to cover steps, skids and display cases, please send floor plans. A quotation will be forwarded to you before we proceed.

**RENTAL PRICE** order includes installing, carpet padding, poly covering and removal.

**CARPET COLOR:**

**BOOTH**

**SIZE**            **X**            =            **SQ. FT. @**  
    **\$4.50/SQ. FT.**        **\$**  
    **Tax 6.5%**            **\$**

**COMPANY NAME:**

**BOOTH #:**

*Please retain one copy for your files. Attach this original form to the "ORDER FORMS RECAP."*

**DEADLINE: Friday, April 20, 2007**  
**LATE ORDERS ADD 30%**

**Please call one of our Customer Service Representatives with questions!**  
**Phone: (407) 841-2000 FAX: (407) 841-2006**

## **PICK ONE OF OUR SIX MOST POPULAR BOOTH SETUPS**

*These popular, practical configurations simplify trade show participation.*

With our AXSYS modular system, tradeshow exhibiting has never been easier. Using interlocking aluminum frame elements and your choice of panels, our designers can create anything from a single booth to a large, multi-dimensional contemporary selling environment. Let us show you how our AXSYS rental exhibit system gives you the flexibility to adapt to your changing exhibit needs.

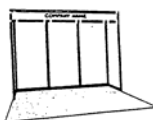
Start with one of these six basic layouts. Each includes electrical outlets and lighting, carpeting, your company name on the header, plus hassle-free installation and dismantling. All you need to do is show up and start selling.

Bring your own additional signs, or we can produce them for you.

Enhance your display with a variety of custom wall panels coordinated to your company colors . . . add foliage and furnishings as finishing touches.

### **AXSYS BASIC**

Here's a simple way to get started. Add your own signs and a draped table, and you're ready to sell!



### **AXSYS 3**

This double booth back wall makes a big impression. In addition to the wide-open selling area, there's also an ample storage closet.\*



### **AXSYS 1**

By adding side walls, and perhaps upgraded fabric panels, you can easily tailor this setup to your needs.\*



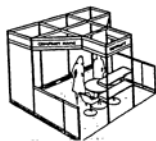
### **AXSYS 4**

Invite prospects into this booth for an intimate discussion of your product or service. The storage cabinet lets you keep materials or equipment locked away.\*



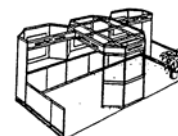
### **AXSYS 2**

Thrust out to the aisle and capture more attention. There's plenty of display space here.\*



### **AXSYS 5**

This three-part booth offers you lots of options for sales presentations. Three built-in storage cabinets also make excellent table-top display areas.\*



\*Plants and furnishings are not included in quoted booth rental costs.

**THE AUDIE GROUP**

1825 S. Division Ave.  
Orlando, FL 32805  
(407) 841-2000  
(407) 841-2006 FAX

**NASSTRAC Logistics Conference & Exhibition**

May 6-9, 2007  
Renaissance Orlando Resort at SeaWorld  
Orlando, FL

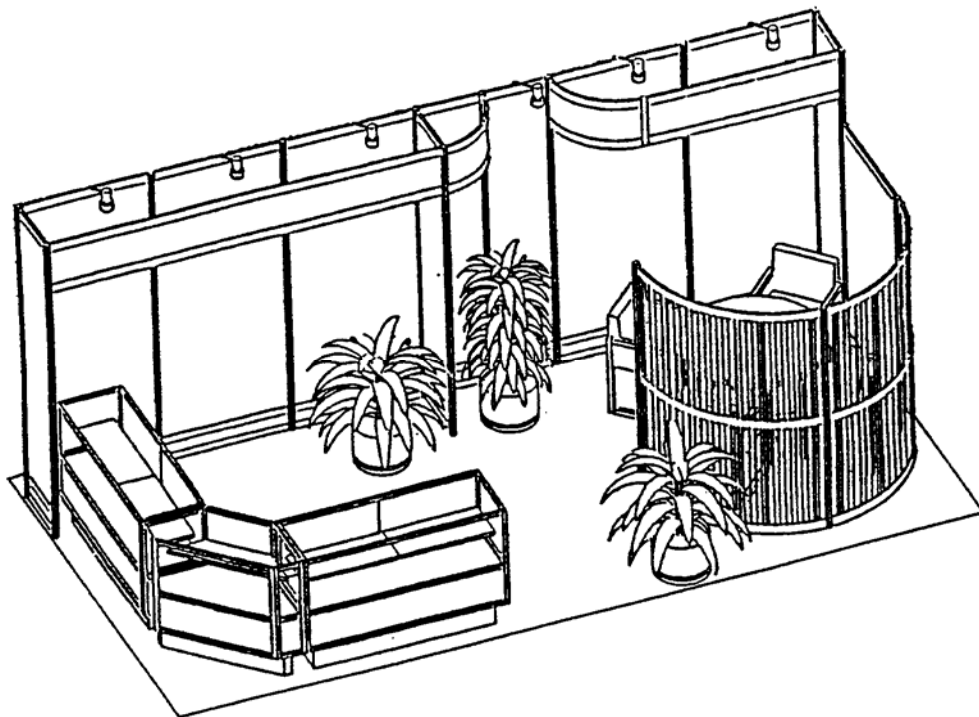
**LET US DESIGN A CUSTOMIZED BOOTH**

The beauty of the AXSYS system is that the pieces can be combined in infinite ways to fit any booth size and any budget. Our designers can give you an imaginative solution to your marketing needs . . . for one-time use, or devise exhibit variations to help you satisfy your requirements at a series of trade shows. Why lock yourself into just one booth when the AXSYS system gives you the freedom to change . . . update . . . adapt . . . and always look your best?

