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Dear Exhibitor:

Welcome to the Internet Telephony Conference & Expo®!

On behalf of everyone at Technology Marketing Corporation, I would like to express our appreciation for your participation. We are looking forward to a great show at our new home at the Hyatt Regency Miami.

Please read each section of this exhibitor manual thoroughly. *Pay special attention to the show regulation, insurance requirements, shipping information and union rules.* If clarification is needed, please call me.

The drape color for each booth is blue. Each 8x10 booth package is equipped with 8' high back drape, 3' high side drapes, a company id sign, ballroom carpeting, a 6'Lx42"H draped table, (1) internet connection with (1) static IP address, and a 1000 watt electrical drop. If you require additional IP addresses, electric, and/or other services refer to the UTILITIES section of this manual.

***** Please review the shipping guidelines today. Do not ship your booth or materials in advance to show site. Details are located in the SHIPPING pages. It is your responsibility to read and understand these pages. Show Management will not be responsible for returned freight or penalty fees.**

Contact me if you have any questions or concerns regarding Internet Telephony Conference & Expo®. I can be reached at 203-852-6800, ext. 225 or at alouria@tmcnet.com. I look forward to working with you to make the event a success.

Best regards,

Amanda Louria
Operations Director



TO DO LIST

- ✓ ___ Read this manual thoroughly!
- ✓ ___ Make Hotel and Travel arrangements TODAY!
- ✓ ___ Arrange shipping. Warehouse deadline is February 6th. Onsite shipments to arrive no earlier than February 10th.
- ✓ ___ Send Certificate of Liability Insurance to TMC by January 13th.
- ✓ ___ If you need an additional IP address, order by January 13th.
- ✓ ___ If hiring an Exhibit Appointed Contractor, forms must be submitted by January 13th.
- ✓ ___ Submit Show Directory Listing via the online Exhibitor Resource Center, by January 15th.
<http://www.tmcnet.com/scripts/itexpo/m04/itfeb04SDLF.ASPX>
- ✓ ___ Submit exhibit personnel list by January 26th.
<http://www.tmcnet.com/itexpo/m04/rc.htm>
- ✓ ___ Submit conference pass order form by January 26th.
<http://www.tmcnet.com/itexpo/m04/rc.htm>
- ✓ ___ Order services from Willwork by January 29th. CALL FOR SPECIALTY FURNITURE ORDERS.
- ✓ ___ If sending inserts for the attendee bag, ship to be received AT THE WAREHOUSE by February 6th.
- ✓ ___ Order Lead Retrieval Unit by January 31st.
- ✓ ___ Submit "Best of Show" application by Feb 1st.
<http://www.tmcnet.com/scripts/itexpo/m04/itspring04bos.aspx>.
- ✓ ___ Order a/v, additional electrical, phones



Standard Booth Package Details

The equipment listed below will be provided per your contract, for each 8X10 space. If you should need any additional equipment please fill out the appropriate forms included in this manual.

- 6' L x 42" H Table Draped with White Skirting
- Booth ID Sign
- 1000 Watt Electrical Drop
- 1 Internet Connection with
1 Static IP Address
- 1 Garbage Can
- Existing Ballroom Carpet
- Blue Pipe and Drape

**Any questions please call:
Amanda Louria at 203-852-6800 x 225**



February 11-13, 2004
Hyatt Regency Miami
400 S.E. 2nd Ave
Miami, FL

Exhibitor Information

*The Exhibit Hall is located in the Regency Ballroom.
Registration is located in the Regency Foyer.
Booth drape is BLUE.
Carpet is multi-colored.*

EXHIBIT HALL OPEN

Thursday, February 12 11:15 AM - 4:30 PM
Friday, February, 13 10:00 AM - 1:30 PM

EXHIBITOR MOVE-IN

Tuesday, February 10 is DECORATOR day only. No Exhibitor Set Up!

However:

*Freight sent direct to the Hotel will be accepted Tuesday
between the hours of 8AM and 5PM.*

Wednesday, Feb 11- 9:00 AM– 5:00 PM
Booths requiring labor must be set by 5pm on Wednesday.

Thursday, February 12 – 8:00 AM – 10:00 AM
Show ready by 10:00 AM

EXHIBITOR MOVE-OUT

Friday, February 13 - 1:30 PM - 6:00 PM
Bring preprinted labels and schedule a pickup with your carrier in advance!

CONFERENCE SESSIONS

Wednesday, February 11-Friday, February 13

KEYNOTES

Wednesday and Thursday
4:30 PM - 6:00 PM



February 11-13, 2004
Hyatt Regency Miami
400 SE Second Ave
Miami, FL

OFFICIAL CONTRACTORS

SHOW MANAGEMENT

Technology Marketing Corporation
One Technology Plaza
Norwalk, CT 06854 USA
203-852-6800 / 800-243-6002
Fax: 203-866-3326

Direct all questions to Amanda Louria, Operations Director, alouria@tmcnet.com

GENERAL CONTRACTOR/ EXHIBIT SERVICES

LABOR/MATERIAL HANDLING/DECORATING/FURNISHINGS/SIGNS/RENTAL/BOOTH CLEANING
Willwork/Teamwork Exhibit Services
23 Norfolk Ave
S. Easton, MA 02375
508-230-0397
Contact: Gina Martinez, gmartinez@teamwork-inc.com or Debbie McCormick,
dmccormick@teamwork-inc.com

AUDIO VISUAL & COMPUTER RENTALS

Insight Staging & Events
2911 S. Daimler
Santa Ana, CA 92705
www.Tradeshaw@insightAV.com

800-722-8090
Fax: 888-383-5946

BUSINESS CENTER

Hyatt Regency Miami
400 SE Second Ave
Miami, FL 90802

305-358-1234
Fax: 305-374-1728

CAR RENTAL

Avis Discount Number D086457

800-331-1600

CATERING

Hyatt Regency Miami
Contact: Colleen Diaz

305-679-3049
Fax: 305-679-3004

CLEANING

Willwork Exhibit Services

508-230-0397
Fax: 508-230-5714

ELECTRICAL

Edlen Electric

954-927-3887

**** One 1000 watt outlet is included in each 8'x10' booth package. See Utilities section to order additional power.**

HOTEL	The Hyatt Regency Miami 400 SE Second Ave Miami, FL 90802	305-358-1234 Fax: 305-374-1728
INTERNET CONNECTIONS	TMC Contact: Amanda Louria ** One connection with 1 IP address is included in each 8x10 booth package. See Utilities section to order additional connections.	203-852-6800 x225
LEAD RETRI EVAL	Technology Resource Corp PO Box 3165 Princeton, NJ 08543	888-601-0200 Fax: 212-784-1094
SHIPPING/ DRAYAGE	Willwork Exhibit Services	508-230-0397 Fax: 508-230-5714
TELECOMMUNICATIONS	The Hyatt Regency Miami Contact: Colleen Diaz	305-679-3049 Fax: 305-679-3004 cdiaz@miarmpo.hyatt.com

If you require a service or product not listed in this manual, please call Amanda Louria, 203-852-6800 ext. 225 or email to alouria@tmcnet.com



GENERAL SHOW INFORMATION & GUIDELINES

A. EXHIBITOR REGISTRATION / MOVE IN / MOVE OUT

To facilitate registration, please pre-register your booth staff with the Exhibitor Personnel Form located in this manual or online under the exhibitor resource area

<http://www.tmcnet.com/itexpo/m04/rc.htm>

Personnel installing or dismantling an exhibit will be issued an Temporary Exhibitor Pass. These passes are available at Exhibitor Registration during Exhibitor Registration hours. **No one will be allowed on the exhibit floor without a badge.**

If you appoint an Exhibitor Appointed Contractor to install and/or dismantle your booth you must notify Show Management and Willwork Exhibit Services by filling out the EAC forms in the **EAC Information** section. EACs will be issued a pass valid for set up and teardown. The pass will not provide exhibit hall access during show hours.

Exhibitor Set Up and Dismantle

The Exhibit Hall is located in the Regency Ballroom

Move-In: Wednesday, February 11 – 8am-5pm
Thursday, February 12 – 8am-10am
Onsite freight shipments will be accepted on Tuesday, February 10.

Move-Out: Friday, February 13, 1:30pm-6pm
Trucks must be checked in by 5pm

1. Exhibitors arriving after the posted set up time on **Wednesday** will not be allowed into the Exhibit Hall until the following morning. Those exhibitors already in the Exhibit Hall with work in progress may continue their work **AND MUST REMAIN IN THEIR BOOTH.** Additionally once you leave the hall you may not return.
2. Exhibitors who have not arrived or made set up plans by **9am, Thursday** will either have their exhibits erected by Show Management at prevailing labor rates, or their exhibits will be removed from the floor.
3. Dismantling of displays may begin immediately upon the close of the show on Friday - **but no earlier**. Any exhibitors dismantling or packing boxes, etc., prior to 1:00pm on Friday will be in violation and will compromise their future at TMC events.

Important: The exhibit hall must be clear of exhibitor freight by 6pm. Any freight left on the show floor after this time will be “FORCED” and will be shipped out via the official show carrier at the prevailing rates, at the Exhibitor’s expense.

B. SHIPPING AND DELIVERY OF EXHIBIT MATERIALS

Refer to the **Shipping and Material Handling** pages for instructions and full information including on-site and advance shipping address information.

