

10<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
May 9 -11, 2007  
Rosen Shingle Creek Resort Orlando, Florida

## Welcome

We are pleased that **US Tradeshows** has been selected as your Official General Contractor. Our goal is to help make sure your show participation is a success. Please review our payment policy carefully. As a reminder, **US Tradeshows** requires payment in full at the time you place your order, along with a **payment/charge authorization**. This may be used to cover items such as labor and freight handling not included with your initial payment.

**Take advantage of our substantial price discounts!** Just return your order with payment by the discount price deadline(s) on the order forms and use the lower price. Please contact our Exhibitor Services Department with questions. If you have a special request, just call! We will do our best to provide you with all your show needs and appreciate the opportunity to serve you.

### Show Information

Back wall drape color: Blue / White  
Side wall drape color: White  
Hotel Ballroom is Carpeted

### Exhibit Booth Package includes:

Booth Size: 10'x10'  
6' table, skirted blue  
2 chairs, 1 wastebasket  
One-line ID Sign provided per booth

### Important Dates

<b>Discount Deadline Date: Tuesday, April 24, 2007</b>		
<b>Advance Shipments:</b>	Monday, April 9, 2007 Tuesday, May 1, 2007	May begin arriving to the advanced warehouse Last day to arrive at the advanced warehouse without a surcharge
<b>Direct Shipments:</b>	Monday & Tuesday, May 7 & 8, 2007 <b>(Direct shipments that arrive before the 7<sup>th</sup> will be refused by the hotel)</b>	8:00am to 5:00pm
<b>Installation:</b>	Tuesday, May 8, 2007 <b>Welcome Reception:</b>	10:00am to 7:00pm <b>8:30pm</b>
<b>Show Hours:</b>	Wednesday, May 9, 2007 <b>Cocktail Mixer:</b>	8:00am to 5:30pm <b>5:30pm</b>
	Thursday, May 10, 2007 <b>Cocktail Mixer:</b>	8:00am to 3:00pm <b>5:30pm</b>
<b>Dismantle:</b>	Thursday, May 10, 2007	3:00pm to 6:00pm
<b>Outbound carrier check-in:</b>	Thursday May 10, 2007	5:00pm
<b>Conference Only:</b>	<b>Friday, May 11, 2007</b>	<b>8:15 – 1:00pm</b>



10<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
May 9 -11, 2007  
Rosen Shingle Creek Resort Orlando, Florida

### **Additional Show information**

**Advanced Warehouse Shipping Address:**

C/O US Tradeshows  
NISTM  
ABF Freight System, Inc.  
3732 Bryn Mawr Street  
Orlando, Florida 32808

**Show site Direct Shipping Address:**

C/O US Tradeshows  
NISTM  
Rosen Shingle Creek  
9939 Universal Blvd  
Orlando, FL 32819

**Attention Exhibitors: Shipments that arrive direct at show site prior to Monday May 7<sup>th</sup> may be refused by the hotel !! If you need to ship your booth early, ship it to the advanced warehouse to avoid any problems!**

**Exhibitor Service Center:** Come visit our service desk for any tradeshow related needs. Order Furniture, Cleaning, Freight Handling, and Labor.

**Union Information** Only full time employees of the exhibiting company and/or union labor can be permitted to work inside the exhibit hall to assist all aspects of your exhibit setup and dismantle.

**Tipping is strictly** prohibited and SOLICITATION AND/OR ACCEPTANCE of tips by any of our employees is forbidden.

**SHOW OFFICIAL GENERAL SERVICES CONTRACTOR**

**US Tradeshows** has been appointed as the Show Official General Services Contractor to oversee and ensure that the installation and removal of the tradeshow is conducted in an efficient manner and within standard practices. **US Tradeshows** will provide and distribute labor to exhibitors who are in need, in addition to providing adequate general show site labor to install the tradeshow event. **US Tradeshows** will also provide exclusive freight handling services as well as typical trade show rental items & labor. The loading docks, exhibit floor, aisles, service corridors and storage areas are under the control and sole jurisdiction of **US Tradeshows**.