We make it easy to create displays that showcase your products and stretch your tradeshow budget. From simple to elaborate, our AXSYS modular system offers you complete design freedom.

**TO PLACE YOUR ORDER**

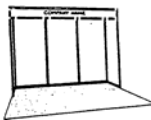

Use the separate AXSYS Rental Exhibits Order Form to specify your choice... one of six convenient standard configurations, or a custom-designed solution. If you have any questions, please call (407) 841-2000.



**AXSYS RENTAL EXHIBITS ORDER FORM**


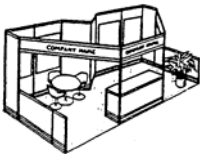
*To order one of the six standard designs below, please complete the front and back of this form.*

**ALL AXSYS RENTAL EXHIBIT PACKAGES INCLUDE:** Booth furniture (2 options), Installation and Dismantling Labor, Booth Carpeting (see options), Three 75-Watt spotlights (power included for spotlights only), Header Copy (in black), Daily booth vacuuming.

	<p><b>AXSYS BASIC</b>          10-Foot Exhibit          Standard White          Panels . . . \$1,800          Velcro Panels          . . . \$2,000          Indicate Velcro Color          Black Blue          Red Silver <input type="checkbox"/> Wood</p>		<p><b>AXSYS 3</b>          20-Foot Exhibit          Standard White          Panels . . . \$3,700          Velcro Panels          . . . \$4,600          Indicate Velcro Color          Black Blue          Red Silver <input type="checkbox"/> Wood</p>
---	---	--	---

10" x 115" Header Copy to Read:

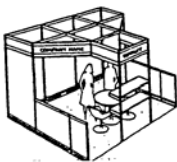

10" x 95" Header Copy to Read: (2 identical)

	<p><b>AXSYS 1</b>          10-Foot Exhibit          Standard White          Panels . . . \$2,000          Velcro Panels          . . . \$2,300          Indicate Velcro Color          Black Blue          Red Silver <input type="checkbox"/> Wood</p>		<p><b>AXSYS 4</b>          20-Foot Exhibit          Standard White          Panels . . . \$5,500          Velcro Panels          . . . \$5,700          Indicate Velcro Color          Black Blue          Red Silver <input type="checkbox"/> Wood</p>
---	---	--	---

10" x 68" Header Copy to Read:

10" x 115" Header Copy to Read:

10" x 115" Header Copy to Read: (2 identical)

	<p><b>AXSYS 2</b>          10-Foot Exhibit          Standard White          Panels . . . \$2,600          Velcro Panels          . . . \$3,200          Indicate Velcro Color          Black Blue          Red Silver <input type="checkbox"/> Wood</p>		<p><b>AXSYS 5</b>          20-Foot Exhibit          Standard White          Panels . . . \$6,000          Velcro Panels          . . . \$6,400          Indicate Velcro Color          Black Blue          Red Silver <input type="checkbox"/> Wood</p>
---	---	--	---

10" x 37" FRONT Header Copy to Read:

10" x 37" Header Copy to Read:

10" x 56" TWO SIDE Header to Read: (2 identical)

10" x 53" TWO DIAGONAL Headers to Read: (2 Identical)

10" x 76" TWO BACK Header to read: (2 identical)

**NOTE: Plants and furnishings shown in drawings are not included in quoted booth rental costs.**

**ADD 50% TO ORDERS SUBMITTED AFTER FRIDAY, APRIL 20, 2007**

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**AXSYS Carpeting**

A 9 x 10 - foot or 9 x 20 - foot carpet is included as part of the rental package. Please indicate color:

Blue Red Gray Green Burgundy

**Optional Selections:**

Floor carpet padding and custom-sized carpet, please see the separate *Standard Furnishings, Carpeting & Accessories Order Form*. For deluxe carpeting in designer colors, see the separate *Deluxe Carpeting Order Form*.

**SIGN OPTIONS**

To have your header copy printed in colors other than black . . . or to add your logo or other special graphics . . . or to have special signs created for your rental booth, please call (407) 841-2000.

**CUSTOMIZED BOOTH DESIGN**

If these six booth packages do not meet your needs, we can use the AXSYS modular system to create any shape and size you can imagine. Just call (407) 841-2000.

**OTHER AXSYS ACCESSORIES TO ENHANCE YOUR BOOTH**

These booth items may be added to any of the six designs pictured on this order form, or to your custom-designed AXSYS booth.