Summary: Advance Shipment

Willwork will receive and store crated or boxed shipments beginning on January 2nd. Freight shipped in advance will be placed in the Exhibit Hall first. **Shipments must be received at the warehouse no later than 4pm, Friday, February 6th.**

- * All shipments MUST be prepaid.
- * Collect shipments will not be accepted.
- * Uncrated or loose display shipments will be assessed special handling fees

Summary: Shipping Direct to Show Site

If you are shipping to show site, ship to arrive *Tuesday, February 10th between 8am and 5pm.* Freight arriving after 4:30pm and will incur overtime surcharges. Remind your freight company that trucks are unloaded, first come, first served at the hotel loading dock, and there may be wait time to be unloaded. ***** THE HOTEL IS VERY STRICT ABOUT NOT ACCEPTING FREIGHT PRIOR TO THE MOVE IN DATE.**

Summary: Material Handling/ Delivery of Materials

All materials are moved into and out of the exhibit hall by Willwork. The exception to the rule is an exhibitor in an 8x10 booth with a display that can be hand carried by one person in one trip WITHOUT use of a wheeled device.

C. STANDARD BOOTH

Booths-- are designated as an 8' x 10' x 8' high space, unless otherwise noted and exhibitors are *not permitted to exceed these dimensions* either with design elements or a hard wall structure. Exhibitors may order furniture and use design elements to fit within the designated space. **Nothing can be hung above the booth without the permission of Show Management.**

D. FIRE REGULATIONS

Exhibit booths shall not interfere with access to any required exits or restrict visibility to any exit signs. Aisles and open spaces (e.g. lobbies, loading docks) must be kept free of all obstacles. Exhibitors may not display articles outside their exhibit booths, nor may exhibitors store crates or cartons behind curtains within an occupied exhibit or event area. No combustible materials, merchandise or signs shall be attached to, hung from or draped over flameproof side or rear divider draperies of booths, or attached to table skirting facing aisles. Literature, supplies, and handouts are permissible, but must be maintained in a neat and orderly manner within the booth. It is the exhibitor's responsibility to ensure proper exhibit booth construction. All fabric, carpet and plastic exhibit material must be fire-retardant.

E. ORDERING SERVICES

If you require a product or service not listed in this manual, please call Amanda Louria at 203-852-6800 ext 225.

Hints and Suggestions:

1. Identify your needs and order early—*this will SAVE YOU MONEY!*
2. Keep copies of all order forms (with payment information) and bring them to the show.
3. Upon arrival, go to your booth and confirm that all orders have been filled to your satisfaction.

F. SECURITY & LIABILITY

Show Management will provide 24-hour guard service from move-in of exhibitor freight until the removal of all crates and materials. ***Security for each individual exhibit and its contents is the responsibility of each exhibitor.***

Hints and Suggestions:

1. Remove proprietary information, equipment and all computers on a nightly basis.
2. Hire a private-duty security guard.
3. Have replacements available either on-site, at a local distributor or on stand-by at your office for overnight shipment.
4. Do not list contents on outside of boxes (e.g., Box 1 - Personal Computer).
5. Carry a detailed list of what you ship and what each box contains. Repack each box the way it was packed originally. Keep a copy of your list in your office and check your shipment when it returns.
6. **DO NOT LEAVE CAMERAS, NOTEBOOK COMPUTERS, VIDEORECORDERS, PURSES OR OTHER VALUABLES UNATTENDED AT ANY TIME!**

All exhibitors and booth personnel must have Exhibitor Badges in order to have access to the Exhibit Hall during set up. *Please do not schedule any meetings or appointments during set up or before the show opens each day with anyone other than properly badged exhibitor personnel.*

G. INSURANCE

Each exhibitor is required to carry liability insurance naming TMC and Hyatt Hotels and as additional insured. Insurance certificates MUST be submitted to Show Management prior to the opening of the show. Additionally, it is the exhibitor's responsibility to secure adequate insurance protection against loss of or damage to equipment, personal items or display materials from any cause, and against loss due to personal injury to exhibitor, exhibitor's employees, or visitors to exhibitor's exhibit. See **Insurance Certificate** page.

H. LITERATURE DISTRIBUTION

Canvassing in any part of the Exhibit Hall, adjacent lobbies, or corridors is prohibited. Printed or product promotion materials may be distributed **only** at the exhibitor's booth unless by prior arrangement with Show Management. Any unauthorized solicitation anywhere in or around the conference, exhibits or general show areas, whether by an exhibitor or attendee, should be brought to the attention of Show Management. Exhibitors violating this policy may be removed from the show floor at the discretion of Show Management and may be charged by the Hotel for removal and disposal of printed solicitations.

I. NOISY APPARATUS AND SOUND EQUIPMENT

The operation of any equipment, apparatus, game, etc., that produces noise levels that are disturbing to neighboring exhibitors or attendees, or that impedes aisle traffic ***is prohibited***. *Show Management reserves the right to make any decision regarding the continuation of any activity which infringes on the rights of others or otherwise interferes with the operation of the show.*

J. SHOW RULES AND REGULATIONS

Exhibitors agree to abide by all rules and regulations of Show Management by virtue of signing the exhibitor contract. *A copy of the Rules & Regulations is detailed on the pages following this section.*

K. UNION REGULATIONS

Summary: Installation and Dismantling

Union labor may be required for certain aspects of your Installation/Dismantling.

Summary: Freight Handling

Willwork Exhibit Services has the responsibility for receiving and handling all exhibit materials and storing empty boxes and crates. It is their responsibility to manage the dock, schedule vehicles, and transport freight in and out of the hall. See the pages in this manual which detail shipping information and material handling regulations.

Gratuities

Willwork does not allow the tipping of laborers. Any attempts made by any union laborer to solicit a gratuity for any service should be reported immediately Show Management.

In General

Union personnel at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. It is recommended that any questions arising with regard to union jurisdictions or practices be directed to a management representative of Willwork.

L. EXHIBITOR SERVICES - OFFICIAL CONTRACTORS

Willwork is the official contractor handling decorating and material handling. All services and rentals facilitated through Willwork are detailed in this Exhibitor Service Kit. Other contractors can be found in the ancillary services pages.

Any non-official supplier, including audio visual, I&D or others, must comply with EAC (exhibitor appointed contractor/non-official contractor) regulations.

M. BOOTH CLEANING

In order for individual exhibit booths to be cleaned, exhibitors must order Cleaning Service through Willwork. The form is available within the **General Contractor Services** pages.

N. DRAPE COLORS

Both the 8' back wall and 3' side walls of your booth are draped in BLUE. The 6' table provided to you is draped in WHITE.

O. STAFFING YOUR BOOTH

All exhibits must be kept intact and staffed during all show hours until the official closing of the show. Failure to comply will jeopardize your participation in future TMC events. **Persons under the age of 18 will not be permitted to act as booth personnel during set-up, show hours or during tear down.**

P. CONFERENCE REGISTRATION

For conference information or a conference brochure please contact a Conference Sales Manager at 203-852-6800x0. Each 8x10 booth is entitled to 2 conference passes. These passes must be used by company personnel.

Q. FOOD SERVICE

Exhibitors planning to serve food and drink items as part of their exhibit are required to contract from The Hotel. No food or beverages can be brought in from outside the hotel.

R. PAYMENTS FOR SERVICES

It is the policy for most companies providing equipment or services to exhibitors that **all charges be settled prior to leaving the show site. You may be able to arrange billing, but this must be handled directly with the supplier BEFORE coming to the show.**

Advance rates SAVE you money, but full payment is required before the cutoff date.



RULES & REGULATIONS

1. SHOW MANAGEMENT

The words "Show Management" as used herein shall mean Technology Marketing Corporation. The enforcement and interpretation of the following rules and regulations is a responsibility of that firm.

2. ELIGIBLE EXHIBITORS

All firms that regularly manufacture or sell products or services designed for the internet telephony industry are eligible to exhibit, subject to space availability and show rules and regulations.

3. DISTRIBUTION & SOLICITATION RESTRICTIONS

Show Management does not allow distribution of materials and/or solicitation by exhibitors or attendees. Also not allowed are booth sales, advertising sales or solicitation for any competitive trade show, conference, magazine or newspaper, or any other promotional solicitation not expressly approved by Show Management. Violators may be removed from the show floor at the discretion of show management.

4. SERVICES

In the best interest of the exhibitors, Show Management has appointed an official service contractor, for such services as cartage, handling of exhibits, furniture, booths, audio visual, skilled labor, and other services. *If exhibitor desires to use other than said contractor, permission must be obtained in writing from Show Management 30 days prior to the show. Proof of liability insurance is required by all contractors.* Exhibitors must abide by the policies of the appointed service contractors.

5. TYPES OF EXHIBITS

Show Management has approved the following types of exhibits. Any deviation from them must be submitted for approval. Approval may be denied in the sole discretion of the operations manager or Show Management.

Standard In-Line Booth - Background and end sections, including signs, must not exceed 8' in height. Do not extend end sections out from the back line more than 4' at maximum 8' height limit or higher than 36" the remainder of the distance to the aisle.

