PLEASE DIRECT THIS EXHIBITOR SERVICE KIT TO THE PERSON IN CHARGE OF YOUR EXHIBIT.

THE EQYPTIAN EVENT JUNE 2-6, 2015 KY. HORSEPARK

Dear Exhibitor:

As the Official Service Contractor for THE EQYPTIAN EVENT we are enclosing information and order forms to assist you in exhibiting in the upcoming show, JUNE 2-6, 2015, in Lexington, Ky.

Please take a moment to complete the attached forms, listing the equipment or services you need and returning your orders to LEXPO Exposition Services prior to <u>MAY 26, 2015</u>. Advance orders assist in the efficient handling of your requirements and avoid unnecessary expense to you. A Service Desk will be staffed in the exhibit area during set-up where additional orders for funiture, etc. may be made.

BOOTH EQUIPMENT - The following equipment will be provided for each 10' x 10' booth space:

- 8' high background drapery with 3' high side partitions in black with a touch of gold.
- (1) 7"x 44" booth ID sign

Equipment and services, such as furniture etc. are available by using the attached forms.

<u>TERMS</u> - We call your attention to our payment policy. Payment must accompany all orders. Orders received without payment will not be processed. Advance orders may be charged against a charge card. Orders placed at the Service Desk during move-in and set-up on show site must be paid at the time of order in form of cash, check, Visa, Mastercard, or American Express. Payment for freight handling (drayage) must be made prior to close of show.

<u>REFUND/CANCELLATION POLICY</u> - Due to the nature of services and equipment provided, no refunds will be approved unless written notification is received thirty days prior to event.

We are looking forward to working with you and wish to assist you in making this one of your most successful shows. If you require additional information, please call our Exhibitor Service Representative, at 859/233-4567, Brooklyne Adkins(3780), Angelina Hensley (3784) or Melissa Conley (3781).



430 W. VINE STREET LEXINGTON, KY. 40507 PH: (859) 233-4567 X 3781 FAX: (859) 254-8151

MAIL TO: **LEXPO EXPOSITION SERVICES, 430 WEST VINE STREET** LEXINGTON, KENTUCKY 40507 859-233-4567 X 3780

FURNITURE RENTAL ORDER FORM

35TH ANNUAL EGYPTIAN EVENT **JUNE 2-6, 2015 KENTUCKY HORSE PARK**

DISPLAY TABLES (Wooden Tops):	TA	ABLES W/ SKIRTI	NG*	TABLES ONLY		
STANDARD HEIGHT	QTY	ADVANCE	FLOOR	ADVANCE	FLOOR	AMOUNT
4' X 2' X 24'' High		\$49.50	\$60.50	\$22.00	\$27.00	\$
6' X 2' X 24'' High		55.50	68.50	26.50	31.00	
8' x 2 1/2' x 30" High		65.50	81.00	30.00	36.00	
COUNTER HEIGHT						
4' X 2' X 42'' High		60.50	70.50	26.50	31.00	
6' X 2' X 42'' High		68.50	78.50	31.50	34.50	
8' x 2 1/2' x 42" High		83.00	92.00	35.00	43.50	
*Skirting is around 3 sides and include	s white vin	yl table cover.				
Skirting around 4th side		27.00	32.50			

SKIRTING COLORS: Please CIRCLE the color of skirting preferred:

blue, white, red, black, gold, teal green, kelly green, hunter green, plum, maroon, silver and navy.

BOOTH EQUIPMENT:	QTY	ADVANCE	FLOOR
Padded Fiberglass Chair		\$21.50	\$26.00\$
Padded 30" High Stool		35.50	41.00
Gray Walnut Arm Chair		35.50	41.00
Rectangular Coffee Table		35.50	41.00
Round Coffee Table		35.50	41.00
Samsonite Folding Chair		8.00	10.50
30" Round Cocktail table-13"		35.50	41.00
30" Round Cocktail table-30"		35.50	41.00
30" Round Cocktail table-42"		35.50	41.00
Wastebasket		11.50	14.00
Floor Easel, Tripod		15.50	20.00
Chrome Stanchion		15.50	20.00
Rope (7')		8.00/Ft.	9.00/Ft
4' x 8' Poster Boards/ Pegboards		60.00	70.50
Shopping Bag Holder		60.00	70.50
Literature Rack		60.00	70.50

