



14th Annual International Aboveground Storage Tank Conference & Trade Show
March 28-30, 2012
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, March 12, 2012		
Advance Shipments:	<u>Monday, February 27, 2012</u> <u>Monday, March 19, 2012</u>	May begin arriving to the advanced warehouse Last day to arrive at the advanced warehouse without a surcharge
Direct Shipments:	<u>Tuesday, March 27, 2012</u> (Direct shipments that arrive before the 27th may be refused by the hotel)	8:00am to 5:00pm
Installation:	<u>Tuesday, March 27, 2012</u> Welcome Reception:	8:00am to 5:00pm 8:30pm to 10:00pm
Show Hours:	<u>Wednesday, March 28, 2012</u> Cocktail Mixer:	8:00am to 5:30pm 5:30pm to 7:00pm
	<u>Thursday, March 29, 2012</u>	8:00am to 3:00pm
Dismantle:	<u>Thursday, March 29, 2012</u>	3:00pm to 6:00pm
Outbound carrier check-in:	<u>Thursday, March 29, 2012</u>	5:00pm
Conference Hours:	<u>Tuesday, March 27, 2012</u> <u>Wednesday, March 28, 2012</u> <u>Thursday, March 29, 2012</u>	8:00 – 5:00pm EPA SPCC Class Only 8:00 – 5:30pm 8:30 – 5:00pm
Conference Only:	<u>Friday, March 30, 2012</u>	8:00 – 12:00pm





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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 Tuesday, March 27th 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.



US Tradeshows : 524 Mid Florida Drive Unit 209 - Orlando, Florida 32824
Phone: 407-812-8224 Fax: 407-812-8225



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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**.

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:

Advanced Warehouse Shipping Address:	Show site Direct Shipping Address: (Not to arrive before Tuesday, March 27, 2012)
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
Monday, March 19, 2012	Tuesday, March 27, 2012



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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

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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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THIRD PARTY BILLING REQUEST FORM

EXHIBITING COMPANY NAME BOOTH NUMBER

AUTHORIZED BY (SIGNATURE) DATE

If the exhibiting company chooses to appoint an outside agent (edc) to handle their exhibit, the appointed agent (edc) must be prepared to pay in full for all services rendered in full prior to the close of the show. Each exhibiting company is ultimately responsible for all charges incurred with their participation in this event. If the appointed agent (edc) does not satisfy payment in full prior to show close, the outstanding balance is the responsibility of the exhibiting company, and will be charged to their credit card. The exhibiting company and the appointed agent must fill out the information below and provide it to US Tradeshows no later than 14 days prior to the show.

Exhibiting Company

EXHIBITING COMPANY NAME BOOTH NUMBER

Third Party Billing Information

EXHIBITING COMPANY NAME BOOTH NUMBER

STREET ADDRESS CITY STATE ZIP CODE COUNTRY

PHONE FAX DATE

AUTHORIZED CONTACT (signature) AUTHORIZED CONTACT (print)

____ American Express

____ MasterCard

____ Visa

____ Corporate

____ Personal

CARD NUMBER

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Expiration date _____

CARDHOLDER NAME (PRINT) CARDHOLDER NAME (SIGN)

CARDHOLDER STREET ADDRESS CITY STATE ZIP CODE COUNTRY



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Order Summary

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

Discount Deadline Date: Monday, March 12, 2012

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		\$ 55.00	\$ 55.00	\$
Special handling shipment		\$ 66.00	\$ 66.00	\$
Show site shipment				
Crated or skidded shipment		\$ 51.00	\$ 51.00	\$
Special handling shipment		\$ 62.00	\$ 62.00	\$
Uncrated or pad wrapped shipment		\$ 70.00	\$ 70.00	\$
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	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.