**US Tradeshows : 1322 Spruce Avenue - Orlando, Florida 32824  
Phone: 407-812-8224, Fax: 407-812-8225**

10<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
May 9 -11, 2007  
Rosen Shingle Creek Resort Orlando, Florida

### EXHIBITOR DESIGNATED CONTRACTORS (EDC)

An exhibitor may choose to appoint an EDC to handle the installation and removal of their exhibit. This appointed EDC will be permitted to perform these duties only if the following criterion can be satisfied by the EDC:

1. The exhibiting company must inform both show management and US Tradeshows, in writing, of their intention to use an EDC no later than 30 days prior to the first move-in day of the event. The exhibiting company must provide the name of the EDC, address and telephone number.
2. The exhibiting company must provide written proof that the Exhibitor Designated Contractor carries a proper & current certificate of insurance with a minimum of \$2,000,000 liability coverage, including property damage, and \$1,000,000 Auto Liability coverage to show management and US Tradeshows at least 14 days prior to the first show day of the event.
3. The EDC will not be permitted to provide the following services: drayage/material handling services, electrical supply or installation, plumbing, telephone, and cleaning services. These services are the exclusively provided by the SHOW OFFICIAL GENERAL SERVICES CONTRACTOR and/or the facility or one of their appointed vendors. The above stated regulations are required to satisfy licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors are only permitted to provide material and equipment they own and are to be used in their exhibit space.
4. The EDC being utilized by the exhibiting company must provide a current certificate of insurance with at least the minimum limits listed below:
  - a. Not less than \$1,000,000 Comprehensive General Liability, with respect to injuries to any one person in an occurrence.
  - b. \$2,000,000 Comprehensive General Liability with respect to injuries to more than one person in any occurrence.
  - c. Not less than \$1,000,000 of individual and/or aggregate coverage. Workers' Compensation Insurance including employee liability coverage.
  - d. \$1,000,000 Auto liability insurance
  - e. **US Tradeshows must be named as additional insured.**

**Any exhibitor who does not have a certificate of insurance on file in the US Tradeshows office 10 days prior to the show will be automatically assessed a \$150 fee which will be charged to your credit card.**

5. The EDC will abide to following conditions:
  - a. All rules and regulations of the show as well as all union rules and regulations.
  - b. Must possess all permits and business licenses, current Worker's Compensation Insurance required by the City & State governments as well as the convention facility management before work can begin, and will provide Show Management written evidence of compliance to the above referenced. Will also provide evidence that it possesses applicable & current labor contracts and must comply with all labor agreements and practices. All information must be received in the US Tradeshows office no later than 14 days prior to the show.
  - c. The EDC will not commit or allow anyone in its employment to commit any acts that could lead to work stoppages, strikes, or labor problems.
  - d. Will share any reasonable cost with US Tradeshows related to its operation, including overtime pay for stewards, restoration of exhibit space to its original condition prior to move-in, etc.
  - e. Will ensure that all employees of the EDC working on the exhibition wear identification badges at all times.
  - f. The EDC may under no circumstances solicit business at the convention facility. They must be prepared to show evidence that they have been contracted by the Exhibiting company to work in their booth.
  - g. Must confine its operations to the exhibit booth area of its clients. EDC service desks are not permitted nor are storage areas. Any other work facilities that the EDC intends on using will not be located anywhere in the convention facility. The show aisles and public space are under no circumstances considered part of the Exhibitor's booth space.
  - h. Must coordinate all of its activities with US Tradeshows and show management.



10<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
May 9 -11, 2007  
Rosen Shingle Creek Resort      Orlando, Florida

**Shipping information / Freight Handling Services**

Exhibitors have a choice of two shipping locations.

Please label all pieces of freight and consign them as follows:

<b>Advanced Warehouse Shipping Address:</b>	<b>Show site Direct Shipping Address: (Not to arrive before Monday, May 7<sup>th</sup>)</b>
<b>NISTM</b> c/o <b>US Tradeshows</b> ABF Freight System, Inc 3732 Bryn Mawr Street Orlando, Florida 32808	<b>NISTM</b> c/o <b>US Tradeshows</b> Rosen Shingle Creek 9939 Universal Blvd Orlando, Florida 32819

US Tradeshows will only accept pre-paid shipments. COD shipments will be refused. Crates, cartons, and fiber cases only will be accepted at the advanced warehouse. Rolled carpet and padding will also be accepted in the advanced warehouse, but with a 25% special handling fee added to the drayage charge.

**Bill of Lading**

All shipments must be accompanied by a bill of lading or shipping tally indicating the number of pieces in the shipment, weight, and type of merchandise. Material handling charges will be based on the weight of the freight. Certified weight tickets are required for all shipments. Private vehicles arriving without certified weight tickets will either be sent to a weigh station, or a weight estimate will be made by US Tradeshows. Charges will be based on this estimation and no adjustments can be made. If your shipment contains mixture of crated and uncrated items, please have two shipping tallies, differentiating between crated and uncrated. Clearly identify the weights on each the shipping tallies. Otherwise, US Tradeshows will classify the entire load as uncrated and bill the exhibitor the uncrated rate. No adjustments will be made. All shipments must be consigned to US Tradeshows in order for us to accept them for handling. The convention facilities and hotels do not accept advanced shipments as they have no storage space, and the shipment will be refused.