SPECIAL BOOTH DRAPERY: 8' High Drape	QTY Lin Ft.	ADVANCE \$9.50 Lin Ft.	FLOOR \$11.00 Lin Ft \$
3' High Drape	Lin Ft.	8.00 Lin Ft.	10.00 Lin Ft \$
Please <u>CIRCLE</u> Color Choice of 3'	and 8' High Drape	Blue, Gold, White, Red, Teal gre	en, Black, Silver gray, Maroon, Plum, Hunter green

12' High Drape 10.50 Lin Ft. 13.50 Lin Ft..... Lin Ft. \$ Please CIRCLE Color Choice of 12' High Drape Blue, Silver Gray, Black, Red, Gold, White, Plum, Hunter green, and Maroon

NOTICE PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY MAY 26, 2015. ORDERS PLACED ATSERVICE DESK MUST BE PAID AT TIME OF ORDER. MAKE CHECKS PAYABLE TO LEXPO EXPOSITION SERVICES.

ALL Prices Includes Sales Tax

TOTAL \$

FIRM NAME	_PHONE () FAX # () BOOTH#
ADDRESS	CITY AND STATE	ZIP
вү	NAME	Date
Signature	Please print	#1 A-2000



MAIL TO: LEXPO EXPOSITION SERVICES, 430 WEST VINE STREET LEXINGTON, KENTUCKY 40507 859-233-4567 X 3780

ELECTRICAL SERVICE ORDER FORM

35TH ANNUAL EGYPTIAN EVENT JUNE 2-6, 2015 KENTUCKY HORSE PARK

AVAILABLE SERVICES

120 VOLT, AC, SINGLE PHASE

ΟΤΥ	DESCRIPTION	ADVANCE	FLOOR	AMT.
	500WATT 120V SINGLE OUTLET	\$51.00	\$58.00	\$
	_1000WATT 120V SINGLE OUTLET	\$63.00	\$70.00	\$
	1500WATT 120V SINGLE OUTLET	\$73.00	\$91.00	\$
	_2000WATT 120V SINGLE OUTLET	\$83.00	\$101.00	\$

PRICES INCLUDE HOOKUP AND DISCONNECT

ACCESSORIES

3-OUTLET ADAPTER EXTENSION CORDS (UP TO 25') POWERSTRIP

\$18.00	
\$34.00	
\$28.00	

\$21.00 \$_____ \$42.20 \$_____ \$33.00 \$_____

L E F T		R I G H T
	AISLE	

SPECIAL ORDERS ONLY INDICATE IN THE SPACE PROVIDED THE DESIRED LOCATION OF <u>FLOODLIGHTS</u> ORDERED AND SPECIAL OR DIRECT WIRING CONNECTIONS

IMPORTANT CONDITIONS AND REGULATIONS

- 1. Use care in ordering power and know the requirements of your equipment insufficient wattage will result in blown fuses. Electrical service will be discontinued until load is reduced or proper wattage added. Additional charges will be made for changes and additions.
- 2. All equipment, regardless of power source, must comply with all Federal, State and local safety codes.
- 3. All material and equipment furnished by LEXPO EXPOSITION SERVICES for this service shall remain the property of LEXPO EXPOSITION SERVICES.
- 4. Rates quoted for all connections cover only the bringing of service to rear of booth on the most convenient manner.