CABINETS	Cost	Qty.	Total
18" x 39" x 42" (high)	\$300	_____	_____
<b>SHELVES</b>			
39" (wide) Flat Shelf	\$40	_____	_____
39" (wide) Slanted Shelf	\$60	_____	_____
<b>PLEXI POCKETS (to hold brochures)</b>			
4" Pockets	\$23	_____	_____
8-1/2" Pockets	\$25	_____	_____
<b>TOTAL</b>	<b>\$</b>	_____	_____

**AXSYS Furniture Package**

Your AXSYS rental exhibit includes your choice of the following: (NOTE: For a 10-foot booth, you may select one or the other of the groupings below. For a 20-foot booth, you may select one of each grouping, or two of the same.)

Group One - One 42" high table, 2 stools, and 1 wastebasket  
 Group Two - One 30" high table, 2 chairs, and 1 wastebasket

**Please indicate table size:** 2' x 4' 2' x 6' 2' x 8'

**Please indicate table skirt color:**

Black Blue Red Silver  
 Burgundy Green White Gold

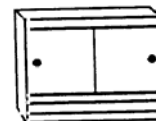
**Optional Selections:**

For additional booth furnishings or equipment, please see the separate *Standard Furnishings, Carpeting & Accessories Order Form*.

**ADDITIONAL ELECTRICAL POWER**

If you require added power outlets for your equipment, or other display elements, please remember to complete the *Electrical Service Order Form*, and return it to the address on that form.

Typical cabinet with sliding doors



Please use this drawing to indicate the placement of shelves, or lightboxes.

**ORDER CONFIRMATION & PAYMENT**

This order requires payment in full with the order. You may attach a check, or complete the Charge Authorization Form (found elsewhere in this kit) to charge booth rental costs to a credit card. For faster service, you may FAX this form to (407) 841-2006, but a check or Charge Authorization Form must follow before processing begins. **Late Orders & Cancellations:** Orders received after Friday, April 20, 2007 will be charged an additional 50% fee. Any cancellation of a confirmed order will be charged a 25% fee before move-in and 100% after move-in begins.

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

Booth # \_\_\_\_\_

Company Address \_\_\_\_\_

Show \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Ordered By \_\_\_\_\_

Date \_\_\_\_\_

**Please call one of our Customer Service Representatives with questions!**  
**Phone: (407) 841-2000 FAX: (407) 841-2006**

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**CUSTOMS SIGNS AND BANNERS  
 BANNERS ORDER**

We're pleased to be able to offer you custom sign services, so you can tailor your sales message to the particular audience at this event. Select one of the standard sizes, or order a special size with your logo or other graphics. Call or FAX your sign idea to our Customer Service Representative to discuss the best approach.

- Prices below are for one-color copy (up to 10 words) on white card stock.
- If request is placed at show site, please allow a minimum of 24 hours for sign delivery.

AMT	SIZE	COLOR	VERTICAL/ HORIZONTAL	STANDARD PRICE	DISCOUNT PRICE	TOTAL
	7" X 11"			\$ 60.00	\$40.00	\$
	7" X 44"			\$ 63.50	\$41.75	\$
	11" X 14"			\$ 80.00	\$45.00	\$
	14" X 22"			\$ 94.50	\$60.00	\$
	22" X 28"			\$ 120.00	\$75.00	\$
	28" X 44"			\$157.00	\$105.00	\$
	Signs with over 10 words, add, per word			\$ 4.25	\$ 2.25	\$
	Signs with easel backs, add, per sign			\$ 12.50	\$ 8.25	\$
	Colored showcard and/or each change of color			\$ 17.00	\$ 9.50	\$
<b>SUB TOTAL</b>						\$
<b>Sales Tax @ 6.5%</b>						\$
<b>TOTAL</b>						\$
<b>ADDITIONAL SERVICES:</b>						
<i>Foamcore Signs, Special Graphics, Art Work, Silk-screening, Emblems, Trademarks, Logos, Banners, etc. Please call for estimates.</i>						
<b>SIGN COPY:</b> (Use additional sheet of paper if more space is needed.)						
NAME:			BOOTH #:			

*Please retain one copy for your files. Attach this original form to the  
 "ORDER FORMS RECAP."*

**DEADLINE DATE: Friday, April 20, 2007**

**Please call one of our Customer Service Representatives with questions!  
 Phone: (407) 841-2000 FAX: (407) 841-2006**

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## BOOTH CLEANING ORDER FORM

Daily cleaning consists of 2 nights. Cleaning orders placed on show floor will be an additional 10 cents per sq. ft.

<b>CARPET SERVICE:</b> (Check One)		
Vacuum Booth Carpet - One Time (Before Show Opens)	\$0.28/sq. ft. times _____ sq. ft. equals:	\$
Vacuum Booth Carpet - Daily (Before Show Opens and Each Morning Before Show Opens)	\$0.26/sq. ft. times _____ sq. ft. times 2 days equals:	\$
Shampoo Booth Carpet (One-Time)	\$0.51/sq. ft. times _____ sq. ft. equals:	\$

**Note:** All rental carpets are delivered clean to your booth space. However, during set up the carpet can become soiled. We suggest that you order cleaning service at least once prior to show opening.