**Labor and Equipment**

**Labor and equipment for unloading and loading are included with US Tradeshows freight handling rates for services.** Labor and equipment will be available for uncrating, unskidding, recrating, and reskidding machinery and/or equipment of exhibitors. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

**Empty Labels**

Shipping cartons will be picked up, stored, and returned after the show if they are affixed with empty labels by the exhibitor. These labels are available at the US Tradeshows Exhibitor Service Center ® and are for *empty storage only*.

**Outgoing Shipments**

Shipping information, bills of lading and labels will be available at the US Tradeshows Exhibitor Service Center. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup.

<b>Last day for shipments to arrive at the advance warehouse without surcharge.</b>	<b>First day for shipments to arrive at the exhibit site. Beginning at 8:00 am</b>
<b>Tuesday, April 9th, 2007</b>	<b>Monday, May 1st, 2007</b>



10<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
May 9 -11, 2007  
Rosen Shingle Creek Resort Orlando, Florida

## Limits of Liability

1. US Tradeshows and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, including but not limited to glass breakage, concealed damage as determined by US Tradeshows or delay to uncrated freight or improperly packed freight.
2. Inbound/ outbound shipments: Due to the possibility of exhibitor materials being delivered prior to exhibitor move-in, and/or after the departure of the exhibitor, US Tradeshows and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. US Tradeshows or its subcontractors will check the booth materials against the outbound shipping form submitted by the Exhibitor at the time of pickup from the booth and corrected where discrepancies exist.
3. 14 days advance notice has been given to US Tradeshows for any booth materials that require special equipment for handling. In the event this notice is not submitted, US Tradeshows and its subcontractors shall not be liable for any damage incurred.
4. US Tradeshows and its subcontractors shall not be liable for any damage, loss or delay due to events beyond their reasonable control including but not limited to lockouts or work stoppages, strikes and/or labor disputes, vandalism, windstorm, fire, theft, water, acts of God, failure of power or utilities, and other events of force majeure.
5. US Tradeshows and/or its subcontractors shall be paid in full for any services rendered up to the point of occurrence of any of the above.
6. US Tradeshows and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
7. US Tradeshows does not insure the Exhibitor's materials in the event of damage or loss through performance or nonperformance of services by US Tradeshows, or from negligence of US Tradeshows, its subcontractors or their respective employees. Furthermore, US Tradeshows does not provide for full replacement value should damage or loss occur. US Tradeshows strongly urges all exhibitors to obtain their own Insurance for any and all exhibit materials. US Tradeshows and its subcontractor's 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, irregardless of the replacement value of the exhibitors' property. The above stated is agreed between the exhibitor and US Tradeshows that this is the exclusive remedy.
8. Should a loss or damage occur to an exhibitor's material or an injury to exhibitor's personnel that causes it to be impractical or impossible for an exhibitor to exhibit their materials, US Tradeshows and its subcontractors shall not be liable to any extent for any incidental, indirect, special or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from said losses.
9. US Tradeshows must be notified in writing, within 60 days, of any action, or claim brought against US Tradeshows or its subcontractors. US Tradeshows will not be bound to honor said claim or action brought against US Tradeshows or its subcontractors if notified after 60 days following incident.
10. US Tradeshows and its subcontractors shall have no liability for shipments received, handled, stored or reloaded without receipts, shipping documents or specified unit counts on receipts or shipping documents. US Tradeshows or its subcontractors will act as agent for the exhibitor but not as bailee or shipper. US Tradeshows or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof. Such shipments shall be delivered to the booth without guarantee of piece count or condition.
11. US Tradeshows will supply upon request, empty labels for exhibitors to affix to their empty crates, cartons or containers. It is the sole responsibility of the exhibitor or its representatives to affix the labels to their crates, cartons or containers. It is understood that these labels are only used for EMPTY STORAGE ONLY, and that US Tradeshows and its subcontractors assume no responsibility or liability for damage or loss to the contents while containers are in storage or for any mislabeled containers.
12. If the exhibitors' carrier fails to check in by the appointed carrier check in time, and/or in order to expedite removal of freight from the show site, US Tradeshows reserves the authority to change designated carriers. If the exhibitor does not indicate on the outbound shipping form, a designated carrier, freight may be taken to a warehouse and force shipped on a carrier determined by US Tradeshows. The Exhibitor agrees to be responsible for payment for shipping and handling charges for said materials. US Tradeshows assumes no liability as a result of rerouting or handling of these materials.
13. US Tradeshows assumes no liability or responsibility for dry or cold storage. Products storage is at the sole risk of the exhibitor.
14. In the event of a dispute with US Tradeshows or its subcontractors related to any loss or damage to any of the Exhibitor's freight or materials, the Exhibitor agrees to pay US Tradeshows prior to the close of the show for all services rendered & equipment rendered. US Tradeshows and the exhibitor further agrees that any claim the Exhibitor may have against US Tradeshows or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits. An exhibitor or any agent of the exhibitor placing of an order for equipment and/or services shall be construed as an offer subject to acceptance and approval of US Tradeshows in its sole discretion. Participation in any US Tradeshows event or show, legally binds the Exhibitor and its agents to the terms and conditions set forth in Sections 1 through 13 below. US Tradeshows strongly urges all exhibitors to obtain insurance to cover any and all equipment and property from the moment the shipment leaves their possession until the moment the shipment returns to their possession, including storage and display time at show site. Ant and all transit claims should be referred to your carrier.