	NOTICE PAYMENT IN FULL MUST ACCOMPANY ORI FLOOR RATES WILL APPLY TO ALL ORDERS RECEIVED BY MAY 26, 2015. ORDERS PLAC SERVICE DESK MUST BE PAID AT TIME OF O MAKE CHECKS PAYABLE TO: LEXPO EXPOS SERVICES.	S NOT ED A RDEI		\$
	RM NAMEPHONE	· /_	FAX #	
ADDRESSCITY		Y AND STATE	ZIP	
BY NAME		1E	DATE	

SIGNATURE

PLEASE PRINT



MAIL TO: LEXPO

EXPOSITION SERVICES,

430 WEST VINE STREET

859-233-4567 X 3780

LEXINGTON, KENTUCKY 40507

CARPET RENTAL ORDER FORM

35TH ANNUAL EGYPTIAN EVENT JUNE 2-6, 2015 KENTUCKY HORSE PARK

STANDARD EXHIBIT BOOTH CARPET				COMPLETE E	XHIBIT AREA	A CARPET	
CHECK ONE	ADVANCE	FLOOR		ASE COMPLETE		FLOOR	
□ 9 Ft. x 10 Ft.	\$83.00	\$103.00		Ft.	\$2.60	\$2.90	
□ 9 Ft. x 20 Ft.	\$151.00	\$185.00		(Width)			
□ 9 Ft. x 30 Ft.	\$217.00	\$268.00		$\frac{1}{10000000000000000000000000000000000$	= (R)	ENTAL COST)	
□ 9 Ft. x 40 Ft.	\$283.00	\$353.00	1 (((1		
CHECK COLOR DE	SIRED FOR CARPE	Г:					
BLUE	SILVER/GREY _	RED	BLACK	MAROON	GREEN	BLACK TUXEDO	
	PADDIN	NG-PROTECTI	VE PLA	STIC COVERIN	NG-TAPE		
Padding Area Size	FT x	(Width) FT =	(Total So	SQ FT quare Feet)	T at .70/sq. ft. =	\$ Rental Cost)	
Plastic Covering A	rea F	T x(Width)	FT =	SQ (Total Square Fe	FT at . 31/sq et)	$ft. = \frac{1}{(Rental Cost)}$	
Carpet Tape Roll _	Quantity	at \$22.00 each.	= \$				
WILL APPLY TO ALL ORD ORDERS PLACED AT SER	NOTICE AYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES ILL APPLY TO ALL ORDERS NOT RECEIVED BY MAY 26, 2015. RDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME F ORDER. MAKE CHECKS PAYABLE TO LEXPO EXPOSITION ERVICES.						
				TOTAL OR	DER \$		
BUSINESS NAME		PHONE ()		FAX ()	
ADDRESS		CITY AND	O STATE		ZIP		
ВҮ		NAME			DATE		
Signature				Please Print		#2 B-2000	



SPECIAL BOOTH CLEANING SERVICE ORDER FORM

MAIL TO: LEXPO EXPOSITION SERVICES, 430 WEST VINE STREET LEXINGTON, KENTUCKY 40507 859-233-4567 X 3780

35TH ANNUAL EGYPTIAN EVENT JUNE 2-6, 2015 KENTUCKY HORSE PARK

Maintenance of individual booth areas is the exhibitor's responsibility. Individual cleaning for your booth may be ordered by checking the services desired that are listed below; the charges are based upon the gross exhibit booth area. Maintenance personnel are not permitted to enter your booth area without the authorization to clean your booth area.

CARPET CLEANING	AMOUNT
Vacuuming before initial opening of Exhibit and daily thereafter,	
including emptying of waste baskets nightly.	
(Quantity) 9' x 10' Booths at .36cents per square ft. per day	\$
□ Vacuuming once before initial opening of Exhibit	•
(Quantity) 9' x 10' Booths at .40cents per square ft. per day	\$

Note: Waste baskets must be placed outside your booth area for emptying.

Detail special instructions

TOTAL ORDER \$____

NOTICE PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED MAY 26, 2015. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION SERVICES

Firm Name		Phone ()	Fax #
Address		City and Stat	e	Zip
By		Name		Date
	Signature		Please Print	BC #2 B-2000



MAIL TO: LEXPO EXPOSITION SERVICES, 430 WEST VINE STREET LEXINGTON, KENTUCKY 40507 859-233-4567 X 3780

CUSTOM FURNITURE:

Upholstered Chair /arms Upholstered Armless Chair Upholstered Sofa Side Chair for Sofa Coffee Table Round Dining Table with 4 Chairs 42" Round Dining Table ONLY Literature Racks-(5 Pockets)