The above descriptions depict almost any situation. If your exhibit plans are not defined by these examples, contact the operations manager for clarification. Show Management will not approve unsafe exhibit construction or any that encroach upon the aisles or other exhibit areas or obstruct the visibility of other exhibitors. All booth dividers must be finished on both sides unless neighboring exhibitor agrees to decorate the area exposed to this booth. **PLEASE BE SURE TO MAKE THESE FACTS KNOWN TO YOUR DECORATOR OR DISPLAY BUILDER.**

NOTE: *Where an exhibitor's display is built beyond the limitations or restrictions as set forth in this contract, the Show Management reserves the right to correct such display violations by having the exhibitor alter, remove, or rearrange any or all of the display so that it will comply with regulations. If the exhibitor is not available to make corrections, or fails to do so for any reason, then he agrees as a part of this contract that Show Management may, but need not, make any and all necessary corrections it deems appropriate at the exhibitor's expense.*

Standard Booth Continued—

Cubic-Content Rule

All display fixtures which are over 4' in height must be confined to the area of the booth that is at least 5' from the aisle line, to provide all exhibitors with a reasonable sightline from the aisle regardless of the size of exhibit; excluding island booths which automatically are separated by the width of an aisle from all neighboring exhibits. Full use of the floor space is permitted for island booths.

6. INSTALLATION-SHOWING-DISMANTLING

Dates and hours for installation, showing and dismantling will be as specified in this Exhibitor Service Kit. Show Management reserves the right to alter the show hours in any manner whatsoever; if in its sole discretion such alteration is in the best interest of the show. Any booth with a crated display remaining unattended two working hours prior to the opening of the show will be erected or placed in storage at the discretion of Show Management unless otherwise notified by the exhibitor beforehand. All charges for labor, etc., will be applied to the exhibitor of record. No exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons or to abandon his display prior to official show closing. Failure to comply with this stipulation of the contract will result in the exhibitor being barred from future participation in TMC exhibitions. All storage and handling charges for failure to remove exhibit material from the exhibit floor at the conclusion of the move-out period shall be a responsibility of the exhibitor. Exhibitors requesting the scrapping of any exhibit material, crates, etc., shall pay for any expenses involved thereby.

7. LIABILITY AND INSURANCE

Neither Technology Marketing Corporation nor any of their officers, directors, agents or employees, nor the owners, employees or representatives of the Hyatt Regency Miami will be responsible for any injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property prior, during or subsequent to the period covered by the exhibit contract. The exhibitor, on signing the exhibitor contract, expressly releases the foregoing individuals and firms from liability, and agrees to indemnify same against any and all claims for such loss, damage, or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense. Exhibitors desiring special security precautions should arrange for private guard service, if desired, or should make arrangements to have locked facilities for the storage of display materials or products. When convenient, a security room may be made available for the storage of small items. Exhibitors who utilize this room will do so at their own risk.

SUMMARY OF CERTIFICATE OF LIABILITY INSURANCE PROVIDED BY YOU

See Insurance section for complete details!!

- Exhibitors will carry worker's compensation (as required by state law), commercial general liability including products and completed operations, independent contractors, personal injury and blanket contractual liability insurance of at least \$100,000 per occurrence, \$500,000 aggregate.
- Technology Marketing Corporation, Internet Telephony Conference & Expo®, Hyatt Regency Miami and Hyatt Hotels are to be named as additional insured with respect to business operations performed during/at the show.
- Certificates are **due by January 13th** and must carry a 30-day notice of cancellation provision.

8. NOISE AND OFFENSIVE ODORS

Exhibitors will take every reasonable precaution to minimize the noise of operating exhibits. Each exhibit will be operated in a dignified manner so as not to constitute an annoyance to adjoining exhibitors. Show Management shall have the sole authority in enforcing this regulation.

9. DAMAGE TO PROPERTY

Exhibitors are liable for any damage caused to building floors, walls, columns, or to standard booth equipment or to other exhibitors' property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building columns and floors, or to standard booth equipment.

10. REJECTION

The exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely in strict compliance with the rules and regulations herein laid down. Show Management reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor, or his representatives, with or without giving cause. If cause is not given, liability shall be limited to the return to the exhibitor of the amount of rental unearned at the time of ejection. If any exhibit or exhibitor is ejected for violation of these rules and regulations, or for any other stated reason, no return of rental shall be made.

11. UNOCCUPIED SPACE

Show Management reserves the right, should any rented exhibitors' space remain unoccupied on the opening day, or should the right to occupy any space be forfeited due to failure to make payment in full by specified date in contract or space rental invoice, to rent said space to any other exhibitor or use said space for such purposes as it may see fit without any liability on its part, but this clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in his space rental invoice.

12. FIRE, SAFETY AND HEALTH

The exhibitor agrees to accept full responsibility for compliance with local, city and state fire, safety and health ordinances regarding the installation and operation of equipment or otherwise relating to the exhibitor or its booth. All exhibit materials and equipment must further be reasonably located within the booth and protected by safety guards and devices where necessary to prevent personal accident to spectators or to other exhibitors. Only fireproof materials can be used in displays and the necessary fire precautions will be a responsibility of the exhibitor.

13. SIGNS/ BANNERS

Show Management reserves the right to limit the size, height, and type of signs that may be placed in the exhibits. Electric and/or flashing signs are not permitted, unless approved by Show Management in advance in writing. Banners may not be hung without prior approval from Show Management. No sign may extend above the 8' height limit without prior approval. Please contact Amanda Louria at 203-852-6800 ext. 225 or alouria@tmcnet.com.

14. REGISTRATION AND ADMISSION

Admission to the show for Exhibitor Personnel will be by official badge obtained upon registration, entitling the earner to unlimited attendance during designated hours. The badge is not transferable. Show Management shall have sole control of admission policies at all times. If for any reason an exhibitor or his representative desire to enter the exhibit area in advance of the prescribed times, or after closing hours, a request specifying the reason and giving all names of persons who will enter the exhibit area shall be presented to Show Management for approval.

15. ALCOHOLIC BEVERAGES

The serving of alcoholic beverages by exhibitors in the exhibit area is prohibited without written approval from Show Management.

16. FAILURE TO HOLD SHOW

Should any contingency prevent holding of the show, Show Management may retain such part of exhibitor's rental as shall be required to recompense it for expenses incurred up to the time such contingency should have occurred. The exhibitor waives all claims for damages or recovery of payments made except the return of the prorated amount paid for exhibit space fewer expenses incurred by the Show Management.

17. EXHIBITOR RESPONSIBILITY

Exhibitor agrees to indemnify Show Management against and hold it harmless from any claims arising out of the negligent acts of omissions or any act of exhibitor, his agents or employees or invitees. Such exhibitor must keep exhibit intact and manned during all show hours.

18. FLOOR LOAD

Under no circumstances may the weight of any equipment or exhibit material of any exhibitor exceed the show site maximum floor load. Exhibitors accept full and sole responsibility for any injury, damage or accident to property or person, resulting from their failure, knowingly or otherwise, to distribute the load of their exhibit material in conformity with the maximum floor load specifications.

19. SUBLEASING

Exhibitors may not sublease, reassign or apportion a whole or any part of the space assigned, or assign his rental contract without the prior written consent of Show Management, which consent may be conditioned upon the payment of such fees as Show Management determines.

20. RELOCATION OF EXHIBITS

Show Management reserves the right to alter locations of exhibits as shown on the official floor plan, if deemed advisable in the sole discretion of Show Management, in the best interests of the show.

21. SOLICITATION IN THE EXHIBIT HALL

The aisles and other spaces in the exhibit hall not leased to exhibitors shall be under the control of Show Management. All displays, interviews, conferences, distribution of literature, lectures and the transactions of business of any nature shall be made inside the space contracted. Standing in the aisles or in front of exhibit booths of other exhibitors, or the intercepting of those in attendance for advertising purposes is strictly prohibited. Persons connected with non-exhibiting concerns are prohibited from any dealing, exhibiting or soliciting within the exhibit hall. Exhibitors are urged to report immediately violations of this rule to the operations manager.

22. SPACE RESTRICTIONS

Exhibits must be confined to the exact space allocated. Circulars, publications, advertising matter and all kinds of promotional giveaways may be distributed only within booth spaces. Nothing can be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Signs, rails, etc., will not be permitted to intrude into or over aisles.

23. AMENDMENTS

All matters not specifically covered by these rules and regulations are subject to the decision of Show Management. Show Management may amend these rules and regulations at any time and all amendments so made shall be binding on exhibitors equally with the original rules and regulations.

24. PROJECTION OF PICTURES

Showings of projected pictures (motion picture, slides, transparencies, opaque materials, etc.) will only be permitted within the confines of the exhibitor's booth.

25. HOSPITALITY ROOMS

Only approved exhibitors are authorized to rent hospitality suites within 20 miles of the exhibit hall and suite hours shall not conflict with show functions.

26. LIABILITY OF TECHNOLOGY MARKETING CORPORATION

In no event shall Technology Marketing Corporation, any of its officers, directors, agents or employees be liable to an exhibitor for any amount in excess of the booth rental fee actually paid by the exhibitor for this show, or for any indirect, incidental, consequential or other damages (including, but not limited to, claims for lost profits) arising out of or relating to the show, the rental of booth space, any breach of contract, or any other act or omission.

27. SPACE ASSIGNMENT

All space will be assigned on a first-come, first-served basis.

28. BALLOONS

Show Management must approve the use of helium balloons on the exhibit floor.

29. LIVE ANIMALS

No live animals are permitted on the exhibit floors.