10<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
May 9 -11, 2007  
Rosen Shingle Creek Resort Orlando, Florida

### EXHIBIT LABOR JURISDICTIONS

#### EXHIBIT SET-UP/DISMANTLE – DECORATING JURISDICTIONS

**US Tradeshows** will have labor available to assist you in the movement of your equipment and the set-up and dismantle of your booth. In the event that installation, dismantling and cleaning of prefabricated exhibits and displays is performed, it must be done by either full time employees of the exhibiting company, or labor provided by US Tradeshows. Should the exhibitor choose to employ US Tradeshows labor to install/dismantle their display, they fill out the appropriate labor order forms and mail to US Tradeshows accompanied by payment. Should an exhibitor choose to install/dismantle their display, **they must be prepared to provide proof of full time employment.** All mechanical equipment including Forklifts, Pallet Jacks, Scooters, Genie Lifts, as well as all other equipment mechanical in nature on the trade show floor must be under the care, custody and control of **US Tradeshows.**

#### FREIGHT HANDLING JURISDICTIONS

**US Tradeshows is the exclusive freight handling service for the trade show.** Receiving and handling all exhibit materials and empty crates, managing the dock area and coordinating vehicle traffic fall under the same jurisdiction. It is imperative that US Tradeshows have complete control of the loading dock areas at all times in order to help ensure a safe and efficient operating environment. If you wish to unload or load, you must report to a US Tradeshows representative in order to be dispatched to the dock area. Please do not leave your vehicles unattended in the loading areas, as they will be towed at owners' expense. Please make arrangements with US Tradeshows to store empty crates. **Only full-time employees of Exhibiting Companies, who are prepared to provide proof of full-time employment,** are allowed to perform the following duties:

1. Hand carry items to booth or use personally owned **two wheel** carts
2. Packing/unpacking of boxes, equipment, merchandise etc.
3. Calibrating/fine tuning company equipment
4. Setup/dismantle of signs and graphics
5. You may plug in your equipment to the electrical service once it has been delivered, however, any hard wiring must be done by a licensed electrician.

**GRATUITIES are not acceptable! Please do not offer!**

#### GENERAL comments or questions?

Any questions, concerns or grievances concerning hired labor from US Tradeshows should be directed to a US Tradeshows representative, not the hired labor. Please feel free to contact us regarding clarification on any trade show related issue. Thank you.



US Tradeshows : 1322 Spruce Avenue - Orlando, Florida 32824  
Phone: 407-812-8224, Fax: 407-812-8225

## **Safety Tips!!!**

In order to provide for a safe and pleasurable working environment, US Tradeshows would like to partner with our exhibitors in implementing the following safety practices.

- No smoking, except in designated areas
- No standing on tables, chairs, furniture or other unapproved devices
- Please be very aware of your surroundings! Forklifts, carts, and other heavy equipment will be constantly moving through the aisles and docks and may pose as a harm to oneself. Furthermore, all mechanized equipment and carts are to be used only by authorized US Tradeshows staff and their subcontractors
- Please dispose of refuse in an appropriate manner and clean up and report any spills on the show floor.
- Please be aware of the hazards of electrical cords, wire and light fixtures as electrocution could result.
- Cords and wire can cause a tripping hazard so please secure or remove any such items from walkways.
- Please report any noticeable smoke, burning smells, or fire immediately. Notice where fire alarms, strobes and exits are located in the event of a fire for notification or evacuation purposes.
- Remember not to leave any valuable or personal items unattended or unsecured.
- Above all, please use common sense and courtesy to others. If you have any questions or concerns, please notify US Tradeshows. Have a safe and successful show.



10<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
May 9 -11, 2007  
Rosen Shingle Creek Resort Orlando, Florida

### Payment Policy

**US Tradeshows** requires full payment, including tax, at the time services are ordered. A credit card authorization form must be filled out and sent in with your initial order.

**US Tradeshows** accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be assessed a \$25 service charge for any returned checks. **A finance charge of 1.5% per month (18% per annum) will be added to any outstanding invoices**

### International Exhibitors

US Tradeshows requires 100% pre-payment for all advance orders. Payment must be rendered by cash, company check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard or Visa Credit Cards.

