

11th Annual International Conference on Aboveground Storage Tanks
September 10-12, 2008
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

Discount Deadline Date: Wednesday, August 27, 2008			
Advance Shipments:	Wednesday, August 13, 2008	May begin arriving to the advanced warehouse	
	Wednesday, September 3, 2008	Last day to arrive at the advanced warehouse without a surcharge	
Direct Shipments:	Tuesday, September 9, 2008	8:00am to 5:00pm	
	(Direct shipments that arrive before the 9th will be refused by the hotel)		
Installation:	Tuesday, September 9, 2008	10:00am to 7:00pm	
	Welcome Reception:	8:30pm	
Show Hours:	Wednesday, September 10, 2008	8:00am to 5:30pm	
	Cocktail Mixer:	5:30pm	
	Thursday, September 11, 2008	8:00am to 3:00pm	
	Cocktail Mixer:	5:30pm	
Dismantle:	Thursday, September 11, 2008	3:00pm to 6:00pm	
Outbound carrier check-in:	Thursday, September 11, 2008	5:00pm	
Conference Only:	Friday, September 12, 2008	8:15 – 1:00pm	



11th Annual International Conference on Aboveground Storage Tanks
September 10-12, 2008
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 Tuesday, September 9th 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**

11th Annual International Conference on Aboveground Storage Tanks
September 10-12, 2008
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.



11th Annual International Conference on Aboveground Storage Tanks
September 10-12, 2008
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:

Advanced Warehouse Shipping Address:	Show site Direct Shipping Address: (Not to arrive before Tuesday, September 7th)
NISTM c/o US Tradeshows ABF Freight System, Inc 3732 Bryn Mawr Street Orlando, Florida 32808	NISTM c/o US Tradeshows 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.

Last day for shipments to arrive at the advance warehouse without surcharge.	First day for shipments to arrive at the exhibit site. Beginning at 8:00 am
Wednesday, September 3rd, 2008	Tuesday, September 9th, 2008



11th Annual International Conference on Aboveground Storage Tanks
September 10-12, 2008
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 will not be 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.



11th Annual International Conference on Aboveground Storage Tanks
September 10-12, 2008
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.



11th Annual International Conference on Aboveground Storage Tanks
September 10-12, 2008
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:

Please contact US Tradeshows at:

407-812-8223



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

11th Annual International Conference on Aboveground Storage Tanks
September 10-12, 2008
Rosen Shingle Creek Resort Orlando, Florida

Order Summary

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

Discount Deadline Date: Wednesday, August 27, 2008

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: \$ _____



11th Annual International Conference on Aboveground Storage Tanks
September 10-12, 2008
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		\$ 51.00	\$ 51.00	\$
Special handling shipment		\$ 62.00	\$ 62.00	\$

Show site shipment	SHIPMENT WEIGHT	RATE/100LBS	100lb MIN/SHIPMENT	ESTIMATED CHARGES
Crated or skidded shipment		\$ 47.00	\$ 47.00	\$
Special handling shipment		\$ 58.00	\$ 58.00	\$
Uncrated or pad wrapped shipment		\$ 66.00	\$ 66.00	\$

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.**

Small package shipments:	1ST PACKAGE \$ 25.00	ADDT'L PACKAGES \$ 10.00	\$
---------------------------------	----------------------	--------------------------	----

Advanced shipment rates are inclusive of the following items:

- *Unloading crated freight.
 - *Storing in the warehouse for up to 30 days at no charge.
 - *Reloading onto trucks and delivery to the exhibit site.
 - *Reloading freight for return to your specified destination.
 - *Removing, storing, and returning empty shipping containers.
- TOTAL ESTIMATED CHARGES \$ _____
- Direct Shipments rates to Exhibit Site
 - *Unloading freight and delivery to your booth.
 - *Picking up, storing, and returning empty shipping containers.
 - *Unloading freight and delivery to your booth
 - *Reloading freight onto outbound transportation.
- Late to warehouse charge (25%) \$ _____
- Overtime Surcharge-inbound (25%) \$ _____
- Overtime Surcharge-outbound (25%) \$ _____

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.



