

12<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
March 2-4, 2010  
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: Monday, February 15, 2010			
<b>Advance Shipments:</b>	Monday, February 1, 2010	May begin arriving to the advanced warehouse	
	Monday, February 22, 2010	Last day to arrive at the advanced warehouse without a surcharge	
<b>Direct Shipments:</b>	Friday, February 26, 2010	8:00am to 5:00pm	
	Monday, March 1, 2010		
<b>(Direct shipments that arrive before the 2/26/10 may be refused by the hotel)</b>			
<b>Installation:</b>	Monday, March 1, 2010	1:00pm to 7:00pm	
	<b>Welcome Reception:</b>	<b>8:30pm – 10:00pm</b>	
<b>Show Hours:</b>	Tuesday, March 2, 2010	8:00am to 5:45pm	
	<b>Cocktail Mixer:</b>	<b>5:15pm – 6:45pm</b>	
	Wednesday, March 3, 2010	8:00am to 3:00pm	
	<b>Cocktail Mixer:</b>	<b>5:00pm – 6:30pm</b>	
<b>Dismantle:</b>	Wednesday, March 3, 2010	3:00pm to 6:00pm	
<b>Outbound carrier check-in:</b>	Wednesday, March 3, 2010	5:00pm	
<b>Conference Only:</b>	Thursday, March 4, 2010	8:15 – 12:00pm	



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

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### **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, March 1st 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**.



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**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.



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### 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>NISTM</b> c/o US Tradeshow ABF Freight System, Inc 3732 Bryn Mawr Street Orlando, Florida 32808	<b>Show site Direct Shipping Address:</b> <b>(Not to arrive before Monday, March 1, 2010)</b>  <b>NISTM</b> c/o US Tradeshow Rosen Shingle Creek 9939 Universal Blvd Orlando, Florida 32819
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US Tradeshow 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 Tradeshow. 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 Tradeshow 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 Tradeshow 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 Tradeshow 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 Tradeshow Exhibitor Service Center® and are for *empty storage only*.

#### Outgoing Shipments

Shipping information, bills of lading and labels will be available at the US Tradeshow 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>Monday, February 22, 2010</b>	<b>First day for shipments to arrive at the exhibit site. Beginning at 8:00 am</b>  <b>Monday, March 1, 2010</b>
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## **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, regardless 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 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.



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**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.



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## **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.





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### **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**



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**PAYMENT/CHARGE AUTHORIZATION**

EXHIBITING COMPANY NAME				BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP CODE	COUNTRY
E-MAIL ADDRESS	PHONE NUMBER	FAX NUMBER	DATE	
AUTHORIZED CONTACT (signature)		AUTHORIZED CONTACT (print)		

IF THE CARDHOLDER'S BILLING ADDRESS IS DIFFERENT THAN WHAT IS LISTED ABOVE, PLEASE PROVIDE BILLING ADDRESS

CARDHOLDER NAME (PRINT)	CARDHOLDER (SIGNATURE)
CARDHOLDER STREET ADDRESS	CITY STATE ZIP CODE COUNTRY

**US Tradeshows** reserves the right to refuse to process orders if payment is not satisfied. **Please complete the following information and return payment in full with this form and your advance orders.** You may pay using the following options: credit card, check or bank wire transfer.

☐ American Express
 ☐ MasterCard
 ☐ Visa  
☐ Corporate
 ☐ Personal

Card Number 

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

**Expiration date** \_\_\_\_\_ \*\*

**MasterCard/Visa 3 Digit Code**(from back) or **AmEx 4 Digit Code** (from front) \_\_\_\_\_

Please charge my credit card for the following amount \$ \_\_\_\_\_

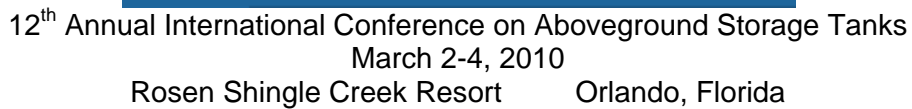
or

☐ Check
 Check Number \_\_\_\_\_ Amount \$ \_\_\_\_\_

A credit card authorization is required to be on file with US Tradeshows, and will be used to charge your credit card for any additional show site orders placed by the exhibiting companies' representative/agent. This will include outbound freight, labor or miscellaneous items.