CUSTOM FURNITURE RENTAL ORDER FORM

35TH ANNUAL EGYPTIAN EVENT JUNE 2-6, 2015 KENTUCKY HORSE PARK

QTY. ADVANCED RATE FLOOR RATE

		\$
	 PLEASE CALL	۵
	 FOR QUOTE!!!	\$
		\$
		\$
5		\$
		\$
		\$

ALL PRICES INCLUDE KY SALES TAX

~

NOTICE PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY MAY 26, 2015. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. MAKE CHECKS PAYABLE TO LEXPO EXPOSITION SERVICES.

TOTAL ORDER \$____

FIRM NAME	PHONE_		BOOTH#	
ADDRESS		CITYANDSTATE	ZIP	
BY	NAME		Date	
Signature		Please print		Cf-#2 B-2000



430 W. VINE STREET, LEXINGTON, KY. 40507 (859) 233-4567 X 3781 FAX: (859) 254-8151

PLANT RENTAL ORDER FORM

MAIL TO: LEXPO EXPOSITION SERVICES 430 WEST VINE STREET LEXINGTON, KENTUCKY 40507 859-233-4567 X 3780

PLANT SELECTION SUBJECT TO AVAILABILITY

35TH ANNUAL EGYPTIAN EVENT JUNE 2-6, 2015 KENTUCKY HORSE PARK

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	1 to 1 1/2 ft. tall Potted Plant. (table size complete in wicker basket)	\$33/Plant	\$
	2 to 3 ft. tall Potted Plant. (floor size complete in wicker basket)	\$41/Plant	\$
	4 to 5 ft. tall Potted Plant. (floor size complete in wicker basket)	\$59/Plant	\$
	6 to 7 ft. tall Potted Plant. (complete in wicker basket)	\$98/Plant	\$
	Potted ferns, nice and full	\$38/Plant	\$
	Blooming Plants. (potted mums and seasonal plants)	\$33/Plant	\$
	Fresh cut flower arrangements specify:at \$	\$47.00 & Up	\$

The plants will be picked up at the close of the show. If you move out before these items are picked up, it is your responsibility to contact the service desk and make arrangements to return them. The exhibitor is responsible for the replacement cost of items not returned or missing.

TOTAL ORDER	\$	
-------------	-----------	--

ALL PRICES INCLUDE KY SALES TAX

NOTICE PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY APRIL 1, 2015. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION SERVICES.

FIRM NAME	PHONE ()	BOOTH #
ADDRESS	CITY AND STATE	ZIP
7.551(200		
BY	NAME	DATE
Signature	Please Print	#1 A-2000



MAIL TO: LEXPO EXPOSITION SERVICES 430 WEST VINE STREET LEXINGTON, KENTUCKY 40507 859-233-4567 X 3780

EXHIBIT LABOR ORDER FORM

35TH ANNUAL EGYPTIAN EVENT JUNE 2-6, 2015 KENTUCKY HORSE PARK

Skilled exhibit labor can be employed to assemble and dismantle exhibits and displays, open cases or crates, install drapery and floor covering, or use tools.

Full-time permanent employees of the exhibiting company are permitted to set-up, install and dismantle their own products, display and equipment within the confines of their contracted exhibit area. Because of workman's compensation, liability coverage's and other insurance requirements, spouse, children, friends, temporary or contract labor are not permitted. Any conflicts or disagreements shall be resolved with representatives of the Official Service Contractor and Show Management.

Exhibitors requiring the assistance of forklift, cranes and/or other power/motorized equipment must order same and related operations from the Official Service Contractor-LEXPO Exposition Services. Exhibitors are not permitted to "borrow" tools from LEXPO Exposition Services.

The LEXPO Exposition Services shall be the SOLE authority on all matters in the DOCK area. This shall include but not be confined to such items as assignment of dock space and loading and unloading of all materials and equipment.