### Third Party Billing

Each exhibiting company is responsible for all charges incurred with their participation in this event. If the exhibitor chooses to appoint an outside agent to handle their exhibit, the appointed agent must be prepared to pay in full for all services rendered prior to the close of the show. **US Tradeshows** reserves the right to initiate collection action against the exhibitor if the authorized **third party** does not pay the outstanding balance in full. See Third Party Billing Request form.

### Tax Exemption

If you are **tax exempt** in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please provide the certificate prior to the discount deadline date.

### Invoice Adjustments and Order Cancellations

**ABSOLUTELY NO ADJUSTMENTS WILL BE MADE TO YOUR INVOICE FOLLOWING THE CLOSE OF THE SHOW.** In the event that some items, services and/or labor are cancelled, there will be applicable cancellation fees. Please refer to order forms for detailed information. Bank wire transfer information below:

To ensure your payment is credited properly to your account, please include the following information on the order forms:

#### Wire Transfer information:

SHOW NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

EXHIBITING COMPANY NAME: \_\_\_\_\_ AMOUNT OF TRANSFER: \_\_\_\_\_

BANK FROM WHERE THE FUNDS ORIGINATE \_\_\_\_\_ DATE: \_\_\_\_\_

COUNTRY WHERE TRANSFER ORIGINATED \_\_\_\_\_

Transfer funds to:  
**US Tradeshows**  
c/o SunTrust Bank, 25 Park Place Northeast  
Atlanta, Georgia 30303  
Phone number 1-800-786-8787  
Routing number: 061000104, Account Number: 1000016085457



**US Tradeshows : 1322 Spruce Avenue - Orlando, Florida 32824**  
**Phone: 407-812-8224, Fax: 407-812-8225**





10<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
May 9 -11, 2007  
Rosen Shingle Creek Resort Orlando, Florida

## Order Summary

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

**Discount Deadline Date: Tuesday, April 24, 2007**

## Calculation of Orders

Freight Handling (order form # A100)	\$
Standard Carpet (order form # A 200)	\$
Standard Carpet (order form # A 300)	\$
Furniture & Accessories (order form # A400)	\$
Signs (order form # A500)	\$
Labor (order form # A600)	\$
Cleaning (order form # A800)	\$
Accessible Storage (order form #A900)	\$
Floral (order form # A1000)	\$

Total Balance Owed: \$ \_\_\_\_\_

Charge my credit card in the amount of: \$ \_\_\_\_\_

Enclosed is a check in the amount of: \$ \_\_\_\_\_



10<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
May 9 -11, 2007  
Rosen Shingle Creek Resort      Orlando, Florida

## FREIGHT RATE SCHEDULE (Form A100)

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

- Crated:** Material that is skidded or is in any type of shipping container that can be loaded and unloaded at the dock with no additional handling required.
- Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading, side door unloading, constricted space loading, designated piece loading, and stacked shipments.
- Uncrated:** Material that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.
- Straight time rate:** Monday-Friday, between the hours of 8am-4:30pm.
- Overtime rate:** Monday-Friday 4:30pm-8:00am, all day Saturday, Sunday and holidays. (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during the above listed times.)

Warehouse shipment	SHIPMENT WEIGHT	RATE/100LBS	100lb MIN/SHIPMENT	ESTIMATED CHARGES
Crated or skidded shipment		\$ 48.00	\$ 48.00	\$
Special handling shipment		\$ 58.50	\$ 58.50	\$

Show site shipment	SHIPMENT WEIGHT	RATE/100LBS	100lb MIN/SHIPMENT	ESTIMATED CHARGES
Crated or skidded shipment		\$ 44.00	\$ 44.00	\$
Special handling shipment		\$ 55.00	\$ 55.00	\$
Uncrated or pad wrapped shipment		\$ 63.00	\$ 63.00	\$

**Overtime charge**

- A 25% overtime surcharge for every occurrence will be assessed if:**
- inbound drivers check in after 2:00 PM weekdays causing shipments to be unloaded on overtime
  - inbound shipments are unloaded on Saturdays, Sundays, and holidays
  - outbound shipments are loaded on overtime
  - warehouse freight must be moved to the exhibit site on overtime due to scheduling conflict beyond the control of US Tradeshows.
  - freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of US Tradeshows.