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EXHIBITING COMPANY NAME	BOOTH NUMBER
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DATE \_\_\_\_\_

## Exhibiting Company

BOOTH NUMBER

EXHIBITING COMPANY NAME	BOOTH NUMBER
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COUNTRY

DATE \_\_\_\_\_

AUTHORIZED CONTACT(print)

\_\_\_\_\_ Visa

           Personal

[illegible]

**Expiration date**\_\_\_\_\_

CARDHOLDER NAME (SIGN)

COUNTRY



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## Order Summary

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EXHIBITING COMPANY NAME

BOOTH NUMBER

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AUTHORIZED BY (SIGNATURE)

DATE

**Discount Deadline Date: Monday, February 15, 2010**

## 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: \$ \_\_\_\_\_



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## 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	\$
<b>Show site shipment</b>				
Crated or skidded shipment		\$ 47.00	\$ 47.00	\$
Special handling shipment		\$ 58.00	\$ 58.00	\$
Uncrated or pad wrapped shipment		\$ 66.00	\$ 66.00	\$
<b>Overtime charge</b>				

**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 \$ 25.00	ADD'L PACKAGES \$ 10.00	\$
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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      \$ \_\_\_\_\_

Late to warehouse charge (25%)      \$ \_\_\_\_\_

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.

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.



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# ADVANCED

## WAREHOUSE SHIPMENT



FROM:

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TO:

EXHIBITING COMPANY NAME

**NISTM**  
NAME OF CONVENTION

SHIPPER/CARRIER NAME

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  
Feb 1, 2010 and Feb 22, 2010**

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:

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TO:

EXHIBITING COMPANY NAME

**NISTM**  
NAME OF CONVENTION

SHIPPER/CARRIER NAME

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  
Feb 1, 2010 and Feb 22, 2010**



# DIRECT



## SHOW SITE SHIPMENT

FROM:

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---

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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  
Monday March 1, 2010  
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:

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---

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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  
Monday March 1, 2010  
between 8am – 5pm**

12<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
March 2-4, 2010  
Rosen Shingle Creek Resort      Orlando, Florida

## Standard Floor coverings (Form A200)

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

**Discount Deadline Date: Monday, February 15, 2010**

Carpet rental includes installation with front edge taping & carpet removal at the close of the show. Standard booth carpet is to be used only for booths up to 10' in depth and 30' in length. **Custom Cut Carpet is required for all booths longer than 30' or for booths configured as an island or peninsula.**

Item #	Description	Discount Price	Regular Price
1001	9' x 10' - Standard Booth Carpet	\$108.00	\$ 163.50
1002	9' x 20' - Standard Booth Carpet	\$218.00	\$ 327.00
1003	9' x 30' - Standard Booth Carpet	\$327.00	\$ 490.50

Standard Carpet Color: Please circle selection (If no color is indicated, gray or blue will be provided) Black, Blue, Gray, Green, Tan.  
Carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Item	Description	Discount Price	Regular Price
1004	Visqueen Plastic Covering per sq. ft	\$.25	\$ .35
1005	Carpet Padding	\$.80	\$ 1.15

### Place order below

Item	Description	Price
1001	9' x 10' - Standard Booth Carpet	\$ _____
1002	9' x 20' - Standard Booth Carpet	\$ _____
1003	9' x 30' - Standard Booth Carpet	\$ _____
1004	Visqueen Plastic Covering (CALCULATE SIZE: TOTAL SQ FT X SQ FT PRICE)	
	<div style="display: flex; justify-content: space-around; align-items: center;"> <span>_____ X _____</span> <span>= \$ _____</span> </div> <div style="display: flex; justify-content: space-around; align-items: center; font-size: small;"> <span>Booth Width</span> <span>Booth Length</span> <span>price</span> </div>	
1005	Carpet Padding (CALCULATE SIZE :TOTAL SQ FT X SQ FT PRICE)	
	<div style="display: flex; justify-content: space-around; align-items: center;"> <span>_____ X _____</span> <span>= \$ _____</span> </div> <div style="display: flex; justify-content: space-around; align-items: center; font-size: small;"> <span>Booth Width</span> <span>Booth Length</span> <span>price</span> </div>	
	1. Total All Items Ordered	\$ _____
	2. 6.5% Sales and/or Use Tax	\$ _____
	3. Payment Enclosed	\$ _____