**30. NO ONE UNDER 18 PERMITTED ON THE EXHIBIT FLOOR OR IN
CONFERENCE SESSIONS AT ANY TIME**



Exhibitor Liability Insurance REQUIRED

- As an exhibitor at Internet Telephony Conference & Expo® exhibitor, and in accordance with the Terms and Conditions of your space contract, you agree to provide proof of adequate insurance coverage which protects Show Management, The Hyatt Regency Miami and Hyatt Hotels and Resorts from any claims arising from exhibitor's activities including but not limited to the installation, operation and dismantling of you exhibit/display.
- Exhibitors must carry worker's compensation as required by individual state law as well as commercial general liability, to include products and operations, independent contractors, personal injury and blanket contractual liability insurance of at least \$100,000 per occurrence, \$500,000 aggregate.
- You must provide a certificate of liability insurance naming Technology Marketing Corporation, The Hyatt Regency Miami and Hyatt Hotels and Resorts as additional insured with respect to your operations during set up, the show and dismantle.
- To obtain this certificate, simply provide this page to your normal business insurer. Most insurance companies provide this certificate free of charge. Some may charge a nominal processing fee. **The address for the certificate is: Technology Marketing Corporation, 1 Technology Plaza, Norwalk, CT, 06854.**
- All certificates are due January 13th and must carry a 30-day notice of cancellation provision.
- TMC recommends that each exhibitor carry insurance to cover loss of or damage to any property of the exhibitor, its agents, employees, or contractors whether attributable to accident, fire, theft, or any cause whatsoever.

Fax to: **Amanda Louria**
FAX: (203) 866-3326
Due January 13th

Fire Department Regulations For Exhibitions, Displays & Trade Shows

Booth Construction:

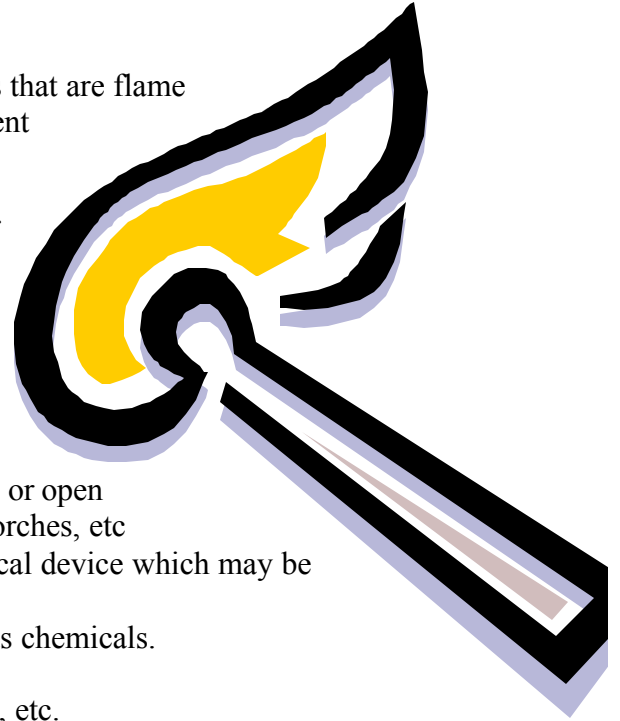
Booths, platforms and space dividers shall be of materials that are flame retardant or rendered so, satisfactory to the Fire Department representatives.

Covering for counters or tables used within or as a part of the booth will be flame retardant.

All electrical wiring and apparatuses shall be of a wire UL type approved.

The Following Are Prohibited In This Show:

- A Operation of any heater, barbecue, heat producing or open flame device including candles, lamps, lanterns, torches, etc
- B Operations of any electrical, mechanical or chemical device which may be deemed hazardous by the Fire Department.
- C Use or storage of flammable liquids and dangerous chemicals.
- D Display of an internal combustion engine.
- E Use of compressed gases-propane, butane, helium, etc.



Obstruction

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles including signs, easels, design elements, booth structure, etc.

Fire-Retardant Treatment

All decorations, drapes, signs, banners and all booth construction and design elements used shall be flame retardant unless smaller than 28"x44" and separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tar paper, nylon and certain other materials cannot be made flame-retardant and their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities equal to no more than a one day supply. Reserve supplies shall be kept in closed containers and stored in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area.



Important Shipping/Labor

Note



To avoid having your shipment refused or re-routed for delivery, please send advance materials to the warehouse as indicated.

The hotel will accept small boxes addressed to guests at the hotel. There may be delivery fees associated with the receiving boxes. Hotel bellmen are not authorized to deliver your materials to the exhibit hall. Any attempt to have a hotel employee perform duties normally performed by Willwork Exhibit Services will result in a service charge from the hotel as well as a service charge from Willwork. Show Management will not be responsible for disputes resulting from failure to comply with this guideline.

Guideline to determine whether you need to hire labor: **If the display can be hand carried in one trip by one person, is for a booth no larger than 8'x10', and can be assembled within 30 minutes using non-electric tools (hammer, wrench, screwdriver) then you do not need to hire labor.**

HANDTRUCKS ARE NOT BE AVAILABLE FOR EXHIBITOR USE.

On-Site Receiving Hours: 8AM- 5PM

Receiving Date: Tuesday, February 10th

Please contact Gina at Willwork should you have any additional shipping questions after reviewing this information and the following pages.

Shipping & Drayage—Frequently Asked Questions

What is “drayage” or “material handling?”

Drayage is the moving of materials. Drayage also includes the storage of your materials for up to 30 days prior to the event, and/or storage of empty crates and boxes and the returning of the crates and boxes to your booth at the event. You may send your materials to either the advance receiving warehouse, or directly to show site. Either way, your materials need to get to your booth after they are dropped off at the loading dock and returned to the loading dock, and loaded onto your preferred carrier.

How are drayage rates determined?

The loading docks in many major cities are controlled by union labor. Union labor rates vary from city to city. The union regulations and rates, combined with the weight of your materials and the time at which the shipment is received or moved out, and the costs associated with managing this function of the event, combine to determine drayage rates.

Why is shipping in advance desirable rather than shipping to show site?

Shipping in advance allows you to confirm receipt of your shipment before the show and materials sent to the warehouse are unloaded prior to exhibitor move in. Onsite freight is not guaranteed to be unloaded upon arrival of the truck. A truck that arrives at 3pm may not be unloaded until 5pm due to other trucks in front of it or venue shipments which take precedence. You run the risk of overtime drayage charges and not having your materials in your booth when you arrive to set up.

What can I carry into my booth?

The general rule is that you can bring in yourself, whatever you can carry in one trip without the assistance of a dolly, handtruck or other wheeled cart. One person, one trip.

Money Saving Tips:

- Pay attention to deadline dates to avoid surcharges and/or overtime charges.
- Package and send your materials in ONE shipment to take advantage of the drayage minimum. Every shipment is based on the drayage minimum of 200lbs, therefore 3 shipments of 50 pounds each will be charged 3 x the minimum.
- Crates and pallets require less actual handling to load and unload and are therefore charged less than loose shipments of boxes. Shrink wrapping your materials onto a pallet also ensures that your shipment stays together.

Outbound Shipping Information

- Schedule your outbound pickup for the appropriate time.
- Prepay your shipment with your preferred carrier.
- Settle your show invoice with the decorator.
- Fill out the “official show” bill of lading and return to the decorator.
- A bill of lading is required for every different destination that you are sending to.
- Fed-Ex, UPS, DHL and other overnight carriers do not pick up at the freight dock. You must arrange your overnight shipments via the business center. If handled through the business center, these types of shipments do not require an official decorator bill of lading.
- If you have any questions on shipping out, consult the decorator before the show closes.



Dear Exhibitor:

We are pleased to have you participating in the Internet Telephony Conference & Expo™.

IT IS VERY IMPORTANT THAT YOU ARE AWARE OF THE FOLLOWING SHIPPING PROCEDURES:

Willwork/Teamwork is the designated company to handle in bound and out bound drayage/freight for this event. The Hotel is not equipped to handle and secure the large amount of freight associated with a trade show. Please DO NOT address shipments to the Hyatt Regency Miami. All shipments must be c/o Willwork, and scheduled for delivery on the specific dates listed in your exhibitor manual. We will NOT accept any exhibition shipments sent directly to the hotel for this event.

Any exhibit materials that are marked incorrectly and accepted will be subject to a \$50.00/cwt handling and security charge. These exhibit materials will ultimately be turned over to the official decorating company who will charge their standard freight handling charges.

The Hotel does not accept any liability for equipment, goods, displays or other materials, which arrive unmarked or fail to arrive to the Hotel. The sending party is responsible for insuring its property for loss or damage.

Freight Acceptance Rules and Regulation

ATTENTION EXHIBITORS:

- ✓ **All freight must enter via the loading dock entrance.**
- ✓ **All materials shipped must be cosigned to Willwork, Inc.**
- ✓ **All freight must be handled by Willwork, Inc., Exhibit Services Drayage Service**
- ✓ **Bell carts, dollies and handtrucks are prohibited and use of such to move packages in/out of the exhibit hall will result in material handling charges.**
- ✓ **However, what one person can carry in one trip or one rolling fiber case will not be subject to a material handling charge.**
- ✓ **All material handling charges must be paid at the close of the show. Freight will be held and will not be shipped until all services provided by Willwork have been paid for by the exhibiting company.**

Please see material handling form for more information.

Thank you – for your adherence to these guidelines.