ADVANCED

WAREHOUSE SHIPMENT



FROM:

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
February 27 – March 19, 2012**

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

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
February 27 – March 19, 2012**



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, FL 32819

SHIPMENTS SHOULD
ARRIVE ON
Tuesday
March 27th, 2012

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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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, FL 32819

SHIPMENTS SHOULD
ARRIVE ON
Tuesday
March 27th, 2012



14th Annual International Aboveground Storage Tank Conference & Trade Show
March 28-30, 2012
Rosen Shingle Creek Resort | Orlando, Florida

Standard Floor coverings (Form A200)

EXHIBITING COMPANY NAME

BOOTH NUMBER

AUTHORIZED BY (SIGNATURE)

DATE

Discount Deadline Date: Monday, March 12, 2012

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)	
	$\frac{\text{Booth Width}}{\text{Booth Length}} \times \text{price} = \$$	
1005	Carpet Padding (CALCULATE SIZE :TOTAL SQ FT X SQ FT PRICE)	
	$\frac{\text{Booth Width}}{\text{Booth Length}} \times \text{price} = \$$	

1. Total All Items Ordered \$ _____

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

3. Payment Enclosed \$ _____



US Tradeshows : 524 Mid Florida Drive Unit 209 - Orlando, Florida 32824
Phone: 407-812-8224 Fax: 407-812-8225



14th Annual International Aboveground Storage Tank Conference & Trade Show
March 28-30, 2012
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, March 12, 2012

Item	Description	Discount Price per sq.ft	Regular Price per sq.ft
1006	16 oz. Custom-cut Black, Blue, Gray, Green, Tan.	\$ 2.95	\$ 3.95
1007	26 oz. Plush Black, Blue, Gray, Green, Tan.	\$ 3.50	\$ 4.90
1008	50 oz. Ultra Plush Black, Blue, Gray, Green, Tan.	\$ 4.25	\$ 5.75
1009	Carpet Padding per sq.ft	\$ 0.85	\$ 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 FT X SQ FT PRICE) X X Booth Width Booth Length Price	\$
1011	26 oz. Plush (CALCULATE SIZE: TOTAL SQ FT X SQ FT PRICE) X X Booth Width Booth Length Price per sq.ft	\$
1012	50 oz. Ultra Plush (CALCULATE SIZE: TOTAL SQ FT X SQ FT PRICE) X X Booth Width Booth Length Price per sq.ft	\$
1005	Carpet Padding (CALCULATE SIZE: TOTAL SQ FT X SQ FT PRICE) X X Booth Width Booth Length Price per sq.ft	\$
1. Total All Items Ordered		\$
2. 6.5% Sales and/or Use Tax		\$
3. Payment Enclosed		\$



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14th Annual International Aboveground Storage Tank Conference & Trade Show
March 28-30, 2012
Rosen Shingle Creek Resort | Orlando, Florida

Furniture & Accessories (Form A400)

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

Discount Deadline Date: Monday, March 12, 2012

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
2003	Deluxe Padded Stool	\$75.00	\$ 95.00

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
2015	30" Round Table	\$ 98.00	\$ 118.00

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
2025	30" Round Table, Counter High	\$ 106.00	\$ 126.00

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
2048	4' x 8' Tackboard	\$100.00	\$130.00
2049	Chrome Bag Stand	\$ 75.00	\$ 90.00
2050	Literature Stand	\$ 55.00	\$110.00

<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, Blue will be provided):

Black Blue Green Red White



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14th Annual International Aboveground Storage Tank Conference & Trade Show
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Signage order form (Form A500)

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

Discount Deadline Date: Monday, March 12, 2012

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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14th Annual International Aboveground Storage Tank Conference & Trade Show
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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.....\$ 58.00 per person per hour
Overtime rate: 6:00am-8:00am & 4:30pm-12:00am Monday-Friday
6:00am-12:00am Saturday & Sunday.....\$ 87.00 per person per hour

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

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

Move-in labor:

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

Move-in labor total \$ _____

Move-out labor:

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

Move-out labor total \$ _____

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

Move-in labor total \$ _____

Move-out labor total \$ _____

Supervision \$ _____

Total Labor Ordered \$ _____

Labor: Starting time can be only guaranteed when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the Exhibitor Service Desk one-half (1/2) hour before time requested. Labor cancelled without 24 hour notice shall be 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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14th Annual International Aboveground Storage Tank Conference & Trade Show
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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 \$.25
Before Show Opens Only cost per square foot \$.30

Example:

SQ. FT.	X	RATE	X	NO. OF DAYS	=	Vacuuming Total
100 sq.ft		\$.25		2	=	\$50.00

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

Periodic Porter Service order

SQ. FT.	X	RATE	X	NO. OF DAYS	=	Periodic Porter Total
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 = \$ _____



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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.....\$58.00 per person per hour
Overtime rate:	6:00am-8:00am & 4:30pm-12:00am Monday-Friday 6:00am-12:00am Saturday & Sunday.....\$ 87.00 per person per hour
Double time rate:	12:00am-6:00am and recognized holidays.....\$116.00 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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14th Annual International Aboveground Storage Tank Conference & Trade Show
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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 \$ _____



ELECTRICAL ORDER FORM

MAIL TO

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO

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

ELECTRICAL OUTLETS Approximately 120V A.C. 60 Cycle

120 VOLTS	QUANTITY	Advance Payment PRICE	Regular PRICE	COST
0-500 WATTS (5 AMPS)		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 # _____

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	



Event Name: _____ Show Dates: _____ Ballroom _____

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 Day Rate	On-Site Day Rate	Qty	X Days	Total	Projection Equipment	Advance Day Rate	On-Site Day Rate	Qty	X Days	Total
DVD 32" Monitor Package	\$350.00	\$450.00				6'-8' Tripod Screen	\$55.00	\$175.00			
DVD Player	\$80.00	\$105.00				Flipchart w/Pad and Markers	\$45.00	\$145.00			
Mini DV Digital Camera with Tripod	\$450.00	\$550.00									
Wii Nintendo Gaming* Includes, Resort, Punch out, Mario Cart, Wii Sports. Add to any Monitor Pkg.	100.00	125.00				Multi Outlet Power Strip	\$50.00	\$85.00			
*PSAV Nintendo National Authorized Partner for Wii Gaming Events Worldwide.						25' Extension Cord	\$40.00	\$65.00			
Display Units											
21" LCD Flat Screen Monitor	\$105.00	\$145.00				Audio Equipment					
32" HD Flat Monitor/Video/PC capable*	\$250.00	\$350.00				Powered Speaker with Tripod	\$85.00	\$105.00			
42" Plasma Screen and Cables ** (stand separate)	\$450.00	\$525.00				Wired Hand Held Microphone	\$45.00	\$65.00			
46" Plasma Screen and Cables ** (stand separate)	\$525.00	600.00									
50" Plasma Screen and Cables* **	\$575.00	\$675.00				Wired Lavalier Microphone	\$55.00	\$75.00			
60" Plasma Screen and Cables* **	\$850.00	\$950.00				Wireless Handheld/Lavalier Mic. (PLEASE CIRCLE ONE)	\$165.00	\$185.00			
70" Plasma Screen and Cables * **	\$1300.00	\$1400.00				CD Player	\$90.00	\$125.00			
*Chrome Stands For Plasma Screens /Price w/Monitor Rental	\$50.00	\$100.00				Sound System with (2) Powered Speakers on Tripods & (1) "Wired" Microphone	\$250.00	\$350.00			
**Requires Additional Labor/Install											
LCD Data Projector/3200 lumens	\$450.00	\$550.00				Sound System: (2) Powered Speakers on Tripods & (1) "Wireless" Microphone	\$365.00	\$465.00			
Wireless Presenter Mouse	\$60.00	\$85.00				Custom Audio Packages are available.	Call for pricing				
25' VGA Cable	\$50.00	\$75.00									
VGA Distribution Amplifier	\$150.00	\$175.00									
Other:						Other:					
Lighting <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>											
Please Fax your orders to 407.996.8591 for custom meeting specifications and pricing. Contact our Sales Dept. Juan Marichal - jmarichal@psav.com - 407-996-2239 Roberto Aviles pdagostion@psav.com - 407-996-0847 Day of Show Onsite Contact: 407-666-4619 Advance Show rates cut off 10 days prior to start of Show. Thank you for your business!											
						Total Equipment Rental					
						24% 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 =					

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



RENTAL RESERVATION

Event Name: _____ Show Dates: _____ Ballroom: _____

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.