<b>PORTER SERVICE:</b> Clean ashtrays, empty wastebaskets, police floor at two hour intervals. (Check One)		
One Day @ \$95.00	Specify Date Required: ____/____/____	\$
Daily @ \$85.00 x 2 days		\$

<b>EXHIBIT CLEANING SERVICE:</b> (Check One)		
Cleaning and dusting of display background and furnishings once before initial opening of show @ \$0.28 per sq. ft. times _____ sq. ft. equals:		\$
Cleaning and dusting of display background and furnishings DAILY during show @ \$0.26 per sq. ft. times 2 days equals:		\$
Please include specific instructions:	<b>SUB TOTAL</b>	\$
	<b>TAX 6.5%</b>	\$
	<b>TOTAL</b>	\$

COMPANY NAME:	BOOTH #:
---------------	----------

*Please retain one copy for your files. Attach this original form to the "ORDER FORMS RECAP."*

**DEADLINE DATE: Friday, April 20, 2007**

**Please call one of our Customer Service Representatives with questions!  
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**FLORAL SERVICE ORDER FORM**

<u>QTY</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT PRICE</u>		<u>TOTAL</u>
		<u>Discount</u>	<u>On-Site</u>	
_____	Small Floral Arrangement	\$60.00	\$70.00	_____
_____	Medium Floral Arrangement	\$70.00	\$80.00	_____
_____	Large Floral Arrangement	\$90.00	\$100.00	_____
_____	Boutonnieres with Carnations	\$6.00	\$10.00	_____
_____	Boutonnieres with Rose	\$8.00	\$15.00	_____
_____	Corsages with Carnations	\$16.00	\$20.00	_____
_____	Corsages with Rose	\$18.00	\$25.00	_____
_____	Mums (Yellow White Lavender) (Colors are on request only - not guaranteed)	\$45.00	\$50.00	_____
_____	Large Fern	\$45.00	\$50.00	_____
_____	2 Foot Green Plant	\$50.00	\$55.00	_____
_____	3 Foot Green Plant	\$55.00	\$60.00	_____
_____	4 Foot Green Plant	\$60.00	\$70.00	_____
_____	5 Foot Green Plant	\$70.00	\$80.00	_____
_____	6 Foot Green Plant	\$80.00	\$90.00	_____
_____	7 to 8 Foot Green Plant	\$90.00	\$100.00	_____
		Subtotal _____		
		Tax 6.5% _____		
		Total _____		

**Company Name:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**DEADLINE: Friday, April 20, 2007**

**Please call one of our Customer Service Representatives with questions!**  
**Phone: (407) 841-2000 FAX: (407) 841-2006**