IMPORTANT SHIPPING INFORMATION
Advance Shipping Deadline Date: January 29, 2004

COLLECT SHIPMENTS WILL NOT BE ACCEPTED

All Shipments by whatever means of Transportation MUST BE PREPAID <i>And should be shipped to arrive at our warehouse no earlier than 30 days prior to move-in date for the show. Late shipments are subject to additional handling and delivery charges.</i> All shipments should be addressed to Willwork, Inc. following the Advance Shipping Address guidelines provided	<i>Advance Shipping Address – First Day of Acceptance 01/02/04 - Last Day of Acceptance 02/10/04</i> TO: <u>(EXHIBITOR NAME AND BOOTH NUMBER)</u> c/o Stealth Services / Cargo Services Express FOR: Internet Telephony Conference & Expo 10302 NW South River Drive Warehouse #13 Medley, FL 33178
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All shipments shipped direct to Show site will be received only on 02/11/04 between 8:00am and 5pm. Any shipments arriving prior to 02/11/04 WILL BE REFUSED. ALL DIRECT SHIPMENTS MUST BE CONSIGNED TO WILLWORK, INC. FOLLOWING THE DIRECT SHIPPING ADDRESS GUIDELINES PROVIDED Please make sure EXHIBITOR NAME & BOOTH # appear on the shipping label	<i>Direct Shipping Address – First Day of Acceptance 02/11/04 at 8am</i> FOR: Internet Telephony Conference & Expo c/o Willwork Inc. Miami Hyatt Hotel 400 South East 2 nd Avenue Miami, FL 33131
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PLEASE READ: **Liability and Insurance Bulletin – Willwork, Inc. Exhibit Services** shall not be responsible for damage to uncrated or improperly packed materials or concealed damage. Willwork, Inc Exhibit Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after it has been delivered to exhibitor's booth. Willwork, Inc Exhibit Services shall not be responsible for loss, theft, or disappearance of exhibitors material before it is picked up from exhibitors booth for reloading after close of show. Bills of lading covering outgoing shipments that are furnished to Willwork, Inc. Exhibit Services by exhibitors will be checked at the time of actual pickup from booth and corrections made where discrepancies occur. Willwork, Inc. Exhibit Services shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any cause beyond its control. Willwork, Inc Exhibit Services liability shall be limited to physical loss or damage to the specific article that is lost or damaged and, in any event, Willwork Inc. Exhibit Services maximum liability shall be limited to \$.30 per pound. Willwork Inc. Exhibit Services shall be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral cost that may result from any loss or damage to an exhibitors materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Willwork, Inc. Exhibit Services by any exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. Your present insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse pending rerouting. No liability will be assumed as a result of rerouting or handling.

***Please remit orders along with the Credit Card Authorization Form to:
Attn: Gina Ortega, Fax #(508) 230-5714 Tel: (508) 230-0397***

MATERIAL HANDLING FORM

**Internet Telephony Conference & Expo
 February 12-13, 2004**

ADVANCE SHIPMENTS TO WAREHOUSE

- 200 LB Minimum
- Shipments must arrive on or after Friday January 2, 2004 but no later than Tuesday, Feb 6, 2004
- Rates based on crated materials
- Rates include the following:
 - Warehouse storage for up to 30 days (additional days subject to storage charges)
 - Delivery of freight to exhibit site
 - Unloading freight and delivering to your booth
 - Storage of empty containers
 - Reloading freight for return to your specified destination
- If freight arrives to warehouse after advanced cutoff date shipment will be assessed a special handling fee of 25% or \$100.00, whichever is greater.

Crated Materials \$59.75 cwt \$119.50 min
 Uncrated Materials \$69.75 cwt \$139.50 min
 Requiring Special Handling*
 Example: 1200lbs (wt of shipment) divided by 100lbs = 12 cwt x \$59.75 = \$717.00

DIRECT SHIPMENTS TO EXHIBIT SITE

- 200 LB Minimum
- Shipments must arrive on or after Tuesday February 10, 2004 @ 8:00am
- Rates based on crated materials
- Rates include the following:
 - Delivery of freight to your booth
 - Storage and return of all empty containers
 - Reloading freight for return to your specified destination

Crated Materials \$56.75 cwt \$113.50 min

 Uncrated Materials \$65.75 cwt \$131.50 min

 Special Handling 25% additional charge

***All rates include overtime move out surcharges**

Small Package: \$35.00

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25lbs per shipment, per delivery. Includes UPS, Federal Express and Airborne. All shipments received via air carrier that do not fall into the small package category may be subject to a special handling fee.

Special Handling:

Crated shipments requiring special handling include shipments that are loaded and or packed in such a manner as to require additional handling, such as ground loading, side door unloading, constricted space unloading, designated piece unloading or stacked shipments. Also included are shipments mixed on truck, multi shipment/delivery areas and shipments without delivery receipts.

TOTAL ESTIMATED MATERIAL HANDLING \$ _____

Exhibitor Name: _____ Telephone: _____ Booth Number: _____

Billing Address: _____ Fax: _____

City/State/Zip: _____ Authorized by: _____

Please remit orders along with the Credit Card Authorization Form to:

Fax (508) 230-5714

Attn: Gina Ortega

For questions, call Gina at (508) 230-0397

ADVANCE WAREHOUSE SHIPPING LABEL

From: _____

Ship to: **Stealth Services**
c/o Cargo Services Express
10302 NW South River Drive
Warehouse # 13
Medley, FL 33178

FOR: Internet Telephony Conference & Expo
COMPANY:
BOOTH NUMBER:

_____ of _____ boxes/crates/pallets/cases

ADVANCE WAREHOUSE SHIPPING LABEL

From: _____

Ship to: **Stealth Services**
c/o Cargo Services Express
10302 NW South River Drive
Warehouse # 13
Medley, FL 33178

FOR: Internet Telephony Conference & Expo
COMPANY:
BOOTH NUMBER:

_____ of _____ boxes/crates/pallets/cases

SHOW SITE SHIPPING LABEL

From:

Ship to:

**FOR INTERNET TELEPHONY CONFERENCE & EXPO
c/o Willwork Exhibit Services
Hyatt Regency Miami
400 SE 2nd Ave
Miami, FL 33131**

**COMPANY:
BOOTH NUMBER:**

_____ of _____ boxes/crates/pallets/cases



SHOWSITE SHIPPING LABEL

From:

Ship to:

**FOR INTERNET TELEPHONY CONFERENCE & EXPO
c/o Willwork Exhibit Services
Hyatt Regency Miami
400 SE 2nd Ave
Miami, FL 33131**

**COMPANY:
BOOTH NUMBER:**

_____ of _____ boxes/crates/pallets/cases

Internet Telephony Conference & Expo
Miami, FL

February 12-13, 2004

Dear Internet Telephony Conference & Expo Exhibitor,

Our team at Willwork, Inc. Exhibit Services is pleased to have been chosen by Show Management to serve as your Official Service Contractor.

We have enclosed the necessary show services order forms to assist in your show planning. In order to guarantee the availability of the desired items we encourage you to order early.

To qualify for discount prices, full payment must be included with your order and received two weeks prior to the show or as otherwise indicated. Orders without payment will be processed at the "Standard Price" as listed on the enclosed forms.

All orders, including labor and material handling, must be paid upon presentation of the invoice at showsite. For your convenience, we will accept Visa, MasterCard, American Express, Company checks and Cash.

Show Management is providing the following in each booth:

- 8' high blue drape back wall
- 3' high side rails
- 6' 42" high white draped table
- 1 7" X 44" Exhibitor ID sign
- 1 wastebasket
- (1) 1000 watt outlet
- (1) high speed internet connection with 1 IP address
- ***PLEASE NOTE: The exhibit hall is carpeted - As an exhibitor you may choose to provide your own carpet or order a carpet through Willwork, Inc. Please see the Carpet Order Form located in this kit.***

Your pre-event needs will be expertly handled by Gina Ortega, in the Events Department of Teamwork. Gina can be reached from 9:00am – 5:00pm EST at 508-230-0397. Please note that charges on your credit card will appear as "Teamwork."

Sincerely,

The Willwork Team

Willwork, Inc. Exhibit Services
23 Norfolk Avenue
South Easton, Massachusetts 02375
Tel: 508-230-0397
Fax: 508-230-5714

Visit our website at:
www.willworkinc.com

Show Information

Exhibit Package to Include:	8' high blue drape back wall 3' high side rails 6'x 42" high draped white table (1) 7" X 44" Exhibitor ID sign (1) wastebasket (1) 1000 watt outlet (1) 1 high speed internet connection with IIP address
Carpet:	<i>The Exhibit Hall is carpeted! – As an exhibitor You may choose to provide your own carpet or order a carpet through Willwork, Inc. Please see the Willwork Carpet Order Form in this show kit.</i>
Discount Price Deadline:	January 29, 2004

Show Times

Description	Day	Date	Time
Service Desk Hours	Wednesday	Feb 11, 2004	8:00am – 5:00pm
	Thursday	Feb 12, 2004	8:00am – 12:00pm
Exhibitor Installation	Wednesday	Feb 11, 2004	8:00am – 5:00pm
	Thursday	Feb 12, 2004	8:00am 10:00am
<i>Please Note: All exhibits must be show-ready by 10:00am on Feb 13, 2004. All booths requiring labor must be set on Wednesday Feb 12, 2004 by 5:00pm.</i>			
Open	Thursday	Feb 12, 2004	11:15am – 4:30pm
	Friday	Feb 13, 2004	10:00am – 1:30pm
Exhibitor Dismantle	Friday	Feb 13, 2004	1:00pm – 6:00pm
All Out By	Thursday	Feb 13, 2004	10:00pm
<i>Note: All carriers (trucking companies must check in no later than 5:00pm Friday Feb 13, 2004 for Freight pickup!</i>			