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



12<sup>th</sup> Annual International Conference on Aboveground Storage Tanks  
March 2-4, 2010  
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: Monday, February 15, 2010**

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 (CALCULATE SIZE: TOTAL SQ FTX SQ FT PRICE) Booth Width <u>    X    </u> Booth Length <u>    X    </u> Price <u>                    </u>	\$ <u>                    </u>
1011	26 oz. Plush (CALCULATE SIZE: TOTAL SQ FTX SQ FT PRICE) Booth Width <u>    X    </u> Booth Length <u>    X    </u> Price per sq.ft <u>                    </u>	\$ <u>                    </u>
1012	50 oz. Ultra Plush (CALCULATE SIZE: TOTAL SQ FTX SQ FT PRICE) Booth Width <u>    X    </u> Booth Length <u>    X    </u> Price per sq.ft <u>                    </u>	\$ <u>                    </u>
1005	Carpet Padding (CALCULATE SIZE: TOTAL SQ FTX SQ FT PRICE) Booth Width <u>    X    </u> Booth Length <u>    X    </u> Price per sq.ft <u>                    </u>	\$ <u>                    </u>
1. Total All Items Ordered		\$ <u>                    </u>
2. 6.5% Sales and/or Use Tax		\$ <u>                    </u>
3. Payment Enclosed		\$ <u>                    </u>



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## Furniture & Accessories (Form A400)

EXHIBITING COMPANY NAME

BOOTH NUMBER

AUTHORIZED BY (SIGNATURE)

DATE

**Discount Deadline Date: Monday, February 15, 2010**

### BOOTH FURNITURE

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

### DISPLAY TABLES

Item #	Description	Discount price	Regular Price
2011	Skirted 4' Table (Skirted 4 Sides)	\$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

Item #	Description	Discount price	Regular Price
2021	Skirted 4' Counter (Skirted 4 Sides)	\$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

Item #	Description	Discount price	Regular Price
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

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

Item #	Description	Quantity	Price	Total
				\$
				\$
				\$

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



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## Signage order form (Form A500)

EXHIBITING COMPANY NAME

BOOTH NUMBER

AUTHORIZED BY (SIGNATURE)

DATE

**Discount Deadline Date: Monday, February 15, 2010**

*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



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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 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.



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## 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

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	= \$ _____
<b>Total All Lines</b>	<b>= \$ _____</b>



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## **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.



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## 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      \$ \_\_\_\_\_





### 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 # \_\_\_\_\_

REAR

STANDARD  
BOOTH

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

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

**FULL PAYMENT DUE PRIOR  
TO SHOW OPENING**

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

☐ Master Card ☐ Visa ☐ AMX ☐ Check

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

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

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

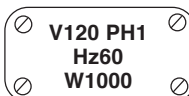
**ALL ORDERS MUST BE PAID  
IN ADVANCE  
ON U.S. BANKS**

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

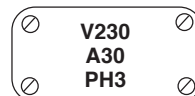
# REGULATION AND GENERAL INFORMATION

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

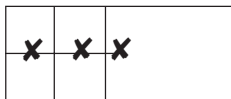


230 Volts  
= 30 Amps  
3 Phase

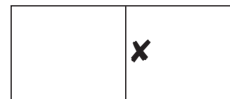
## POWER LOCATIONS: X Indicate location of outlet

### WHERE WILL MY OUTLET BE LOCATED?

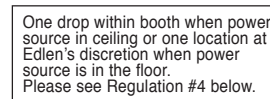
Your outlet will be located as depicted below unless floorplan is received indicating otherwise.