11th Annual International Conference on Aboveground Storage Tanks
September 10-12, 2008
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: Wednesday, August 27, 2008

Item	Description	Discount Price per sq.ft	Regular Price per sq.ft
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

Item	Description	Price
1010	16 oz. Custom-cut <i>(CALCULATE SIZE: TOTAL SQ FT X SQ FT PRICE)</i> $\frac{\text{Booth Width} \times \text{Booth Length}}{\text{Price per sq.ft}}$	\$ _____
1011	26 oz. Plush <i>(CALCULATE SIZE: TOTAL SQ FT X SQ FT PRICE)</i> $\frac{\text{Booth Width} \times \text{Booth Length}}{\text{Price per sq.ft}}$	\$ _____
1012	50 oz. Ultra Plush <i>(CALCULATE SIZE: TOTAL SQ FT X SQ FT PRICE)</i> $\frac{\text{Booth Width} \times \text{Booth Length}}{\text{Price per sq.ft}}$	\$ _____
1005	Carpet Padding <i>(CALCULATE SIZE: TOTAL SQ FT X SQ FT PRICE)</i> $\frac{\text{Booth Width} \times \text{Booth Length}}{\text{Price per sq.ft}}$	\$ _____
	1. Total All Items Ordered	\$ _____
	2. 6.5% Sales and/or Use Tax	\$ _____
	3. Payment Enclosed	\$ _____



11th Annual International Conference on Aboveground Storage Tanks
September 10-12, 2008
Rosen Shingle Creek Resort Orlando, Florida

Furniture & Accessories (Form A400)

EXHIBITING COMPANY NAME

BOOTH NUMBER

AUTHORIZED BY (SIGNATURE)

DATE

Discount Deadline Date: Wednesday, August 27, 2008

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>)	\$75.00	\$ 96.00
2012	Skirted 6' Table	\$90.00	\$ 110.00
2013	Skirted 8', Table	\$99.00	\$ 130.00
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>)	\$83.00	\$ 102.00
2022	Skirted 6' Counter	\$96.00	\$ 115.00
2023	Skirted 8' Counter	\$104.00	\$ 140.00
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 White



11th Annual International Conference on Aboveground Storage Tanks
September 10-12, 2008
Rosen Shingle Creek Resort Orlando, Florida

Signage order form (Form A500)

EXHIBITING COMPANY NAME

BOOTH NUMBER

AUTHORIZED BY (SIGNATURE)

DATE

Discount Deadline Date: Wednesday, August 27, 2008

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"	\$34.00	\$ 63.00		
7" x 44"	\$44.00	\$ 83.00		
22" x 28"	\$84.00	\$ 163.00		
28" x 44"	\$96.00	\$ 187.00		
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





11th Annual International Conference on Aboveground Storage Tanks
 September 10-12, 2008
 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.....\$53 per person per hour
 Overtime rate: 6:00am-8:00am & 4:30pm-12:00am Monday-Friday
 6:00am-12:00am Saturday & Sunday.....\$79.50 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



11th Annual International Conference on Aboveground Storage Tanks
 September 10-12, 2008
 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	=	Vacuuming Total
100 sq.ft		\$.22		2	=	\$44.00

Vacuuming order						Vacuuming Total
SQ. FT.	X	RATE	X	NO. OF DAYS	=	
_____	X	_____	X	_____	=	\$ _____

Periodic Porter Service order						Periodic Porter Total
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	= \$ _____
Total All Lines	= \$ _____



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

11th Annual International Conference on Aboveground Storage Tanks
September 10-12, 2008
Rosen Shingle Creek Resort Orlando, Florida

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.....\$53 per person per hour

Overtime rate: 6:00am-8:00am & 4:30pm-12:00am Monday-Friday
6:00am-12:00am Saturday & Sunday.....\$79.50 per person per hour

Double time rate: 12:00am-6:00am and recognized holidays.....\$106.00 per person per hour

Please visit the Exhibitor Service Desk to place order onsite

If a forklift is required to move the materials a **\$75.00 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.



11th Annual International Conference on Aboveground Storage Tanks
September 10-12, 2008
Rosen Shingle Creek Resort Orlando, Florida

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	\$23.00		
2-3 foot green plant	\$43.00		
4 foot green plant	\$53.00		
5 foot green plant	\$63.00		
6 foot green plant	\$73.00		
7-8 foot green plant	\$83.00		
Blooming plant	\$23.00		
Fern	\$33.00		

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





ADVANCED WAREHOUSE SHIPMENT



FROM:

TO:

EXHIBITING COMPANY NAME

SHIPPER/CARRIER NAME

NISTM
NAME OF CONVENTION

NUMBER _____ OF _____ PIECES

BOOTH NUMBER

ROOM NAME

C/O:

**US TRADESHOWS
ABF FREIGHT SYSTEMS, INC.
3732 BRYN MAWR STREET
ORLANDO, FLORIDA 32808 ph: 407-295-1331**

**SHIPMENTS SHOULD
ARRIVE BETWEEN
Aug 13 – Sept 3, 2008**

CUT HERE AND AFFIX THE LABELS TO YOUR BOXES, CRATES, OR SKIDS FOR SHIPPING

CUT HERE AND AFFIX THE LABELS TO YOUR BOXES, CRATES, OR SKIDS FOR SHIPPING



ADVANCED WAREHOUSE SHIPMENT



FROM:

TO:

EXHIBITING COMPANY NAME

SHIPPER/CARRIER NAME

NISTM
NAME OF CONVENTION

NUMBER _____ OF _____ PIECES

BOOTH NUMBER

ROOM NAME

C/O:

**US TRADESHOWS
ABF FREIGHT SYSTEMS, INC.
3732 BRYN MAWR STREET
ORLANDO, FLORIDA 32808 ph: 407-295-1331**

**SHIPMENTS SHOULD
ARRIVE BETWEEN
Aug 13 – Sept 3, 2008**



DIRECT



SHOW SITE SHIPMENT

FROM:

TO:

EXHIBITING COMPANY NAME
NISTM

NAME OF CONVENTION

SHIPPER/CARRIER NAME
NUMBER _____ OF _____ PIECES

BOOTH NUMBER

ROOM NAME

C/O:

**US TRADESHOWS
ROSEN SHINGLE CREEK
9939 UNIVERSAL BLVD
ORLANDO, FLORIDA 32819 ph: 407-996-9939**

**SHIPMENTS SHOULD
ARRIVE ON
Sept 9, 2008
between 8am – 5pm**

CUT HERE AND AFFIX THE LABELS TO YOUR BOXES, CRATES, OR SKIDS FOR SHIPPING

CUT HERE AND AFFIX THE LABELS TO YOUR BOXES, CRATES, OR SKIDS FOR SHIPPING



DIRECT



SHOW SITE SHIPMENT

FROM:

TO:

EXHIBITING COMPANY NAME
NISTM

NAME OF CONVENTION

SHIPPER/CARRIER NAME
NUMBER _____ OF _____ PIECES

BOOTH NUMBER

ROOM NAME

C/O:

**US TRADESHOWS
ROSEN SHINGLE CREEK
9939 UNIVERSAL BLVD
ORLANDO, FLORIDA 32819 ph: 407-996-9939**

**SHIPMENTS SHOULD
ARRIVE ON
Sept 9, 2008
between 8am – 5pm**

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)	_____	75.00	115.00	_____
500-1000 WATTS (10 AMPS)	_____	125.00	185.00	_____
1001-1500 WATTS (15 AMPS)	_____	150.00	220.00	_____
1501-2000 WATTS (20 AMPS)	_____	170.00	250.00	_____

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

ST Mon.-Fri. 8:00am-4:30pm (Except Holidays)	_____	60.00	_____	_____
OT 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 _____

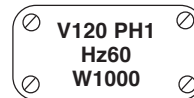
ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS

SHOW NAME	NAME OF FACILITY	ROSEN SHINGLE CREEK
FIRM NAME	SHOW DATES	BOOTH #
ADDRESS	TELEPHONE#	
CITY, STATE, ZIP	FAX#	
SIGNATURE	PRINT NAME	

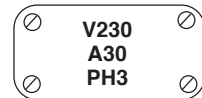
REGULATION AND GENERAL INFORMATION

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

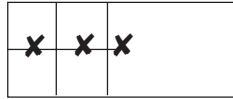


230 Volts
= 30 Amps
3 Phase

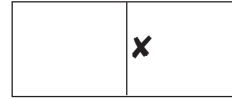
POWER LOCATIONS: X Indicate location of outlet

WHERE WILL MY OUTLET BE LOCATED?

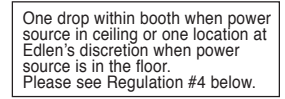
Your outlet will be located as depicted below unless floorplan is received indicating otherwise.



INLINE BOOTHS-PENINSULA



BACK TO BACK PENINSULA BOOTHS



ISLAND 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.

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.



Event Name: NISTM

Meeting Dates: September 10-11, 2008

ADVANCE PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE COMPLETE TO RESERVE EQUIPMENT.