Shipping Information

<p>Advance Warehouse Shipping Address: Internet Telephony Conference & Expo Exhibiting Company Name/Exhibitor Name Booth # _____ c/o Stealth Services / Cargo Services Express 10302 NW South River Drive Warehouse #13 Medley, FL 33178</p> <p><i>Willwork Inc. will accept crated, boxed or skidded materials beginning January 2, 2004 at the above address. The warehouse will receive shipments Monday through Friday between 8:00 AM and 4:00 PM. Materials must arrive at the warehouse no later than February 10, 2004.</i></p> <p>Direct to Show Site Shipping Address: (First Day of Acceptance 02/11/04 @ 8am) Internet Telephony Conference & Expo Exhibiting Company Name/Exhibitor Name Booth # _____ c/o Willwork, Inc. Miami Hyatt Hotel 400 South East 2nd Avenue Miami, FL 33131</p>
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Internet Telephony Conference & Expo
February 12-13, 2004



23 Norfolk Avenue South Easton, MA 02375

Checklist for Order Forms

**The forms below are to be mailed to Willwork, Inc
Please call Exhibitor Services – Gina Martinez at (508)-230-0397 if you have any ordering questions**

FORM NAME	DUE DATE	ORDER DATE
Third Party Payment Policy	01/29/04	
Booth Cleaning Order	01/29/04	
Credit Card Authorization Form	01/29/04	
Shipping and Material Handling	01/29/04	
Carpet Order Form	01/29/04	
Standard Furnishing & Accessories	01/29/04	

**The forms listed below are individual suppliers.
Contact these suppliers directly regarding their ordering services.
Please see “Utilities” tab for order forms.**

Electrical Order Form (for additional outlets)	01/29/04	
Telephone Service	01/29/04	
Internet Service (for additional connections)	01/29/04	

Internet Telephony Conference & Expo
February 12-13, 2004



23 Norfolk Avenue South Easton, MA 02375

Credit Card Authorization

ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW. An Invoice will be prepared at the show for signature and payment. For your convenience, in addition to cash or company check (no personal checks), we accept MasterCard, Visa, American Express, and Diners Club. **At the close of the show exhibitor freight will not be released for shipment until all unpaid invoices have been settled at the Willwork Service Desk.** Please notify your company representative who will be at show site of our payment policy.

IMPORTANT: TO OBTAIN THE DISCOUNT PRICING, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER.

A purchase order is not considered payment. If your company has any unpaid balances for previous services, payment in full will be required before new orders will be or can be accepted.

The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. (See Third Party Payment Policy form)

International exhibitors must prepay balances prior to show closing in U.S. funds drawn on U.S Banks.

CREDIT CARD AUTHORIZATION

If you wish to charge your orders to your credit card account, please complete the information requested below and return this form with your orders. Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing will be charged to your credit card.

CHARGE TO (circle one) AMEX VISA MASTERCARD DINERS CLUB

Account No. _____ Expiration Date: _____

CARDHOLDERS Signature: _____

Please print or type information below:

Cardholders Name: _____
Cardholders Billing Address: _____
City _____ State _____ Zip _____
Fax _____ Telephone _____
Exhibitor _____ Booth No. _____

**Please submit this Credit Card Authorization form with all orders! FAX THIS FORM ATTENTION:
Gina Ortega, FAX (508) 230-5714, Tel. (508) 230-0397**

Third Party Payment Form

Willwork, Inc. Exhibit Services will present show site invoices to third parties for payment of services rendered to exhibitors provided the following conditions are met:

1. The payment record of the third party is acceptable to Willwork, Inc Exhibit Services
2. This completed form is to be signed by BOTH PARTIES and returned to Willwork, Inc. at least 14 days prior to show opening. This form is to be accompanied by a completed credit card authorization form from EACH PARTY.
3. Willwork, Inc.'s pre payment policy is adhered to; i.e.: order must be received with payment deadline dates.
4. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoices at show site.
5. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

Please indicate below which items/services are to be invoiced to the third party:

Furniture/Carpet _____	Booth Cleaning _____	Material Handling _____
Booth Labor _____	OTHER: _____	

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment before the close of the show.

Exhibiting Firm _____	Booth Number _____	Display House 3 rd Party _____
Address _____		Address _____
City/State/Zip _____		City/State/Zip _____
Telephone _____		Telephone _____
Authorized Signature _____		Signature _____

FAX THIS FORM ATTENTION: GINA ORTEGA FAX (508) 230-5714, Tel. (508) 230-0397

Internet Telephony Conference & Expo
February 12-13, 2004



23 Norfolk Avenue South Easton, MA 02375

Non-Official Contractor Form

Please fill out the reverse side of this page completely and return form to Willwork, Inc Exhibit Services.
Show Management has appointed an Official Service Contractor to perform and provide necessary services and equipment.

OFFICIAL SERVICE CONTRACTORS ARE APPOINTED TO:

1. Ensure the orderly and efficient installation and removal of exhibits
2. Assure the distribution of labor to all exhibitors according need.
3. Provide sufficient labor to satisfy the requirements of exhibitors, and for the show itself
4. See that the proper type and limits of insurance are in force.
5. Avoid any conflict with local union regulations and requirements.

THE OFFICIAL CONTRACTORS WILL PROVIDE ALL USUAL TRADE SHOW SERVICES, INCLUDING LABOR.
EXCEPTIONS ARE:

1. Supervision may be provided by the Exhibitor
2. The Exhibitor may appoint the official contractor for supervision
3. The Exhibitor may appoint a qualified non-official contractor

Should an Exhibitor wish to employ the services of a contractor other than the official contractor, the following conditions must be met:

1. THE EXHIBITOR MUST:
 - A. Inform Willwork Inc of the name and address of the Contractor and the work to be performed. This information must be received in writing no later than 30 days prior to show in the Willwork, Inc Exhibit Services office.
 - B. Agree to be ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, and labor
2. THE NON-OFFICIAL CONTRACTOR to be used by the Exhibitor must do the following:
 - A. Provide a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000.00 with respect to injuries any one person in an occurrence; \$2,000,000.00 with respect to injuries to more than one person in any one occurrence; and \$500,000.00 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000.00 of individual and/or aggregate coverage; and naming Willwork, Inc. Exhibit Services as additional insured.
 - B. Agree to abide by all rules and regulations of the show and to accept appropriate liability for any negligent action.
 - C. Have all business licenses, permits, and Workers' Compensation Insurance required by the state and city governments, and management of the facility prior to commencing work, and shall provide show management with evidence of compliance.
 - D. Agree to abide by all union rules and regulations and must not commit or allow to be committed by persons in its employment and acts that could lead to work stoppages, strikes or labor problems.
 - E. Agree to share with Willwork, Inc. all reasonable costs related to its operation, including overtime pay for stewards and restoration of exhibit space to its initial condition.
 - F. Information must be received in the Willwork, Inc. office no later than 30 days prior to show.
 - G. Identification badges must be worn at all times. Temporary labor badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle, and maintain exhibits and exhibit-related equipment.
 - H. Be prepared to show evidence it has authorization from the contractor. No solicitation of business on the show floor will be tolerated.
 - I. Agree to keep show aisles and public places clear. All activities must be confined to the exhibitor's booth.

NON-OFFICIAL CONTRACTOR FORM - continued

For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and facilities owned by parties other than the exhibitor. The exhibitor shall provide only the material and equipment that he owns and that is to be used in his exhibit space.

TIPS FOR NON-OFFICIAL CONTRACTORS

1. Order services from WILLWORK INC, EXHIBIT SERVICES and the exhibit hall in advance. Ordering on site may delay booth set up or force you into overtime because the contractors were not immediately prepared to provide the service.
2. Take steps to protect client's product by providing security for the booth and/or cages
3. Please stay out of adjacent booths during set-up.
4. Label empties as soon as they are ready in order to avoid congesting the aisles.
5. Do not store empty cartons inside crates as the cartons will be returned to the booth first so that you may begin packing
6. Keep the NO FREIGHT AISLES clear at all times.
7. Turn in outbound bills to the service desk on a timely basis. Holding freight bills until late in the day or turning large amounts of freight bills to the service desk may delay outbound truck scheduling and may force your loading out into overtime.

Non-Official Contractor: _____
Address of Contractor: _____
City/St/Zip: _____ Telephone _____

Exhibitor Name	Telephone
Billing Address	Fax
City/St/Zip	Authorized by:

BOOTH NUMBER _____

***Please remit orders along with the Credit Card Authorization Form to:
Attn: Gina Ortega, Fax #(508) 230-5714 Tel: (508) 230-0397***



Exhibitor Appointed Contractor/ Unofficial Contractor Request

DEADLINE: January 13, 2004

Technology Marketing Corporation has appointed suppliers for various services and negotiated equitable rates for the geographical area. Should you contract with other than the Official Contractors listed in this manual, you must:

1. Complete and return this form to Technology Marketing Corporation by **1/13/04.**
2. Notify your contractor of the rules governing exhibitor-appointed contractors.
3. Make sure your contractor provides a certificate of liability insurance to Technology Marketing Corporation by **1/13/04.**
4. Provide Willwork Exhibit Services with the required documentation.