Credit Card Type: *American Express* _____ *Discover* _____ *MasterCard* _____ *Visa* _____

Cardholder's Name: _____ (As it appears on credit card)

Credit Card Number: _____

Exp Date: _____ **Security Code** _____

Card Billing Zip Code _____

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature _____ Date _____

© 2010 PSAV Presentation Services All Rights Reserved.

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 or Email: jmarichal@psav.com or roaviles@psav.com

NISTM
March 26-30, 2012
Exhibitor
Pre-Order Technology 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: _____	Installation Date: _____	Time: _____
Contact Email: _____	Removal Date: _____	Time: _____

Wireless Internet-- Basic Connection: Price is per booth with an average connection speed of 256Kbps. Not suitable for video streaming or video conferencing. * Static IP addresses and public IP addressees are not available. Additional pricing available for more than one booth; please call for pricing ** On-Site additions are \$95.00 ++ per day/ per connection	Pre-Order First Day	Pre-Order Addt'l Days	Base First Day	Base Addt'l Days
1 - 3 Wireless Connections within the same booth	\$400	___ x \$275	\$700	___ x \$425
4 - 6 Wireless Connections within the same booth	\$550	___ x \$350	\$800	___ x \$475
7 -10 Wireless Connections within the same booth	\$775	___ x \$475	\$1,000	___ x \$575
11 - 15 Wireless Connections within the same booth	\$900	___ x \$575	\$1,100	___ x \$625
16 - 20 Wireless Connections within the same booth	\$975	___ x \$625	\$1,200	___ x \$675
21 - 25 Wireless Connections within the same booth	\$1,050	___ x \$675	\$1,300	___ x \$725
*For more than 20 wireless users in a room VOIP, video streaming or video conferences dedicated bandwidth is recommended. Please call for pricing.				

Wired Internet -- Dedicated Bandwidth: Price is per meeting booth using private IP addresses.	Pre-Order First Day	Pre-Order Addt'l Days	Base First Day	Base Addt'l Days
256Kbps -- Single Dedicated Booth Connection	\$425	___ x \$175	\$525	___ x \$250
512Kbps -- Single Dedicated Booth Connection	\$600	___ x \$350	\$700	___ x \$425
768Kbps -- Single Dedicated Booth Connection	\$800	___ x \$550	\$900	___ x \$650
1Mbps -- Single Dedicated Booth Connection	\$1,050	___ x \$800	\$1,150	___ x \$900
1.54 Mbps -- Single Dedicated Booth Connection	\$1,450	___ x \$1,200	\$1,550	___ x \$1,350
3 Mbps -- Single Dedicated Booth Connection	\$2,450	___ x \$2,200	\$2,550	___ x \$2,350
6 Mbps -- Single Dedicated Booth Connection	\$4,250	___ x \$4,000		
10 Mbps -- Single Dedicated Booth Connection	\$6,250	___ x \$6,000		
Cisco Wireless Access Point – Rental each	\$250	___ x \$50	\$300	___ x \$50
For any additional connections within the same room	\$50		\$75	
* No additional devices (wireless access points, routers, switches, hubs, etc.) are allowed without approval from Millennium Technology Group.				

\$100.00 Fee for all orders NOT 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	
* If paying by check please call to confirm final invoice total	SUB TOTAL	
All Equipment and Services will incur a 24% Service Fee and applicable taxes	24% Service Fee	
	SUB TOTAL	
	6.5% Sales Taxes	
Orders cancelled with less than 72 hours notice will incur a 50% to 100% cancellation fee <i>* Excluding Service Fee</i>	GRAND TOTAL	