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: **3/ 2-4/2010****ADVANCE PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE COMPLETE TO RESERVE EQUIPMENT.**

<b>Video Equipment</b> <i>VIDEO MONITORS WILL NOT HANDLE A COMPUTER SIGNAL - SEE DATA MONITORS</i>	<b>Advance Show Rate</b>	<b>On-Site Show Rate</b>	<b>Qty</b>		<b>Total</b>	<b>Projection Equipment</b>	<b>Advance Show Rate</b>	<b>On-Site Show Rate</b>	<b>Qty</b>	<b>Total</b>
DVD 32" Monitor Package	\$550.00	\$750.00				6'-8" Tripod Screen	\$150.00	\$175.00		
DVD Player	\$160.00	\$240.00				Flipchart w/Pad and Markers	\$125.00	\$145.00		
Mini DV Digital Camera with Tripod	\$1125.00	\$1350.00				34" Skirted A/V Cart	\$95.00	\$135.00		
VHS Player	\$160.00	\$240.00				54" Skirted A/V Cart	\$95.00	\$135.00		
						Multi Outlet Power Strip	\$50.00	\$85.00		
						25' Extension Cord	\$40.00	\$65.00		
<b>Display Units</b>										
21" LCD Flat Screen Monitor	\$195.00	\$250.00				<b>Audio Equipment</b>				
32" HD Flat Monitor/Video/PC capable*	\$550.00	\$750.00				Powered Speaker with Tripod	\$160.00	\$250.00		
42" Plasma Screen and Cables ** (stand separate)	\$950.00	\$1250.00				Wired Hand Held Microphone	\$70.00	\$100.00		
50" Plasma Screen and Cables* **	\$1150.00	\$1450.00				Wired Lavalier Microphone	\$90.00	\$135.00		
60" Plasma Screen and Cables* **	\$1900.00	\$2100.00				Wireless Handheld/Lavalier Mic. (PLEASE CIRCLE ONE)	\$320.00	\$480.00		
** Chrome Stands For Plasma Screens	\$75.00	\$150.00				CD Player	\$150.00	\$225.00		
**Requires Additional Labor/Install										
* Black/Grey Stand 32" HD Flat Screens Monitor	\$75.00	\$150.00				Sound System with (2) Powered Speakers on Tripods & (1) "Wired" Microphone	\$625.00	\$750.00		
LCD Data Projector/3200 lumens	\$900.00	\$1100.00				Sound System: (2) Powered Speakers on Tripods & (1) "Wireless" Microphone	\$995.00	\$1200.00		
Wireless Presenter Mouse	\$130.00	\$185.00				Custom Audio Packages are available. Please call our office for individual design and pricing.	Call for pricing			
25' VGA Cable	\$50.00	\$75.00								
VGA Distribution Amplifier	\$150.00	\$225.00								
Other:						Other:				
<b>Lighting</b> <i>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.</i>										
<b>Please Fax your orders to 407.996.8591 for custom meeting specifications and pricing. Contact our Sales Dept.</b>										
<b>Advance Show rates cut off 10 days prior to start of Show. Thank you for your business!</b>						<b>Total Equipment Rental</b>				
						<b>24% Service Charge</b> <i>includes set-up &amp; removal of Presentation Services Equipment</i>				
						<b>6.5% Sales Tax</b> <i>On Equipment and Service Charge</i>				
						<b>GRAND TOTAL =</b>				

**THE ATTACHED RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED.**

Event Name: **NISTM** Meeting Dates: **3/ 2-4/2010**

## **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 10 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 48 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](mailto:jmarichal@psav.com)**

## Technology Pre-Order Form

*All orders must be received a minimum of ten business days prior to event to receive pre-order pricing.*

Event Name: _____	Account Number / Booking ID #: _____
Program Dates: _____	Room Name: _____
Contact Name: _____	Convention Services Manager: _____
Contact Phone: _____	On-Site Contact: _____
Contact Cellular: _____	On-Site Contact Cellular Phone: _____
Contact Fax: _____	Installation Date: _____ Time: _____
Contact Email: _____	Removal Date: _____ Time: _____