# Deluxe Furnishings Price List

<b>STYLE A</b>			<b>STYLE H</b>			<b>STYLE L Cont.</b>			<b>STYLE P Cont.</b>		
Item #	<b>Page 2</b>	Price	Item #	<b>Page 6</b>	Price	L-7	Maple Back Barstool	\$140	P-3	12x12x42 Black	\$150
A-1	Black Suede Sofa	\$345	H-1	Red Swirl Sofa	\$415	L-8	30" Black/Chrome Table	\$100	P-4	12x12x30 Grey	\$130
A-2	Black Suede Loveseat	\$315	H-2	Red Swirl Chair	\$250	L-9	36" Black/Chrome Table	\$115	P-5	12x12x36 Grey	\$140
A-3	Black Suede Chair	\$215	H-3	Red Swirl Bench	\$180	L-10	Black/Chrome Chair	\$110	P-6	12x12x42 Grey	\$150
A-4	Black Suede Bench	\$180	H-4	Yellow/Chrome Sofa	\$415	L-11	30" Blk/Chrome Café	\$145	P-7	18x18x36 Black	\$160
A-5	Nickel/Glass Ckt Table	\$135	H-5	Yellow/Chrome Loveseat	\$325	L-12	36" Blk/Chrome Café	\$150	P-8	18x18x42 Black	\$170
A-6	Nickel/Glass End Table	\$120	H-6	Yellow/Chrome Chair	\$245	L-13	Black/Chrome Barstool	\$140	P-9	18x18x36 Grey	\$160
<b>STYLE B</b>			<b>STYLE I</b>			<b>STYLE M</b>			<b>STYLE Q</b>		
Item #	<b>Page 3</b>	Price	Item #	<b>Page 7</b>	Price	Item #	<b>Page 11</b>	Price	Item #	<b>Page 15</b>	Price
B-1	Black Onyx Sofa	\$315	H-7	Orchid/Chrome Sofa	\$415	M-1	Chrome/Glass Table	\$120	P-11	24x24x42 Black	\$180
B-2	Black Onyx Loveseat	\$280	H-8	Orchid/Chrome Loveseat	\$325	M-2	Black/Chrome Chair	\$110	P-12	24x24x42 Grey	\$180
B-3	Black Onyx Chair	\$205	H-9	Orchid/Chrome Chair	\$245	M-3	Chrome/Glass Café Tall	\$165	P-13	24x24x42 Black w/ Tray	\$250
B-4	Black/Glass Ckt Table	\$135	I-1	White/Chrome Sofa	\$415	M-4	Blk/Chrome Euro Stool	\$130	P-14	24x24x42 White w/ Tray	\$250
B-5	Black/Glass End Table	\$120	I-2	White/Chrome Loveseat	\$325	M-5	Red/Chrome Euro Stool	\$130	<b>STYLE R</b>		
B-6	Black Table Lamp	\$75	I-3	White/Chrome Chair	\$245	M-6	30" Chrome Table	\$125	Item #	<b>Page 16</b>	Price
B-7	Black Floor Lamp	\$75	I-4	Red/Chrome Sofa	\$415	M-7	Chrome/Chrome Chair	\$110	R-1	Partition	\$120
<b>STYLE C</b>			<b>STYLE J</b>			<b>STYLE N</b>			Q-1	Martini Bar	\$795
Item #	<b>Page 3</b>	Price	Item #	<b>Page 8</b>	Price	Item #	<b>Page 12</b>	Price	Q-2	Reception Counter	\$195
C-1	Tan Suede Sofa	\$345	J-1	Havana Sofa	\$415	N-1	36" White Table	\$120	Q-3	Parson Desk	\$185
C-2	Tan Suede Loveseat	\$315	J-2	Havana Chair	\$245	N-2	White/White Chair	\$110	Q-4	42" h Computer Table	\$165
C-3	Tan Suede Chair	\$215	J-3	Havana Ckt Table	\$160	N-3	42" Honey Table	\$200	Q-5	30" h Computer Table	\$150
C-4	Natural Ckt Table	\$135	J-4	Havana End Table	\$145	N-4	Black Sled Chair	\$120	Q-6	Black Drafting Stool	\$110
C-5	Natural End Table	\$120	J-5	Blue Wingback Chair	\$245	N-5	Grey Sled Chair	\$120	Q-7	Grey Drafting Stool	\$110
C-6	Green Suede Ottoman	\$120	J-6	Burgundy Chair	\$245	N-6	Black Tub Chair	\$185	Q-8	Black Secretarial Chair	\$140
C-7	Green Suede Chair	\$215	J-7	Cherry Desk Chair	\$135	N-7	42" Mahogany Table	\$200	Q-9	Grey Secretarial Chair	\$140
<b>STYLE D</b>			<b>STYLE K</b>			<b>STYLE O</b>			Q-10	Literature Stand	\$95
Item #	<b>Page 4</b>	Price	Item #	<b>Page 9</b>	Price	Item #	<b>Page 13</b>	Price	Q-11	Silver Folding Lit. Stand	\$110
D-1	Black Leather Sofa	\$345	K-1	24" Black Table	\$95	O-1	6' Maple Conf. Table	\$280	Q-12	Black Folding Lit. Stand	\$110
D-2	Black Leather Loveseat	\$315	K-2	30" Black Table	\$95	O-2	8' Maple Conf. Table	\$325	<b>STYLE S</b>		
D-3	Black Leather Chair	\$215	K-3	36" Black Table	\$110	O-3	6' Mahogany Conf. Tbl	\$280	Item #	<b>Page 17</b>	Price
D-4	Black/Chrome Ckt Table	\$135	K-4	42" Black Table	\$135	O-4	8' Mahogany Conf. Tbl	\$325	S-1	Natural/Black Desk	\$295
D-5	Black/Chrome End Table	\$120	K-5	Black Euro Chair	\$95	O-5	10' Mahogany Conf. Tbl	\$475	S-2	Natural/Black Credenza	\$245
D-6	Black/Chrome Lamp	\$75	K-6	Black/Black Chair	\$95	O-6	6' Honey Oak Conf. Tbl	\$280	S-3	Honey Executive Desk	\$295
<b>STYLE E</b>			<b>STYLE L</b>			<b>STYLE P</b>			S-4	Honey Credenza	\$245
Item #	<b>Page 4</b>	Price	Item #	<b>Page 10</b>	Price	Item #	<b>Page 14</b>	Price	S-5	Mahogany Desk	\$295
E-1	Grey Sofa	\$315	L-1	30" Maple Table	\$120	P-1	12x12x30 Black	\$130	S-6	Mahogany Credenza	\$245
E-2	Grey Loveseat	\$280	L-2	36" Maple Table	\$130	P-2	12x12x36 Black	\$140	S-7	Grey Executive Desk	\$295
E-3	Grey Chair	\$205	L-3	Maple/Chrome Chair	\$110				S-8	Grey Credenza	\$245
E-4	Black Cube Ckt Table	\$140	L-4	30" Maple Café Tall Tbl	\$145				S-9	Leather Executive Chair	\$175
E-5	Black Round Ckt Table	\$140	L-5	36" Maple Café Tall Tbl	\$150				S-10	Black Jr. Executive Chair	\$145
E-6	Black Cube End Table	\$125	L-6	Maple/Chrome Barstool	\$140				S-11	Grey Jr. Executive Chair	\$145
<b>STYLE F</b>									S-12	Black Sled Chair	\$120
Item #	<b>Page 5</b>	Price							S-13	Grey Sled Chair	\$120
F-1	Black/Chrome Sofa	\$415									
F-2	Black/Chrome Loveseat	\$325									
F-3	Black/Chrome Chair	\$245									
F-4	Chrome/Glass Ckt Table	\$150									
F-5	Chrome/Glass End Table	\$130									
<b>STYLE G</b>											
Item #	<b>Page 5</b>	Price									
G-1	Barcelona Chair Red	\$295									
G-2	Barcelona Ottoman Red	\$150									
G-3	Barcelona Chair White	\$295									
G-4	Barcelona Ottoman White	\$150									
G-5	Barcelona Chair Black	\$295									
G-6	Barcelona Ottoman Black	\$150									

**Please fax order to 407-841-2006**



# REGULATION AND GENERAL INFORMATION

1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the ratings from the metal plate attached to the unit(See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.)

## EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT



120V Single Phase  
= 60 Cycle  
1000 Watts



230 Volts  
= 30 Amps  
3 Phase

## POWER LOCATIONS: X Indicate location of outlet

### WHERE WILL MY OUTLET BE LOCATED?

Your outlet will be located as depicted below unless floorplan is received indicating otherwise.



INLINE BOOTHS-PENINSULA



BACK TO BACK PENINSULA BOOTHS

One drop within booth when power source in ceiling or one location at Edlen's discretion when power source is in the floor.  
Please see Regulation #4 below.

ISLAND BOOTHS

1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set up for discount rates. Orders received less than ten (10) business days prior to scheduled event set up or without payment will be charged at the floor order rates.
2. Edlen electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by an Edlen Electrical electrician. Edlen Electrical will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than an Edlen Electrical electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for EDLEN and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. EDLEN reserves the right to inspect all electrical devices and connections to insure compliance with all codes. EDLEN is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by EDLEN for this service order is furnished on a rental basis and remains the property of Edlen and shall be removed ONLY by EDLEN Employees. Price also includes all necessary disposable supplies.
13. EDLEN Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by an EDLEN Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay EDLEN its attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds EDLEN harmless for any and all losses of power beyond EDLEN's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
19. As the official Electrical Contractor, we will be responsible for:
  - All under carpet distribution of electrical wiring
  - All motor and equipment hook-ups requiring hardware connections
  - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
  - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
  - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
  - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.



**RENAISSANCE**  
ORLANDO RESORT  
ORLANDO, FLORIDA

**ELECTRICAL ORDER FORM**  
**MAIL TO**

**EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO**

11483 Rocket Blvd. • Orlando, FL 32824 • Tel. (407) 854-9991 Fax (407) 854-9992 Email support@edlenelectrical.com

**ELECTRICAL OUTLETS** Approximately 120V A.C. 60 Cycle

120 VOLTS	QUANTITY	Advance Payment PRICE	Regular PRICE	COST
0-500 WATTS (5 AMPS)	_____	65.00	98.00	_____
500-1000 WATTS (10 AMPS)	_____	110.00	165.00	_____
1001-1500 WATTS (15 AMPS)	_____	132.00	198.00	_____
1501-2000 WATTS (20 AMPS)	_____	150.00	225.00	_____

**For Outdoor Events 20 AMP Minimum Required**

**ELECTRICAL SERVICE CONNECTIONS** Approximately 208V A.C. 60 Cycle

**208 VOLTS SINGLE PHASE** Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS	_____	250.00	370.00	_____
30 AMPS	_____	290.00	470.00	_____
60 AMPS	_____	445.00	680.00	_____
100 AMPS	_____	625.00	805.00	_____

**208 VOLTS THREE PHASE** Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS	_____	330.00	495.00	_____
30 AMPS	_____	390.00	627.00	_____
60 AMPS	_____	575.00	870.00	_____
100 AMPS	_____	725.00	945.00	_____
200 AMPS	_____	1245.00	1555.00	_____
400 AMPS	_____	1845.00	2355.00	_____

**LIGHTING EQUIPMENT** (Including Current Consumed)

150 WATT FLOOD LIGHT	_____	71.00	106.00	_____
300 WATT FLOOD LIGHT	_____	90.00	135.00	_____
300 WATT QUARTZ LIGHT	_____	65.00	85.00	_____

**EXTENSION CORDS** (Electricity Not Included)

SINGLE OUTLET	_____	20.00	_____	_____
QUAD OUTLET/POWER STRIP	_____	27.00	_____	_____

**LABOR**

<b>ST</b> Mon.-Fri. 8:00am-4:30pm (Except Holidays)	_____	60.00	_____	_____
<b>OT</b> Mon.-Fri. 4:30pm-8:00am (Sat/Sun/Holidays)	_____	120.00	_____	_____

(SEE REVERSE SIDE FOR TERMS AND CONDITIONS)

**SPECIAL REQUIREMENTS**

Dedicated Circuit  
or 24 Hour Service Required?  
\_\_\_\_\_ yes \_\_\_\_\_ no  
If yes, double electrical outlet or electrical service connection charge.

**Rental Rates quoted cover any portion of a (7) seven day consecutive period.**

There is a minimum labor charge of (1 1/2) one and a half hours for hook-up and (1) one hour to dismantle for special events, island booths and 208 Volt services

**RATES FOR HIGHER WATTAGES, VOLTAGE OR SPECIAL LIGHTING ON REQUEST-SPECIAL HANGING OR INSTALLATION DONE ON TIME AND MATERIAL BASIS.**

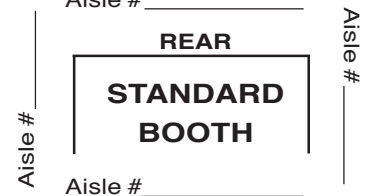
**SPECIAL INSTRUCTIONS**

Aisle # \_\_\_\_\_

**ISLAND BOOTHS**

A scaled floor plan must accompany orders showing locations of electrical outlets, connections and lighting equipment.