I certify that I have authorized the EAC named below to perform services and/or provide products. Knowing that the EAC is my official representative, I further certify that he/she will adhere to all show, facility, and union rules and regulations. I WILL INFORM THE EAC THAT HE/SHE IS REQUIRED TO PROVIDE TECHNOLOGY MARKETING CORPORATION WITH A **CERTIFICATE OF LIABILITY INSURANCE (minimum liability coverage: \$500,000) and comply with all Willwork Exhibit Services requirements.** I understand that my organization is ultimately responsible for the actions of this contractor while he/she works on this assignment. The EAC may not solicit or accept new business on the show floor.

All exhibitors, contractors and suppliers must adhere to the exhibit badge system. A request for a badge must be submitted using the Exhibit Personnel Form.

The exhibitor is responsible for forwarding the service kit to the EAC.

Exhibiting Company: _____

Exhibit Contact (Pre-planning): _____ Phone: _____

Exhibit Contact (On-site): _____ Booth Number: _____

EXHIBITOR-APPOINTED CONTRACTOR (EAC) INFORMATION:

Company: _____

City: _____ State: _____ ZIP: _____

Contact: _____ Phone: _____

Services Provided by the Contractor: _____

Exhibitor Signature: _____ Date: _____

Fax to: **Amanda Louria**
FAX: (203) 866-3326
Due January 13th

Furnishing Order Form

SPECIAL DRAPERY/SKIRTING

Qty	Description	Disc Price	Standard Price
	8' High Drapery/LF	\$ 10.50	\$ 17.00
	3' High Drapery/LF	\$ 7.50	\$ 12.00
	Special skirting/LF For table, crate, platform	\$ 6.50	\$ 9.00

Check color below

___ Blue ___ Gold ___ Burgundy ___ Black
 ___ Navy ___ Red ___ Silver ___ Green
 ___ White ___ Mauve

UNDRAPE DISPLAY TABLES 30" HIGH

Qty	Description	Disc Price	Standard Price
	4'x2' Wood Table	\$ 33.00	\$ 44.00
	6'x2' Wood Table	\$ 40.00	\$ 53.00
	8'x2' Wood Table	\$ 48.00	\$ 63.00
	30" Round Table	\$ 34.00	\$ 45.00

UNDRAPE DISPLAY TABLES 40" HIGH

Qty	Description	Disc Price	Standard Price
	4'x2' Wood Counter	\$ 42.00	\$ 52.00
	6'x2' Wood Counter	\$ 48.00	\$ 61.00
	8'x2' Wood Counter	\$ 56.00	\$ 71.00

DRAPED DISPLAY TABLES 30" HIGH

Qty	Description	Disc Price	Standard Price
	4'x2' Wood Table Draped	\$ 69.00	\$ 87.00
	6'x2' Wood Table Draped	\$ 80.00	\$120.00
	8'x2' Wood Table Draped	\$ 93.00	\$130.00
	30" Round Table Draped	\$ 135.00	\$ 175.00

DRAPED DISPLAY COUNTER 40" HIGH

Qty	Description	Disc Price	Standard Price
	4'x2' Wood Counter Draped	\$ 84.00	\$ 104.00
	6'x2' Wood Counter Draped	\$108.00	\$ 151.00
	8'x2' Wood Counter Draped	\$121.00	\$ 169.50

DRAPED TABLE RISERS - 10" HIGH

Qty	Description	Disc Price	Standard Price
	4 ft Riser Draped	\$ 46.00	\$ 60.00
	6 ft Riser Draped	\$ 52.00	\$ 62.00

Fourth Side Drape ___ 6' or 8' Table ___ 6' or 8' Counter	\$ 29.00
---	----------

Check color of Table Drape Below:

___ Blue ___ Gold ___ Burgundy ___ Black ___ Navy ___ Red ___
 Silver ___ Green ___ White ___ Mauve

STANDARD ACCESSORIES

Qty	Description	Disc Price	Standard Price
	Arm Chair Padded	\$ 50.50	\$ 72.75
	Side Chair Padded	\$ 41.00	\$ 58.00
	Upholstered Bar Stool	\$ 63.00	\$ 75.00
	Bag Rack	\$ 53.00	\$ 69.00
	Literature Stand	\$ 93.00	\$115.00
	Tripod Easel - Chrome	\$ 25.00	\$ 35.00
	Chrome Sign Stand (22" x 28")	\$ 105.00	\$ 145.00
	6' Showcase with Shelves/Lighting	\$325.00	\$389.00
	4'x8' Display Board Check One ___ Pegboard ___ Tackboard ___ Velcro board	\$115.00	\$145.00
	Wastebasket	\$ 15.00	\$ 20.00
	Clip-on Light	\$ 35.00	\$ 49.00
	Fish Bowl	\$ 20.00	\$ 26.00
	Plexi Single Sheet Holder	\$ 15.00	\$ 21.00

Advance discount order MUST include payment and be received 14 days prior to move in.

- Equipment is on a rental basis and remains property of Willwork Inc
- No credit will be issued after close of show
- Items ordered and delivered but subsequently cancelled, will be charged 50% of Standard Price to cover labor involved
- If you claim Tax Exempt status, you must include a Tax Exempt Certificate
- If you do not indicate color selection on appropriate items, the show color will be provided.

TOTAL FURNITURE ORDER \$ _____

Exhibitor Name	Telephone
Billing Address	Fax
City/St/Zip	Authorized by:

BOOTH NUMBER _____

**Please remit orders along with the Credit Card Authorization Form to:
 Attn: Gina Ortega, Fax #(508) 230-5714 Tel: 508-230-0397**

Labor Order Form

STRAIGHT TIME RATES:	Per man hour 8:00am – 5:00pm	\$65.00
DOUBLE TIME RATES:	Per man hour before 8:00am and After 5:00pm weekdays, and all hours On Saturday and Sunday and observed Union Holidays.	\$110.00

If you require any special services IE: Forklift, Sign Hanging, etc., please contact Exhibit Services.

	Qty of Men	DATE	TIME	Total Hrs	Total Money
Installation					
Dismantle					

SUPERVISION OF ALL LABOR IS REQUIRED. PLEASE INDICATE SUPERVISION PLAN

<p><u> </u> PLAN A – EXHIBITOR SUPERVISION</p> <p>All work is performed under the supervision of the Exhibitor. Starting time can be guaranteed only in Those instances where men are requested for the start of the working day – 8:00am. There will be a one hour minimum charge per man if not picked up or cancelled within a 24 hour notice</p> <p>The exhibitor must check in at the Willwork, Inc. Service Desk to pick up labor ordered and check labor out of the Service Desk upon completion of work.</p> <hr/> <p>Company & Company Rep Name</p>	<p><u> </u> PLAN B – WILLWORK SUPERVISION</p> <p>All work done is under the direction of Willwork Inc personnel. Our charge for this service is 30% of your total labor bill (\$40.00 minimum). In order to complete the work without your representative present, we must have set-up instructions (blueprints/floor plans, etc or approved equal.).</p> <p>You must also include outbound shipping labels and shipping instructions with your labor order</p> <hr/> <p>Company & Company Rep Name</p>
--	---

Exhibitor Name	Telephone
Billing Address	Fax
City/State/Zip	Authorized by:

BOOTH NUMBER _____

***Please remit orders along with the Credit Card Authorization Form to:
Attn: Gina Ortega, Fax #(508) 230-5714 Tel: (508) 230-0397***

Internet Telephony Conference & Expo
 February 12-13, 2004

23 Norfolk Avenue South Easton, MA 02375

Custom Modular Rental Booths

STEP 1 – Choose Your Exhibit

STEP 5 – Choose your Accessories

Qty	Description	Disc Price	Std Price	Qty	Description	Disc Price	Std Price
	Option 1A	\$ 635.00	\$795.00		40”h x 18”d x 39”w Counter	\$225.00	\$280.00
	Option 1B	\$ 695.00	\$865.00		40”h x 18”d x 78”w Counter	\$425.00	\$530.00
	Option 2A	\$ 970.00	\$1,210.00		40”h x 18”d x 39”radCounter	\$350.00	\$435.00
	Option 2B	\$1,190.00	\$1,490.00		40”hx18”d x 39”w TV Stand	\$625.00	\$780.00
	Option 3	\$ 949.00	\$1,185.00		40”hx43”dx96”w 45 Counter	\$550.00	\$685.00
	Option 4	\$1,310.00	\$1,635.00		Longarm Spotlights	\$ 35.00	\$ 45.00
	Option 5	\$1,695.00	\$2,120.00		Clip on Spotlights	\$ 20.00	\$ 25.00
	Option 6	\$3,640.00	\$4,400.00		8’ Track Light w/2 Heads	\$ 70.00	\$ 88.00
	Option 7A	\$3,925.00	\$4,725.00		Additional Track Heads	\$ 30.00	\$ 38.00
	Option 7B	\$5,220.00	\$6,265.00		Power Strips	\$ 15.00	\$ 19.00
	Option 8	\$9,350.00	\$11,220.00		Flat Extension Cords	\$ 15.00	\$ 19.00
					39”l x 12”w Angled Shelf	\$ 30.00	\$ 38.00
					39”l x 12”w Flat Shelf	\$ 30.00	\$ 38.00
					Velcro Adhesive Brochure Holder	\$ 15.00	\$ 19.00

Rental Unit Total ... \$ _____	Accessories Total \$ _____
GRAND TOTAL \$ _____	

STEP 2 – CHOOSE YOUR SINTRA PANEL COLORS

Check ONE (1) COLOR line below
 _____ WHITE _____ GREY

STEP 3 – CHOOSE YOUR CARPET COLOR

____ Blue ____ Red ____ Black ____ Grey ____ Burgundy ____ Green

STEP 4 – CLEARLY INDICATE YOUR HEADER COPY

Please Check Letter Color

____ Blue ____ Green ____ Grey ____ Red ____ Burgundy ____ Black
Special Artwork, logos or colors will be quoted upon request. Please include samples and comments with this order.