High Speed Internet: By Bandwidth RJ-45 Connections with Private DHCP Address	First Day	Each Additional Day	Total
Internet Installation Fee is \$250.00 and is included in First Day Pricing			
256Kbps - High Speed Internet Single Connection	\$425	Add'l days ____ x \$175 =	
512Kbps - High Speed Internet Single Connection	\$600	Add'l days ____ x \$350 =	
768Kbps - High Speed Internet Single Connection	\$800	Add'l days ____ x \$550 =	
1Mbps - High Speed Internet Single Connection	\$1050	Add'l days ____ x \$800 =	
1.5 Mbps - High Speed Internet Single Connection	\$1450	Add'l days ____ x \$1200=	
3 Mbps - High Speed Internet Single Connection	\$2450	Add'l days ____ x \$2200=	
Wireless Internet (Requires bandwidth and access point)	Call for additional pricing.		
Wireless Access Point per device (Bandwidth not included)	\$250	\$50	
Shared bandwidth between rooms available with VLAN beginning at 1.5 Mbps. Additional bandwidth available up to 100 Mbps, please call for pricing.			
	Qty	Price	Total
For any additional connections within the same room or booth		\$75	
Static IP Address (Private) – \$100 each (Public) - \$150 each		\$100 / \$150	
VLAN Private IP's \$1,200 / VLAN Public IP's \$2,000 – Set-up & Configuration		\$1200 / \$2000	
Cat 6 Ethernet Jack – or Coax - (Per Drop / Port)		\$250	
Tech Labor / Services \$85/hr Network Engineer Labor / Services \$125/hr		\$85/hr/Tech \$125/hr/Engineer	

DIGITAL SIGNAGE: Package Includes: Monitor, laptop, stand, skirting and setup.	Qty	First Day	Length of Show	
40" LCD Digital Signage Package		\$795	\$1195	
42" Plasma Digital Signage Package		\$695	\$1095	
46" LCD Digital Signage Package		\$895	\$1295	
50" Plasma Digital Signage Package		\$845	\$1495	
61" Plasma Digital Signage Package		\$1195	\$1795	

Telecommunication Services	Qty	First Day	Daily Usage	Total
Direct Inward Dial (DID) lines include unlimited local & long distances calling.				
Telecommunication Installation Fee is \$150.00 and is included in First Day Pricing				
DID – With Cisco Digital Polycom Speaker Phone		\$300	\$150	
DID – With Cisco Digital IP Model 7941 (Two line speaker phone)		\$275	\$125	
DID – With Cisco Digital IP Model 7912 Phone (One phone line)		\$250	\$100	
800 & Local Unlimited Access Only – Digital Cisco IP 7912		\$200	\$50	
House Phone (Internal extensions only) – Cisco IP 7912		\$180	\$30	
Analog Line – (DID) Digital line Converted to Analog Via (ATA) for Credit Card, Getner Box & Fax Machines Only.		\$250	\$100	
International Calling Unlimited Access (Requires Activation On DID Only)			\$250	

\$100.00 Fee for all orders NOT received a minimum of ten business days prior to event.	Pre-Order Deadline Fee \$100	
\$150.00 On-Site fee for each order placed on-site.	On-Site Fee \$150	
	SUB TOTAL	
All Equipment and Services will incur a 24% Service Fee and applicable taxes	24% Service Fee	
	SUB TOTAL	
	6.5% Sales Taxes	
For Telecommunication Usage only	14.45% Communication Tax	
Orders cancelled with less than 72 hours notice will incur a 50% cancellation fee	GRAND TOTAL	

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Fax or Mail to: Millennium Technology Group ~ Attn: Convention Technology Sales ~ 9939 Universal Blvd, Orlando, FL 32819

Phone (407) 996-5865 ~ Fax (407) 996-5866 ~ [ConventionTechnologySales@mtg-fl.com](mailto:ConventionTechnologySales@mtg-fl.com)



## Technology Rental Equipment

Additional Equipment and models available, please call for pricing and specs.