In most instances workmen for the start of the day will be provided at 8:00 A.M. Workmen requested at times other than 8:00 A.M. or the official set-up time will be approximate appointments since these people are assigned to jobs at the start of the day and gauging the exact time of completion of job assignments can only be approximate. Exhibitors must sign exhibit labor out from the service desk and time will continue until the Exhibitor returns the workmen to the service desk to sign them off the job. Failure to call for labor at requested time will obligate Exhibitor to a one hour charge per man requested unless 24 hours advance notice is provided. The workday is from 8:00 A.M. to 4:30 P.M. Monday-Friday excluding holidays; all other hours are at an overtime rate.

To minimize your labor cost, please supervise your exhibit labor workmen; LEXPO Exposition Services will supervise work on your exhibit for an additional **30%** charge. Special instructions, floor plans, etc...must be included. Please do not tip the workmen nor discuss any potential problem with them. Report any problems immediately to the service desk or exhibit management. Labor is on an hourly increment basis per person.

.

. . .

	Oleve et une	Disease) where the		
BY	NAME			DATE	
ADDRESS	G CITY AND) STATE		ZIP	
FIRM NAM	IE PHONE ()		BOOTH #	
	T OF INVOICES FOR LABOR AND FREIGHT G MUST BE ARRANGED FOR PRIOR TO CLOSE V.			hours x \$= hours x \$= DSED \$	= \$ = \$
	FURNISH LABOR TO DISMANTLE EXHIBIT UNDER E Have(No.) men available forhou (AM-PM) or () when crates arrive on labor.	urs to dismantle exhibi	t under exhibitor's supervis (Date). Exhibitor mu	ust check in at service de	sk to obtain
	DISMANTLE EXHIBIT AT CLOSE OF EXPOSITION WI (No.) Men (No.) Hours Note: Exhibits will be dismantled when crates are returner responsible for resulting damage or loss from improper p	ed. Although the utmo	ost care will be exercised, I	EXPO Exposition Servic	es is not
	FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIB Have(No.) men available as close as possible (Date) to erect exhibit under exhibitor's s We anticipate these men will be needed for(No.)	supervision. Exhibitor		(Day) lesk to obtain labor.	
Indicate One Only	ERECT EXHIBIT WITHOUT EXHIBITOR'S SUPERVISI NOTE: Proper instructions should be given, and althoug for any resulting damage, loss, excessive time or improp	h the utmost care will	b.) Men be exercised, LEXPO Expo	(No.) Hours osition Services will not b	e responsible
1 - 1 ⁰ - 1 -		8a to 4:30p 4:31p to 12mid. All			

Signature



PH: 859-233-4567 X 3781 FAX: 859-254-8151

MAIL TO: LEXPO EXPOSITION SERVICES **430 WEST VINE STREET** LEXINGTON, KY 40507 859-233-4567 X 3780

FREIGHT HANDLING (Advance Receiving at Warehouse):

LEXPO EXPOSITION SERVICES will furnish the following services: CRATED. \$32.00 CWT

- 1. Receive and store shipments up to four weeks prior to show opening.
- 2. Deliver all exhibit material to aisle adjacent to proper exhibit space on installation day. After placement of materials, LEXPO Exposition Services will not be responsible for condition, count or content before it is picked up for reloading.
- 3. Furnish storage labels and remove empty containers and hold for duration of show.
- 4. Return empty containers to booth at conclusion of show.
- 5. Provide shipping labels and bills of lading for your outbound shipments.
- 6. Remove exhibit material from booth area and arrange for loading on carrier.
- NOTE: Bills of lading are to be completed by your show personnel and return to the service desk. 1. All shipments must be prepaid. Collect shipments will
- not be accepted.
- 2. Shipments will only be accepted between 8:00 a.m.- 4:30 p.m. Monday-Friday
- 3. Please forward this form and any other documentation regarding shipment to the letterhead address above. This will enable us to trace shipment if necessary.
- 4. All material should be shipped to arrive not later than
- one week prior to initial installation date:

NO LIABILITY WILL BE ASSUMED AS A RESULT OF ROUTING OR HANDLING FOR SHIPMENTS LEFT FOR WHICH NO DISPOSITION IS PROVIDED. LEXPO EXPOSITION SERVICES SHALL BE THE SOLE AUTHORITY ON ALL MATTERS IN THE DOCK AREA. THIS SHALL INCLUDE BUT NOT BE CONFINED TO SUCH ITEMS AS ASSIGNMENT OF DOCK SPACE AND LOADING AND UNLOADING OF ALL MATERIALS AND EQUIPMENT.