**Late to warehouse charge: (in addition to above rates)**

- A 25% (\$30 minimum) late to warehouse surcharge will be assessed if freight is received at the advanced warehouse after the deadline date listed on the show information page.**

<b>Small package shipments:</b>	1ST PACKAGE \$ 20.00	ADDT'L PACKAGES \$ 10.00	\$
---------------------------------	----------------------	--------------------------	----

Advanced shipment rates are inclusive of the following items:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>*Unloading crated freight.</li> <li>*Storing in the warehouse for up to 30 days at no charge.</li> <li>*Reloading onto trucks and delivery to the exhibit site.</li> <li>*Reloading freight for return to your specified destination.</li> <li>*Removing, storing, and returning empty shipping containers.</li> </ul> | <p align="right">TOTAL ESTIMATED CHARGES      \$ _____</p> <p align="right">Late to warehouse charge (25%)      \$ _____</p>             |
| <p>Direct Shipments rates to Exhibit Site</p> <ul style="list-style-type: none"> <li>*Unloading freight and delivery to your booth.</li> <li>*Picking up, storing, and returning empty shipping containers.</li> <li>*Unloading freight and delivery to your booth</li> <li>*Reloading freight onto outbound transportation.</li> </ul>                       | <p align="right">Overtime Surcharge-inbound (25%)      \$ _____</p> <p align="right">Overtime Surcharge-outbound (25%)      \$ _____</p> |

PAYMENT ENCLOSED      \$ \_\_\_\_\_

**Note:** Certified weight tickets measuring the weight of your vehicle unloaded and loaded must be documented with certified weight tickets to ensure accurate billing. US Tradeshows will only unload shipments when your driver submits certified weight tickets at the exhibition site.



**US Tradeshows : 1322 Spruce Avenue - Orlando, Florida 32824**  
**Phone: 407-812-8224, Fax: 407-812-8225**



10<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
May 9 -11, 2007  
Rosen Shingle Creek Resort      Orlando, Florida

## Custom Floor coverings (Form A300)

### CUSTOM-CUT CARPET

EXHIBITING COMPANY NAME

BOOTH NUMBER

AUTHORIZED BY (SIGNATURE)

DATE

**Discount Deadline Date: Tuesday, April 24th, 2007**

<i>Item</i>	<i>Description</i>	<i>Discount Price per sq.ft</i>	<i>Regular Price per sq.ft</i>
1006	16 oz. Custom-cut Black Blue Burgundy Forest Green Gray Stone Blue Purple Red Teal	\$ 2.95	\$ 3.95
1007	26 oz. Plush Taupe Rose Lava Rock Cement Spice Teal Dove Snow Soft Ivory Royalty Onyx Silver Bahama Cobalt Silky Beige Charcoal Boysenberry Navy Ice Hunter Sun Gold Royal Blue Red Violet	\$ 3.50	\$ 4.90
1008	50 oz. Ultra Plush Sterling Bisque Graphite Midnight Iceberg Seascape Black Cabernet Teal	\$ 4.25	\$ 5.75
1009	Carpet Padding per sq.ft	\$ .85	\$ 1.25

**All custom orders must be received by the Deadline Date above to guarantee delivery and color selection.**  
100 sq. feet minimum required for custom-cut orders. Carpet Packages include padding, Visqueen, & daily cleaning. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

### Place order below

<i>Item</i>	<i>Description</i>	<i>Price</i>
1010	16 oz. Custom-cut <small>(CALCULATE SIZE: TOTAL SQ FT X SQ FT PRICE)</small> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>X</span> <span>X</span> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Booth Width</span> <span>Booth Length</span> <span>Price</span> </div>	\$ _____
1011	26 oz. Plush <small>(CALCULATE SIZE: TOTAL SQ FT X SQ FT PRICE)</small> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>X</span> <span>X</span> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Booth Width</span> <span>Booth Length</span> <span>Price per sq.ft</span> </div>	\$ _____
1012	50 oz. Ultra Plush <small>(CALCULATE SIZE: TOTAL SQ FT X SQ FT PRICE)</small> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>X</span> <span>X</span> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Booth Width</span> <span>Booth Length</span> <span>Price per sq.ft</span> </div>	\$ _____
1005	Carpet Padding <small>(CALCULATE SIZE: TOTAL SQ FT X SQ FT PRICE)</small> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>X</span> <span>X</span> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Booth Width</span> <span>Booth Length</span> <span>Price per sq.ft</span> </div>	\$ _____
	1. Total All Items Ordered	\$ _____
	2. 6.5% Sales and/or Use Tax	\$ _____
	<b>3. Payment Enclosed</b>	\$ _____



10<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
May 9 -11, 2007  
Rosen Shingle Creek Resort Orlando, Florida

## Furniture & Accessories (Form A400)

EXHIBITING COMPANY NAME

BOOTH NUMBER

AUTHORIZED BY (SIGNATURE)

DATE

**Discount Deadline Date: Tuesday, April 24th, 2007**

**BOOTH FURNITURE**

<i>Item #</i>	<i>Description</i>	<i>Discount price</i>	<i>Regular Price</i>
2001	Plastic Contour Chair	\$35.00	\$ 42.00
2002	Deluxe Padded Chair	\$40.00	\$ 49.00