Booth Diagram

Mark with X where connections should be located

Booth # _____

Front



Booth # _____

Print: _____ Sign: _____ Date: _____

NISTM
March 26-30, 2012
Technology Rental Equipment

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

	Per Day	Length of Show	Total
Hotel Video Channels- These are on a first come, first serve basis <i>(available in all 1,500 guestrooms)</i>			
Coax TV Connection	\$250 per connection		
Dedicated Hotel Channel	\$750 per day		
Laptops *** ALL laptops have CD-RW/DVD-ROM & come with Windows XP / MS Office Pro 2003 (Office 2007 available)			
IBM T60 -- 15" Screen	\$155	\$195	
HP - 6730 -- 15.4" screen	\$235	\$275	
IBM T510	\$295	\$325	
Apple /MAC Laptops and iPad's <i>*** All MAC desktops and laptops come with OS 10.5 / MS Office 2008 Professional</i>			
Apple Powerbook	\$195	\$285	
Apple Mac Book Pro -- 15.4" screen	\$275	\$365	
Apple iPad	0	\$295	
Apple MAC Desktops with Monitor <i>*** All MAC desktops and laptops come with OS 10.5 / MS Office 2008 Professional</i>			
Apple PowerMac G5 -- 17" LCD	\$195	\$235	
Mac Pro -- 17" LCD	\$375	\$645	
Apple iMac -- 20"	\$235	\$325	
Apple iMac -- 24" LCD	\$325	\$495	

Customer is responsible for contacting your Convention Service Manager or Edlen Electric for Power Requirements.

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.

\$100.00 Fee for all orders NOT 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	
* If paying by check please call to confirm final invoice total	SUB TOTAL	
All Equipment and Services will incur a 24% Service Fee and applicable taxes	24% Service Fee	
	SUB TOTAL	
	6.5% Sales Taxes	
Orders cancelled with less than 72 hours notice will incur a 50% to 100% cancellation fee <i>* Excluding Service Fee</i>	GRAND TOTAL	

Print: _____ **Sign:** _____ **Date:** _____

NISTM
March 26-30, 2012
Technology Rental Equipment

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

		Per Day	Length of Show	Total
B&W Printers- toner usage fee may apply				
HP 4250 45 PPM		N/A	\$235	
HP 4350 55 PPM		N/A	\$255	
HP 8150 17 PPM		N/A	\$315	
Color Printers- toner usage fee may apply (Recommended copier for medium to heavy usage)				
HP 3800 -- 22 PPM		N/A	\$935	
Telecommunication Services:				
Direct Inward Dial (DID) lines include unlimited local & long distances calling.	Qty	First Day	Daily Usage	Total
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 (Single phone line)		\$250	\$100	
DID – With Cisco Digital IP Model 7912 800 & Local Unlimited Access Only		\$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	

Customer is responsible for contacting your Convention Service Manager or Edlen Electric for Power Requirements.

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.

\$100.00 Fee for all orders NOT a minimum of ten business days prior to event	Pre-Order Deadline Fee \$100	
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* If paying by check please call to confirm final invoice total	SUB TOTAL	
All Equipment and Services will incur a 24% Service Fee and applicable taxes	24% Service Fee	
	SUB TOTAL	
	6.5% Sales Taxes	
Orders cancelled with less than 72 hours notice will incur a 50% to 100% cancellation fee * Excluding Service Fee	GRAND TOTAL	

Print: _____ **Sign:** _____ **Date:** _____

Millennium Technology Payment & Credit Card Charge Authorization

Please Print Clearly or Type:

Name of Event				Booth #	
Exhibitor (Company) Name					
Address		City	State	Zip Code	Country
Phone #		Fax #			
Email Address (to send a copy of paid invoice)					
Authorized Contact (Print)			Authorized Contact (Signature)		
Credit Card Type	Credit Card #	Card Security Code (CSC)		Expiration Date	
Card Holders Name as it appears on Credit Card			Card Holder's Name (Signature)		
Billing Address (if different than address listed above)		City	State	Zip Code	Country

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 guestroom and billed to the credit card on file. Checks must be received a minimum of ten days prior to the first day of service.

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 1st 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

Fax or Mail to: Millennium Technology Group ~ Attn: Convention Technology Sales ~ 9939 Universal Blvd, Orlando, FL 32819
Phone (407) 996-5865 ~ On-Site Support (407) 996-3327 ~ Fax (407) 996-5866 ~ ConventionTechnologySales@mtg-fl.com

Technology Terms and Conditions LIMITATION OF LIABILITY

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. Checks must be received a minimum of ten days prior to the first day of service.
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, will be charged a 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.