PAYMENT OF INVOICES FOR LABOR AND FREIGHT HANDLING MUST BE ARRANGED FOR PRIOR TO CLOSE OF SHOW.

SHIPPING INSTRUCTION AND FREIGHT SERVICE **ORDER FORM**

35TH ANNUAL EGYPTIAN EVENT **JUNE 2-6, 2015 KENTUCKY HORSE PARK**

RATES FOR SERVICES:

 A. There will be a <u>minimum</u> charge of \$38.50 per delivery on shipments totaling less than 100 lbs. B. <u>Storage Fee</u> for those exhibitors bringing in their own displays vs. advance receiving at warehouse and desiring on-site storage of empty cases, containers, and cartons, there will be a \$37.00 charge per piece. C. <u>Banding</u> is available for .85cents per foot plus minimum charge of \$43.50 per hour. 				
D, Maximum 8,000 lbs. per piece shipped i	n advance.			
All weights rounded up to the NEXT ONE I	HUNDRED			
Crated:lbs. ÷ 100 x \$32.00	= \$			
Minimum (100 lbs.): shipments x \$38.50	= \$			
Banding: feet x .85cents + \$43.50/hr.	= \$			

TOTAL ENCLOSED \$

SHIPPING RECEIVING & PICK UP ADDRESS:

LEXPO EXPOSITION SERVICES "SHOW NAME, BUSINESS NAME AND BOOTH #" **430 WEST VINE STREET** MANCHESTER STREET, DOCK DOOR #8 LEXINGTON, KY 40507

TRACING INFORMATION

Shipped Via:

No. of Pieces: Approx. Weight

Date Shipped:

Firm Name	Phone ()	_FAX # ()	Booth #
Address	City and State		Zip

Name

By_

Signature

Please Print

Date_ #1 A-2000



THIS FORM SHOULD BE COMPLETED

AND RETURNED WITH ORDER!!!

PAYMENT FORM

ADVANCE PRINCING DEADLINE: MAY 26, 2015

NO CHECKS DRAWN ON A FOREIGN BANK ACCEPTED, NOR CHECKS MARKED "PAYABLE IN U.S. FUNDS". PLEASE ISSUE ON A U.S. BANK OR A

U.S. MONEY ORDER OR AMERICAN EXPRESS I INTERNATIONAL MONEY ORDER. WE WILL ALSO ACCEPT AMERICAN EXPRESS OR MASTERCARD OR VISA CARD CHARGES. PLEASE WRITE THE APPROPRIATE CHARGE ACCOUNT NUMBER AND SIGN BELOW.

	RECAP OF SERVICE	S AND EQUIPMENT ORDERED	
If someone other than the exh Payment" information below.		ms/services on this form, YOU M	
-	FURNITURE		\$
	FREIGHT		\$
	LABOR		⊅
		SUB-TOTAL	\$
CREDIT CARD PAYMENT FO	OR THIS AMOUNT		\$
	CREDIT CARD INF	ORMATION	
PRINT Card member Name			
Charge to: VISA MA	STERCARD AMERIC	AN EXPRESS DISCOVER	
Account Number:		Expiratio	n Date on card:
Verification #:			
Card Holder Signature			
additional services, or rentals show a complete invoice will b	ordered at the show site which be prepared and sent to you re or services ordered but not rece	card information is required for fro will be invoiced to your credit ca flecting all charges and payments eived. Please see LEXPO Exposi	rd. At the conclusion of the No credit will be given
	CHECK	PAYMENT	
Check No	Check Date	Check Amount	
Event Name: 35 TH ANNI	JAL EGYPTIAN EVENT	Γ	
Firm Name		Phone ()	
Address	City & State_		ZipCode
Ву	Name		Date
Signature		Please Print (Must be receive	d in our office by Dead-line)