Aisle # \_\_\_\_\_



Aisle # \_\_\_\_\_

**FULL PAYMENT DUE PRIOR TO SHOW OPENING**

SUBTOTAL \$	_____
6.5% FL SLS TAX	_____
TOTAL DUE \$	_____

**PAYMENT MUST ACCOMPANY ALL ORDERS 10 BUSINESS DAYS PRIOR TO SHOW SET UP FOR DISCOUNT PRICE TO APPLY**

Master Card  Visa  AMX  Check

Credit Card# \_\_\_\_\_ EXP DATE \_\_\_\_\_

Cardholders Name (Print) \_\_\_\_\_

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

**ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS**

SHOW NAME	NAME OF FACILITY	Renaissance Orlando Resort	
FIRM NAME	SHOW DATES	BOOTH #	
ADDRESS	TELEPHONE#		
CITY, STATE, ZIP	FAX#		
SIGNATURE	PRINT NAME		



RENAISSANCE  
ORLANDO RESORT  
AT SEAWORLD  
ORLANDO, FLORIDA

## Telephone Service Order Form

GROUP/CONVENTION NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

EXHIBITOR NAME: \_\_\_\_\_

MEETING  
DATES: (Day, Date) From: \_\_\_\_\_ To: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ PHONE #: ( ) \_\_\_\_\_

CREDIT CARD TYPE: \_\_\_\_\_ CREDIT CARD #: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ PERSON RESPONSIBLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ ON SITE

CONTACT: \_\_\_\_\_

**Hotel lines** allow direct placement of in-house, local and long distance calls. You may receive calls through the hotel switchboard at (407) 351-5555. The hotel will assign extension numbers to incoming calls. Charges for local and long distance calls will be posted to the person responsible for the account as shown above. Hotel Direct-Inward-Dial lines (**DID**) allow direct placement of in-house, local and long distance calls. You may receive calls **directly** to your extension without going through the hotel switchboard. The hotel will assign direct numbers for incoming calls. Charges for local and long distance calls will be posted to the person responsible for the account as shown above.

There is a **\$150.00** installation charge per exhibit and a **\$125.00** (per hotel line) or **\$175.00** (per DID line) telephone charge (**plus phone calls**). **Payment is required 30 days in advance for all telephone work.**

NUMBER OF HOTEL LINES REQUIRED: \_\_\_\_\_ x \$125.00 =

NUMBER OF DID LINES REQUIRED: \_\_\_\_\_ x \$175.00 =

Plus \$150.00 =

6.5% Sales Tax = \_\_\_\_\_

**Total Charge =**

NOTE: The resort cannot guarantee installation on orders received less than 10 working days prior to the event. Only signed and acknowledged orders can be serviced by resort personnel. Prices are subject to change without notice.

Please return this form to: **Renaissance Orlando Resort** Phone: (407) 351-5555  
**Attention: (Event Service Manager)** Fax: (407) 352-4807  
**6677 Sea Harbor Drive**  
**Orlando, FL 32821-8092**

**Important Charges Information:** There is no charge by the hotel for Credit Card Calls, Collect Calls, 800 Calls and 950 Calls.

**Local/Long Distance Charges:** A charge of \$.85 and tax will be added to your bill for each local and directory assistance call. All long distance calls will be charged at the standard AT&T operator assisted rate plus 55% and any applicable tax.

**Operator Services:** We use AT&T for our operator assisted calls. To reach Customer Service call 1-800-222-0300, or write: AT&T, P.O. Box 723, Basking Ridge, NJ 07920.

**Other Long Distance Services:** You have the right to reach other long distance carriers from this telephone. You can do so by dialing the 950 or 800 numbers provided by that carrier.

**AT&T Rate Information:** You may obtain free AT&T rate information for the number you are calling at any time. For the rate in question, dial as directed below and stay on the line for the AT&T operator: Dial 8 + 0 + Area Code + Number + 0.

**Operator Service Complaints:** Direct complaints to: Enforcement Division, Common Carrier Bureau/FCC, Room 6202, Washington, DC 20554.

# Renaissance Orlando Resort at SeaWorld

## High-Speed Network Access

Phone (407) 248-7440

Fax (407) 248-7399

### iBAHN

In an effort to serve your conference needs with the latest in technology, this hotel is excited to offer iBAHN High-Speed Internet access in all of our meeting rooms. Connection speeds are similar to a T1 data line at a fraction of the cost. The only equipment you need to bring in order to use the iBAHN system is your computer or multiple computers complete with Network Cards. Below is a total bid for iBAHN High-Speed Access.