**DISPLAY TABLES**

<i>Item #</i>	<i>Description</i>	<i>Discount price</i>	<i>Regular Price</i>
2011	Skirted 4' Table ( <i>Skirted 4 Sides</i> )	\$70.00	\$ 91.00
2012	Skirted 6' Table	\$85.00	\$ 105.00
2013	Skirted 8', Table	\$95.00	\$ 125.00
2014	4th Side Skirted, Optional	\$10.00	\$ 15.00

**DISPLAY COUNTERS**

<i>Item #</i>	<i>Description</i>	<i>Discount price</i>	<i>Regular Price</i>
2021	Skirted 4' Counter ( <i>Skirted 4 Sides</i> )	\$78.00	\$ 97.00
2022	Skirted 6' Counter	\$91.00	\$ 109.00
2023	Skirted 8' Counter	\$99.00	\$ 135.00
2024	4th Side Skirted, optional	\$10.00	\$ 15.00

Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides

**CUSTOM BOOTH DRAPE**

<i>Item #</i>	<i>Description</i>	<i>Discount price</i>	<i>Regular Price</i>
2031	Linear Ft. of Back Drape per ft.	\$10.00	\$ 16.00
2032	Linear Ft. of Side Drape per ft.	\$ 9.00	\$ 13.50

8' H Back Drape and 36"H Side Drape — 4 feet minimum order

**BOOTH ACCESSORIES**

<i>Item #</i>	<i>Description</i>	<i>Discount price</i>	<i>Regular Price</i>
2041	Chrome Sign Holder	\$40.00	\$ 52.00
2042	Easel	\$20.00	\$ 26.00
2043	Aisle Stanchion	\$35.00	\$ 45.00
2044	Plastic Chain <i>Price/Ft.</i>	\$1.25	\$ 1.65
2045	Ticket Tumbler	\$60.00	\$ 78.00
2046	Refrigerator	\$180.00	\$ 235.00
2047	Wastebasket	\$5.00	\$ 6.50

<i>Item #</i>	<i>Description</i>	<i>Quantity</i>	<i>Price</i>	<i>Total</i>
---------------	--------------------	-----------------	--------------	--------------

				\$
				\$
				\$

1. Total All Items Ordered	\$ _____
2. 6.5% Sales and/or Use Tax	\$ _____
3. Payment Enclosed	\$ _____

**Table / Counter Skirt Color: Circle color selection (If no color is indicated, White will be provided):** Black Blue Green Red Teal White



10<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
May 9 -11, 2007  
Rosen Shingle Creek Resort      Orlando, Florida

## Signage order form (Form A500)

EXHIBITING COMPANY NAME

BOOTH NUMBER

AUTHORIZED BY (SIGNATURE)

DATE

**Discount Deadline Date: Tuesday, October 24th, 2007**

*All standard signs are digitally produced on foam core or cardstock. Standard sign include up to 10 words in Helvetica Medium and a selection of colors.*

DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	QTY	TOTAL PRICE
7" x 11"	\$29.00	\$ 58.00		
7" x 44"	\$39.00	\$ 78.00		
22" x 28"	\$79.00	\$ 158.00		
28" x 44"	\$91.00	\$ 182.00		
Additional Words Cost per Word	\$ 1.00	\$ 1.00		
Easel Back	\$ 3.00	\$ 7.00		

1. Total All Items Ordered      \$ \_\_\_\_\_

2. 6.5% Sales and/or Use Tax      \$ \_\_\_\_\_

**3. Payment Enclosed**      \$ \_\_\_\_\_

**Indicate:**

**Circle Background Color: White, Black, Red, Blue, Green, Yellow**

**Circle: Vertical or Horizontal**

**Copy Color: White, Black, Red, Blue, Green, Yellow**

**Sketch diagram / sign layout below**





10<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
 May 9 -11, 2007  
 Rosen Shingle Creek Resort Orlando, Florida

## Labor: Installation/Dismantle order form (Form A600)

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

**Labor Rates:**

Straight time rate: Monday-Friday, between the hours of 8am-4:30pm.....\$48 per person per hour  
 Overtime rate: 6:00am-8:00am & 4:30pm-12:00am Monday-Friday  
 6:00am-12:00am Saturday & Sunday.....\$72.00 per person per hour

All labor has a 1 hour minimum, with 1/2 hour increments thereafter. Labor ordered onsite will be subject to a 25% surcharge.

Please estimate the number of workers and hours per worker needed below. Invoice will be calculated according to actual hours worked.