Video Equipment <i>VIDEO MONITORS WILL NOT HANDLE A COMPUTER SIGNAL - SEE DATA MONITORS</i>	Advance Show Rate	On-Site Show Rate	Qty	# of Show days	Total	Projection Equipment	Advance Show Rate	On-Site Show Rate	Qty	Total
VHS-VCR-DVD 32" Monitor Package	\$625.00	\$750.00				6'-8' Tripod Screen	\$125.00	\$150.00		
VHS Player () DVD Player () check one	\$200.00	\$240.00				Flipchart w/Pad and Markers	\$110.00	\$135.00		
International 1/2" VHS () Pal () SECAM	\$375.00	\$450.00				34" Skirted A/V Cart	\$60.00	\$75.00		
Mini DV Digital Camera with Tripod	\$1125.00	\$1350.00				54" Skirted A/V Cart	\$60.00	\$75.00		
						Multi Outlet Power Strip	\$65.00	\$85.00		
						25' Extension Cord	\$50.00	65.00		

Display Units

21" LCD Flat Screen Monitor	\$425.00	\$525.00				Audio Equipment				
32" HD Flat Monitor/Video/PC capable	\$800.00	\$975.00				Powered Speaker with Tripod	\$200.00	\$250.00		
37" Plasma Screen and Cables 16:9 ratio (specialty size)	\$1560.00	\$1875.00				Wired Hand Held Microphone	\$85.00	\$100.00		
42" Plasma Screen and Cables * (stand separate)	\$1425.00	\$1725.00				Wired Lavalier Microphone	\$110.00	\$135.00		
50" Plasma Screen and Cables* **	\$1875.00	\$2250.00				Wireless Handheld/Lavalier Mic. (PLEASE CIRCLE ONE)	\$400.00	\$480.00		
60" Plasma Screen and Cables* **	\$2375.00	\$2850.00				CD Player	\$180.00	\$225.00		
* Chrome Stands For Plasma Screens **Requires Additional Labor/Install	\$200.00	\$240.00				Sound System with (2) Powered Speakers on Tripods & (1) "Wired" Microphone	\$625.00	\$750.00		
LCD Data Projector/3200 lumens	\$1125.00	\$1350.00				Sound System: (2) Powered Speakers on Tripods & (1) "Wireless" Microphone	\$995.00	\$1200.00		
Wireless Presenter Mouse	\$150.00	\$180.00				Custom Audio Packages are available. Please call our office for individual design and pricing.	Call for pricing			
25' VGA Cable	\$60.00	\$75.00								
VGA Distribution Amplifier	185.00	\$225.00								
Other:						Other:				

Lighting

Our lighting inventory consists of a full range of theatrical instruments, including moving lights. Specialized lighting plans are created upon request. Custom Gobos also available. Please call our office for specific information and pricing.

<p>Please Fax your orders to 407.996.8591 for custom meeting specifications and pricing. Contact our Sales Dept.</p> <p>Juan Marichal - jmarichal@psav.com - 407-996-2239</p> <p>Brian Sturtevant bsturtevant@psav.com - 407-996-084</p> <p>Day of Show Onsite Contact: 407-666-4619</p> <p>Advance Show rates cut off 5 days prior to start of Show.</p> <p>Thank you for your business!</p>					
	Total Equipment Rental				
	22% Service Charge <i>includes set-up & removal of Presentation Services Equipment</i>				
	6.5% Sales Tax <i>On Equipment and Service Charge</i>				
	GRAND TOTAL =				



RENTAL RESERVATION

Name of Event _____ Room location of Exhibit: _____

Exhibitor _____ Booth # _____

Address _____ Contact Name _____

Address _____ Phone # _____ Fax # _____

City _____ State _____ Zip _____ e-mail: _____

On-Site Contact _____ Cell Phone _____

*Delivery Date _____

***Exhibitor must be present to sign for the order at time of delivery. Please contact the Audiovisual Services Department for delivery. You must notify our representative that you are at your booth and have electrical power in place.**

*Pick up Date _____

***Exhibitor is responsible for equipment until a Presentation Services representative removes the equipment. Equipment removal will be at close of the event unless otherwise specified. No removal of equipment will take place during event hours.**

***IF YOU HAVE A FLORIDA SALES TAX EXEMPTION CERTIFICATE,
PLEASE FURNISH A COPY WITH THIS ORDER.***

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may be made by company check upon presentation of statement while at the event. However, a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your credit card on file. **Advance Show rates cut off 5 days prior to start of show.**

Payment: Please Post Charges To My Room Amex Visa MasterCard Check Enclosed*

Room # _____

Credit Card # _____

Exp. Date _____

Cardholder Name (please print) _____

Authorized Signature _____

Authorized Signature (If different from above): _____

Please Type or Print Name: _____

Any Equipment or Technician cancelled within 24 hours of a function's start time will be billed for at full price.

****Please make checks payable to : PRESENTATION SERVICES (must be received 30 days prior to show)***

Rosen Shingle Creek 9939 Universal Blvd. Orlando FL 32819

***Please return this application via fax to (407) 996-8591
Email: jmarichal@psav.com or bsturtevant@psav.com***