**Millennium**  
Technology Group

LAPTOP COMPUTERS	Qty	One Day	Length of Show	Total
Dell / IBM / HP Laptop Computer 14"		\$135	\$195	
Dell / IBM / HP Laptop Computer 17" Widescreen		\$225	\$295	
13.3" MACBOOK		\$215	\$305	
15.4" MACBOOK		\$265	\$495	
<b>Desktop Computers</b>				
Desktop Computers includes 19" Monitor keyboard and mouse		\$95	\$205	
<b>PRINTERS (Black &amp; White)</b>				
HP LaserJet 4350, USB & Network Connections (55 ppm)		N/A	\$245	
HP LaserJet 5000 – 11x17 tray (17 ppm)		N/A	\$295	
<b>PRINTERS (Color) Minimum 30% toner included ~ toner usage fees apply.</b>				
HP LaserJet 2025 USB, Network Connections (21 ppm)		N/A	\$595	
HP LaserJet 4700n USB, Network Connections (31 ppm)		N/A	\$795	
HP LaserJet 5550n USB, Network Connections (28 ppm) 11x17		N/A	\$1095	
<b>COMPUTER AND DATA MONITORS</b>				
19" Flat Panel Data Monitor		\$105	\$155	
20" Flat Panel Data Monitor		\$115	\$195	
23" Flat Panel Data Monitor		\$175	\$265	
26" Flat Panel Data Monitor		\$255	\$365	
30" Flat Panel Data Monitor		\$295	\$545	
32" Flat Panel Data Monitor		\$295	\$595	
37" Flat Panel Data Monitor		\$525	\$945	
40" Flat Panel Data Monitor		\$525	\$895	
42" Flat Panel Data Monitor		\$495	\$895	
50" Flat Panel Data Monitor		\$645	\$1195	
61" Flat Panel Data Monitor		\$895	\$1595	
65" Flat Panel Data Monitor		\$1195	\$1995	
20" Apple Monitor		\$195	\$275	
23" Apple Monitor		\$235	\$325	
30" Apple Monitor		\$615	\$825	
46" Touch Screen Monitor		\$1195	\$1850	
50" Touch Screen Monitor		\$1095	\$1950	
<b>OFFICE EQUIPMENT</b>				
Brother 2900/4800 Laser Fax		\$125	\$195	
<b>SHRED IT:</b> Secure On Site Document Shredding		\$195	\$245	
Shredders – Heavy Duty		\$215	\$325	
Copiers			Call for Pricing	
<b>AUDIENCE RESPONSE:</b> Surveys, Team Building, Games, Entertainment etc.			Call for Pricing	
<b>ATTENDEE TRACKING / LEAD RETRIEVAL</b>			Call for Pricing	
<b>DIGITAL SATELLITE SERVICES</b>			Call for Pricing	
<b>INTERNET KIOSKS / CYBER CAFE'S</b>			Call for Pricing	

If Manufacture or Model listed is not available an equivalent will be provided. Prices subject to change without notice.

Please call to verify rate and availability. **Customer is responsible for contacting Edlen Electric for Power Requirements.**

\$100.00 Fee for all orders NOT received ten days prior to event.	Pre-Order Deadline Fee \$100	
\$150.00 On-Site fee for each order placed on-site.	On-Site Fee \$150	
	<b>SUB TOTAL</b>	
All Equipment and Services will incur a 24% Service Fee and applicable taxes	24% Service Fee	
	<b>SUB TOTAL</b>	
	6.5% Sales Taxes	
Orders cancelled with less than 72 hours notice will incur a 50% cancellation fee	<b>GRAND TOTAL</b>	

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Fax or Mail to: Millennium Technology Group ~ Attn: Convention Technology Sales ~ 9939 Universal Blvd, Orlando, FL 32819

Phone (407) 996-5865 ~ Fax (407) 996-5866 ~ [ConventionTechnologySales@mtg-fl.com](mailto:ConventionTechnologySales@mtg-fl.com)



*Please Print Clearly or Type:*

Name of Event Booth #

Exhibitor (Company) Name

Address City State Zip Code Country

Phone # Fax #

Email Address

Authorized Contact (Print) Authorized Contact (Signature)

Credit Card Type Credit Card # Expiration Date

Card Holders Name as it appears on Credit Card Card Holder's Name (Signature)

Billing Address City State Zip Code Country  
(if different than address listed above)

On Site Contact Person On Site Contact Cell Phone #

## Payment Policy

**Payment for Services** – Millennium Technology Group (MTG) requires payment in full at the time service is ordered. Further, MTG requires that you provide a credit card charge authorization form with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and equipment rental, not covered by your initial payment.