**Move-in labor:**

DATE	Number of workers	Start/End times	Total Worker hours x Labor rate=	Labor Charge
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____

**Move-in labor total**      \$ \_\_\_\_\_

**Move-out labor:**

DATE	Number of workers	Start/End times	Total Worker hours x Labor rate=	Labor Charge
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____

**Move-out labor total**      \$ \_\_\_\_\_

If the exhibitor chooses to have US Tradeshows unpack display, assemble, dismantle and re-pack the display, there will be a supervision charge of 25% (\$50.00 min.)

Move-in labor total      \$ \_\_\_\_\_

Move-out labor total      \$ \_\_\_\_\_

Supervision      \$ \_\_\_\_\_

**Total Labor Ordered**      \$ \_\_\_\_\_

**Labor:** Starting time can be only guaranteed when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the Exhibitor Service Desk one-half (1/2) hour before time requested. Labor cancelled without 24 hour notice shall be



**US Tradeshows : 1322 Spruce Avenue - Orlando, Florida 32824**  
**Phone: 407-812-8224, Fax: 407-812-8225**



**10<sup>th</sup> Annual International Conference on Aboveground Storage Tanks**  
**May 9 -11, 2007**  
**Rosen Shingle Creek Resort      Orlando, Florida**

charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

**Booth Cleaning order form (Form A 800)**

---

EXHIBITING COMPANY NAME	BOOTH NUMBER
-------------------------	--------------

---

AUTHORIZED BY (SIGNATURE)	DATE
---------------------------	------

**Booth Vacuuming**(Includes emptying your wastebasket nightly)

Daily vacuuming..... cost per square foot per day \$ .22  
 Before Show Opens Only ..... cost per square foot \$ .25

**Example:**

SQ. FT.	X	RATE	X	NO. OF DAYS	=	<b>Vacuuming Total</b>
100 sq.ft		\$.22		2	=	\$44.00

<b>Vacuuming order</b>						<b>Vacuuming Total</b>
SQ. FT.	X	RATE	X	NO. OF DAYS	=	
_____	X	_____	X	_____	=	\$ _____

<b>Periodic Porter Service order</b>						<b>Periodic Porter Total</b>
SQ. FT.	X	RATE	X	NO. OF DAYS	=	
0 - 500 sq. ft		\$ 60.00		_____	=	\$ _____
501 - 1500 sq. ft		\$ 80.00		_____	=	\$ _____
1501 - 3000 sq. ft		\$ 100.00		_____	=	\$ _____
3001 square feet and higher ..... per day <i>Call for Quote</i>						

Vacuuming total	= \$ _____
Periodic Porter Service total	= \$ _____
6.5% Sales and/or Use Tax	= \$ _____
<b>Total All Lines</b>	<b>= \$ _____</b>



**US Tradeshows : 1322 Spruce Avenue - Orlando, Florida 32824**  
**Phone: 407-812-8224, Fax: 407-812-8225**

**Accessible Storage Order form (Form A900)**

**US Tradeshows will have a storage area for exhibitor's samples, literature and the like. This area will be secured. Should an exhibitor choose to store items in this secured storage, items will be stored and retrieved by a US Tradeshows representative at a 1/2 hour minimum. The hourly rate for moving material will be:**

Straight time rate:            Monday-Friday, between the hours of 8am-4:30pm.....\$48 per person per hour

Overtime rate:                6:00am-8:00am & 4:30pm-12:00am Monday-Friday  
6:00am-12:00am Saturday & Sunday.....\$72.00 per person per hour

Double time rate:            12:00am-6:00am and recognized holidays.....\$96.00 per person per hour

**Please visit the Exhibitor Service Desk to place order onsite**

If a forklift is required to move the materials a \$50.00 fee will be added. US Tradeshows will not be liable for any injury, damage, loss, theft or destruction, including, but not limited to, damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by our servants, agents, employees, or others), failures to act, breach of contract, breach of warranty, water, condensation, fires, floods, acts of God, or any act beyond our sole control. US Tradeshows is not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turn-over goods at any particular time or place whatsoever; however, such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale's, commissions or brokerage, nor for any freight or demurrage. We agree to follow the above procedures in shipment and movement of storage material.



**Floral order form (Form A1000)**

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

<i>Plant rental description</i>	<i>cost per plant</i>	<i>quantity</i>	<i>total</i>
Table top green plant	\$18.00		
2-3 foot green plant	\$38.00		
4 foot green plant	\$48.00		
5 foot green plant	\$58.00		
6 foot green plant	\$68.00		
7-8 foot green plant	\$78.00		
Blooming plant	\$18.00		
Fern	\$28.00		

- 1. Total All Items Ordered      \$ \_\_\_\_\_
- 2. 6.5% Sales and/or Use Tax      \$ \_\_\_\_\_
- 3. **Payment Enclosed**      \$ \_\_\_\_\_