### Cost for iBAHN Network

iBAHN conference access technology eliminates the costs of bringing a network administration team to the hotel. If requested, the iBAHN system can automatically administrates IP addresses, security, routing, and can provide customized space on our hotel web server.

iBAHN Line (\$450.00 per day with one IP Address) \$450.00 x \_\_\_\_\_ (# of Show Days) = \$ \_\_\_\_\_

Additional Users (IP Addresses one time charge) \$100.00 x \_\_\_\_\_ (# of Additional Users) = \$ \_\_\_\_\_

If Needed, # of Static IP Addresses (One time charge) \$100.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Cost for iBAHN High-Speed Internet Access for your Conference** \$ \_\_\_\_\_

Credit Card Information: Type \_\_\_\_\_ CCN# \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Exp.Date \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

If Charge is to Guestroom: Guest Name \_\_\_\_\_ Charge to Master \_\_\_\_\_

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

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

### Delivery Information

Conference/Show Name \_\_\_\_\_ Conference Show Dates \_\_\_\_\_

Booth/Suite # \_\_\_\_\_

Delivery Date \_\_\_\_\_ Time \_\_\_\_\_

Pick-Up Date \_\_\_\_\_ Time \_\_\_\_\_

**EXHIBIT ORDER FORM**  
**AUDIO VISUAL RENTAL**

**RENAISSANCE ORLANDO RESORT AT SEAWORLD**  
 6677 SEA HARBOR DRIVE, ORLANDO FL. 32821

MAIL or FAX TO:

PHONE: 407-248-7440 FAX: 407-248-7399

QTY	VIDEO EQUIPMENT	# SHOW DAYS	DAILY RATE	EXT. TOTAL
	27" Video Monitor & 1/2" VHS Player with Auto Repeat		\$160.00	
	20" Video/VHS Combination Unit		120.00	
	27" Video Monitor		100.00	
	1/2" S-VHS Player with Auto Repeat		70.00	
	1/2" Multi-format VHS VCR ( NTSC / PAL )		175.00	
	DVD Player		75.00	
	Tall Roll Cart with Skirt		20.00	
QTY	DATA DISPLAY EQUIPMENT	# SHOW DAYS	DAILY RATE	EXT. TOTAL
	Laptop Computer		\$200.00	
	17" Flatscreen		175.00	
	20" LCD Flatscreen Monitor		250.00	
	29" Multisync Color Data Monitor		250.00	
	42" Plasma With Stand		550.00	
	50" Plasma With Stand		650.00	
	LCD Projector - 1300 Lumens		300.00	
	'5 Tripod Screen		25.00	
	Custom Designed Presentation Equipment (attach specs)		CALL	
QTY	AUDIO EQUIPMENT	# SHOW DAYS	DAILY RATE	EXT. TOTAL
	Small Sound System-2 Speakers & Microphone ( HH / Lav )		\$125.00	
	Wired Microphone - ( Handheld / Lavalier )		35.00	
	Wireless Microphone - ( Handheld / Lavalier )		140.00	
	Powered Speaker - ( Stand )		70.00	
	Custom Designed Sound System Available		CALL	
	<b>*Sound Systems Require Approval From Show Management</b>			
QTY	ADDITIONAL EQUIPMENT			
	Power Strip and Extension Cord		10.00	
	Flipchart Easel W/Pad and Markers		38.00	

Feel free to contact us regarding our complete inventory not listed above.  
 Please allow your order to reach us 10 days in advance. A 15% late charge will apply to on-site orders. Rental payment is due in advance either by check, room charge, or major credit card. On-site cancellations are subject to a 50% cancellation fee. Any applicable union charges will be billed directly to the exhibitor (i.e., Carpenters, Electricians, Teamsters).

EQUIPMENT TOTAL	
21% SERVICE CHARGE	
SUBTOTAL	
6.5% SALES TAX	
TOTAL	

Credit Card Information: Type \_\_\_\_\_ CCN# \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Exp.Date \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Room Charge Information: Room Number \_\_\_\_\_ Guest Name \_\_\_\_\_

COMPANY INFORMATION	DELIVERY INFORMATION
COMPANY NAME _____	SHOW NAME _____
ADDRESS _____	BOOTH/SUITE # _____
	DELIVERY DATE _____
	SHOW DATES _____ PICK UP _____
PHONE _____ FAX _____	ON-SITE CONTACT _____
CONTACT _____	

AVEO# \_\_\_\_\_

PMS # \_\_\_\_\_



## Official NASSTRAC Show Carrier AIR/GROUND FREIGHT FORM

(407) 841-0531 PHONE (407) 841-3542 FAX

**ON-SITE REPRESENTATION LOCATED AT THE SERVICE DESK**

PLEASE FILL OUT INFORMATION BELOW AND RETURN COMPLETED FORM TO DIRECT  
SERVICE LOGISTICS (407) 841-3542 FAX.

### SHOW INFORMATION

BOOTH # \_\_\_\_\_ COMPANY NAME \_\_\_\_\_

# OF LABELS \_\_\_\_\_ SERVICE LEVEL: NEXT DAY 2DAY 3-4 DAY 5-7 DAY

(Circle One) **\*Next day requires 24 hours advanced notice.**

### SHIP FROM THE FOLLOWING ADDRESS

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

### SHIP TO THE FOLLOWING ADDRESS

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

### CREDIT CARD INFORMATION

METHOD OF PAYMENT (circle one): *VISA* *MASTERCARD* *AMEX*

CARD NUMBER: \_\_\_\_\_

EXP. DATE: \_\_\_\_\_

CARD MEMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FAX # FOR RCPT: \_\_\_\_\_