**Method of Payment** – MTG accepts MasterCard, Visa, Discover, Diners Club, American Express, check and cash. For Credit Card Payments, include a copy of the front & back of the Credit Card with this form. Purchase Orders are not accepted as payment. All payments must be made in U.S. funds drawn on a U.S. bank, payable to **Millennium Technology Group**. A \$25.00 fee will be charged for returned NSF checks. If you have established a master account with the Hotel, we are able to place these charges on your account with the Approval of the Hotel's Accounts Receivable Manager. .

**Tax Exempt** – If you are tax exempt in the state of Florida, you must provide MTG with a copy of your Florida Sales Tax Exemption certificate. Please send the above information to the MTG office at the address listed at the top of this form. MTG must receive your certificate with your payment and certificate within 72 hours prior to the 1<sup>st</sup> day of your event; otherwise tax will appear on your invoice.

**Adjustments and Cancellations** – No adjustments to invoices will be made after the close of the Event. All orders cancelled within 72 hours of the first day to the Event, whether it be by the Exhibitor, due to the cancellation of an Event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based on the status of move-in, work performed and/or MTG set-up costs or expenses.

**Equipment Damage or Loss** – In the event that rental equipment is lost or damaged, the Exhibitor is wholly responsible and will be charged the replacement cost to the credit card on file or master account.

**MTG Federal Tax ID #** is 59-3469115.

*Please complete the information on all forms and return payment in full with these forms to the address listed above. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balances left without appropriate credit card on file. For your convenience we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event. If you have any questions regarding our payment policy, please call Millennium Technology Group at (407) 996 – 5865..*

**I agree in placing this order that I have accepted Millennium Technology Groups Rental Agreement Terms and Conditions, including Millennium Technology Group's payment policy.**

X \_\_\_\_\_  
Cardholder's Signature Date



Except for claims for physical injury to persons, Millennium Technology Group (MTG) and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not MTG or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall liability exceed a refund of amounts actually paid to MTG by company for their network attachment.

No Warranties are made other than providing you with our equipment in good working order. You acknowledge that both the equipment and the manufacturers of said equipment are acceptable to you. You further acknowledge that we have not made and do not make any warranty either expressed or implied including but not limited to: a) the fitness or design of the equipment; b) the merchantability of the equipment or its fitness for any particular purpose; c) any patent, copyrights or trade secret infringements and d) the compliance of the equipment with any requirements of law, rules, specifications or contract.

1. **CONDITION FOR PROCESSING SERVICE CONTRACT/ON-TIME INSTALLATION:** (a) Payment for service must accompany contract. (b) Incomplete contract forms will delay processing, please provide all information requested. (c) Booth number(s) must be identified on face of form. (d) Complete Floor Plan itemizing location of connections in booth must be designated on form or customer provided diagram(s) 3 days before move-in date (g) Orders /changes received on day of show move-in will be worked after other orders are complete.
2. **TERM:** The rental shall commence on the day the equipment/services are delivered to you and shall continue until the equipment/services are returned, complete and in good working order.
3. **TITLE:** You acknowledge that the equipment/services rented by you belongs to us and that you cannot sell, pledge, mortgage or otherwise dispose of the equipment
4. **LOCATION:** The equipment shall be kept at the location you have provided us and may not be moved or relocated without our prior written permission. In the event of loss, you agree to promptly reimburse us for the replacement cost of such equipment and claims for all losses and injuries caused by such equipment.
5. **USAGE:** You may use our equipment, but you may not abuse it. In particular, you must provide a suitable location, including appropriate electrical power, for our equipment and comply with the manufacturer's operating instructions. If any software is supplied with the property, you agree to be bound by all applicable licenses and copyright laws and, with regard to Microsoft products, you further acknowledge that use of the Microsoft software accompanying our equipment is governed by Microsoft's End User License Agreement attached hereto.
6. **USE OF NETWORK CONNECTIONS:** a) The network attachment to be provided by MTG may be used only by the employees of the company, its agents and consultants while performing service for the company and will not be resold or distributed to other companies. The services being provided by MTG will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MTG services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. b) Users of MTG services shall not disrupt any of the MTG or other associated networks in part or as a whole. MTG services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. c) All devices for which MTG directly or indirectly provides Internet/Network connectivity must pay a connection charge or purchase a MTG assigned IP address. d) The choice of Internet Service Provider (ISP) is at the sole discretion of MTG e) MTG is the exclusive provider of all wired and wireless data services. f) Wired/Wireless Devices not authorized by MTG are strictly prohibited. Anyone wishing to showcase wireless products must contact MTG three weeks in advance of their show to investigate the potential of MTG engineering a customized cohesive network operating without interference g) Rates listed include a single IP address via DHCP, bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.
7. **REPAIRS:** During the term of rental, we are responsible for the maintenance of our equipment resulting from normal usage. If the equipment malfunctions or is damaged in any way, you must notify us immediately and we will, at our discretion, repair or replace the defective equipment in a timely manner. You will be responsible for the costs resulting from damage to our equipment including service and repair charges.
8. **CREDIT APPROVAL:** We are not obliged to deliver the equipment unless and until your credit is approved by us.
9. **PAYMENT:** Payment & Order forms must be received no later than 10 days prior to the first day of the event to avoid Pre-Order Penalty Fee of \$100. If ordering on site or after event move-in has started there is a \$150 On Site Order Fee that will be applied. Pricing listed on this contract does not include Federal, State, Local or other Taxes. Taxes/Tax surcharges will be included in your final bill.
10. **LATE CHARGES:** If any payments have not been made by the conclusion of the event, we may impose a late charge of 1.5% per month.
11. **WIRELESS SPECIFIC:** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
12. **INTERNET PERFORMANCE DISCLAIMER:** MTG does not guarantee the performance, routing, or throughput, either expressed or implied, of any data connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.
13. **INTERNET SECURITY DISCLAIMER:** MTG does not provide security, such as but not limited to firewalls etc. for any data connection(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold MTG; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
14. **VIRUS PROTECTION REQUIREMENT - WARNING -** MTG requires that all devices directly or indirectly accessing MTG's Network have the latest virus scan software, windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device, which adversely impacts MTG's Network, will be disconnected from the network with or without prior notice at MTG's discretion. The device(s) in question will remain disconnected from the network until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution.
15. **RENEWALS AND RATE CHANGES:** The rental will automatically be renewed for successive rental periods following the initial rental term. However, we reserve the right to adjust our rate provided we have given you written notice of such changes prior to the pricing change becoming effective.
16. **CANCELLATIONS & ADJUSTMENTS:** No adjustments to invoices will be made after the close of the Event. Claims will not be considered unless filed in writing by Exhibitor/Client prior to close of Show/Event. All orders cancelled within 72 hours of the first day to the Event whether it be by the Exhibitor, due to the cancellation of an Event or their non-participation, may be subject to cancellation fees equal to 50% - 100% of the total order, based on the status of move-in, work performed and/or MTG set-up costs or expenses. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed /quoted. Credit will not be given for service installed and not used.
17. **GENERAL PROVISIONS:** a) This contract is the entire agreement between you and MTG and cannot be changed except in writing and signed by both parties. b) The laws of the State of Florida shall govern this Agreement between you and MTG. c) Although you do not have the right to assign this Agreement, we do. If we exercise this right, we may direct you to make all future payments to another party at their address. d) You hereby waive trial by jury in any action or proceeding pertaining to this Rental Agreement. e) Paragraph headings are for convenience only.