PAYMENT POLICY:

- In order to receive discount price, your orders must include payment in full and be received 14 days prior to move-in.
- Orders cancelled prior to the show move-in will be charged 50% of original price.
- Orders cancelled after installation on show site will be charged at 100% of original price
- Equipment is on a rental basis only and remains property of Willwork Inc Exhibit Services
- No credit will be issued after close of show
- If you claim Tax Exempt Status you must include a Tax Exempt Certificate
- If color selection is not indicated where specified, show colors will be provided
- NO TELEPHONE ORDERS ACCEPTED
- PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER – For your convenience, MASTERCARD, VISA, & AMEX cards are accepted.

Exhibitor Name	Telephone
Billing Address	Fax
City/St/Zip	Authorized by:

BOOTH NUMBER _____

Please remit orders along with the Credit Card Authorization Form to:
Attn: Gina Ortega, Fax #(508) 230-5714 Tel: 508-230-0397

Booth Cleaning Order Form

OPTION A:	Daily Booth Cleaning \$.22/SF per day with a \$22.00 minimum
OPTION B:	ONE-TIME Booth Cleaning will be \$.35/SF per day with a \$35.00 Minimum

OPTION A: DAILY CLEANING	
_____ X _____ = _____ SF x \$.22	
Depth Width Min 80SF	
_____ X _____	OPT A:
Number of Days Total from Above	TOTAL \$ _____
OPTION B: ONE TIME CLEANING	
_____ X _____ = _____ SF x \$.35	OPT B:
Depth Width Min 80SF	TOTAL \$ _____
Booth Size	

Please Note: Aisles and booth perimeters ONLY are cleaned each day prior to show opening. Please fill out this order form and return to Willwork Inc. if wish to have your booth cleaned.

Exhibitor Name	Telephone
Billing Address	Fax
City/St/Zip	Authorized by:

BOOTH NUMBER _____

***Please remit orders along with the Credit Card Authorization Form to Attn: Gina Ortega,
Fax #(508) 230-5714 Tel: (508) 230-0397***

Rigging Order Form

STRAIGHT TIME RATES:	Per man hour 8:00am – 5:00pm	\$71.00
DOUBLE TIME RATES:	Per man hour before 8:00am and After 5:00pm weekdays, and all hours On Saturday and Sunday and observed Union Holidays.	\$123.75

One-hour minimum. Floor orders, add 20%

	No. of Riggers	Date	Time	Approx. Hours
Installation				
Dismantle				

SUPERVISION OF ALL LABOR IS REQUIRED

A rigging crew usually includes a forklift operator and two riggers. Crew size is at the discretion of the official service contractor

All labor before 8:00am and after 4:30pm Monday thru Friday, and all hours Saturday, Sunday and Holidays will be charged at the Double Time Rate.

Please indicate work to be performed:

Uncrating
 Unskidding
 Re-Skidding of Machinery
 Installation/Dismantling of Header

Please specify the largest piece of equipment to be handled: WEIGHT: _____ SIZE _____

Time necessary for workmen to get tools and report to the booth, to have work checked by exhibitor and to return to the Exhibit Service Desk with the exhibitor to be signed out will be included in the time charged to the work order.

Exhibitor Name	Telephone
Billing Address	Fax
City/St/Zip	Authorized by:

BOOTH NUMBER: _____

***Please remit orders along with the Credit Card Authorization Form to:
Attn: Gina Ortega, Fax #(508) 230-5714 Tel: (508) 230-0397***



One Technology Plaza, Norwalk, Connecticut 06854 USA
(P) 203-852-6800 (F) 203-295-0195

ADDITIONAL INTERNET IP ADDRESS ORDER FORM **Request Due: January 13, 2004**

As part of your standard booth package, you will receive (1) internet connection with one static IP address. The cost per additional IP address is \$500. Fill out this form **ONLY** if you require additional IP address. *(If you have a double booth, you receive 2 IP addresses as part of your standard package)*

CREDIT CARD AUTHORIZATION

Please reserve ___additional IP addresses and charge the card below for \$_____.

Booth Number: _____

Exhibiting Company Name: _____

Billing Address: _____

Phone Number: _____

Fax Number: _____

Credit Card: VISA Mastercard American Express

Credit Card Number: _____

Exact Name as it appears on the credit card: _____

Amount to be charged: _____ Expiration Date: _____

Signature _____

Order may be cancelled by January 13th for a full refund. Cancellations received after January 13th are not eligible for refunds.

Please fax this form, no later than January 13th to 203-866-3326
Att: Amanda Louria

The Hyatt Regency Miami, Florida
TELEPHONE ORDER FORM

Name of Event: _____ Date of Event: _____

Firm Name: _____ Telephone: _____

Address: _____ Fax: _____

City, State, Zip: _____ Email: _____

Authorized By: COLLEEN DIAZ Title: _____ Date: _____

On-Site Contact: _____ Title: _____

Billing Authorization:

(Check One) **Group Master Account** **Direct Payment**

Credit Card # _____ Exp. Date _____ Holder's Name _____

Check or Money Order Amount Enclosed: \$ _____ (Full Amount due 15 days prior to convention date.)

This form must be completed and received by the Hotel with the attached credit card authorization form, and a copy of the credit card 15 days prior to the event date. Orders not received after this date or received without payment are subject to an additional \$50 Same Day Set-up Fee.

Mail To: Hyatt Regency Miami
Attention: Convention Services Department
400 SE 2nd Avenue-Miami, Florida 33131
Phone: (305) 679-3041 Fax: (305) 374-1728

<i>Type of Phone Equipment</i>	<i>Cost Per Line</i>	<i>Date of Use</i>	<i>Location</i>	<i>Booth #</i>	<i># Of Lines</i>
House Phone Extension (Analog) (Internal Use Only)	\$100 Installation (One time charge)				
Phone Line (Analog) 9 access Direct (Inward/Outward dial) 56K Modem connectivity	\$150 Installation (One time charge) Local & Long distance telephone charges are not included				

Installation fees are subject to 7% State Tax.

IN-HOUSE USE ONLY:

Installation Date: _____

Disconnect Date: _____

TELEPHONE LINES ASSIGNED BY CONVENTION SERVICES MANAGER:

House Extension #'s _____

Dedicated Phone Line #'s _____

Convention Services Manager Signature: Colleen Diaz Date: _____

Copies provided to: Convention Services Manager, Accounting, PBX and Convention Set-up



HYATT REGENCY MIAMI

CREDIT CARD AUTHORIZATION FORM

Colleen
Hyatt Regency
305-679-3049
305-679-3004 fax

NAME OF GROUP/FUNCTION _____

DATE OF EVENT(S) _____

_____ I authorize all charges to be applied to the credit card listed below. \$ _____

_____ I authorize the amount of \$ _____ to be applied as an advance deposit.

CREDIT CARD (type) _____

EXACT NAME ON CARD _____

CREDIT CARD NUMBER _____ EXP. DATE _____

AUTHORIZED SIGNATURE
ON CREDIT CARD

(Please sign)

CREDIT CARD
BILLING ADDRESS

*****PLEASE ATTACH COPY OF FRONT AND BACK SIDE OF CREDIT CARD*****

HYATT SALES MANAGER _____

HYATT CONVENTION SVC. MGR. _____

MASTER ACCOUNT NUMBER _____

APPROVAL CODE _____

DATE POSTED _____

ELECTRICAL ORDER FORM
MAIL OR FAX TO



16110 NW 13TH AVE • Miami, FL 33169
Tel: 1 305 623-5335 Fax: 1 305 623-5337
Questions? Try www.edlen.com

PLEASE COMPLETE THIS SECTION (SEE REVERSE SIDE FOR TERMS AND CONDITIONS)

COMPANY NAME:		BOOTH #:
EVENT:	INTERNET TELEPHONY MIAMI 2004	DEADLINE DATE FOR ADVANCE PAYMENT PRICES JANUARY 27, 2004
FACILITY:	HYATT REGENCY MIAMI	
DATES:	February 11 - 13, 2004	EVENT #: 40203

ELECTRICAL OUTLETS Approximately 120/208V A.C. 60 Cycle-PRICES ARE FOR ENTIRE EVENT.

	QUANTITY (For Show Hours Only)	QUANTITY (For 24 hrs/day - Double Price)	14 DAY ADVANCE PAYMENT PRICE	REGULAR PRICE	COST
120 VOLTS					
0-500 WATTS (5 AMPS)	_____	_____	59.00	89.00	_____
501-1000 WATTS (10 AMPS)	_____	_____	81.00	122.00	_____
1001-1500 WATTS (15 AMPS)	_____	_____	96.00	144.00	_____
1501-2000 WATTS (20 AMPS)	_____	_____	110.00	165.00	_____
208 VOLTS SINGLE PHASE					
5 AMPS	_____	_____	122.00	183.00	_____
10 AMPS	_____	_____	164.00	246.00	_____
15 AMPS	_____	_____	190.00	285.00	_____
20 AMPS	_____	_____	236.00	354.00	_____
30 AMPS	_____	_____	282.00	423.00	_____
60 AMPS	_____	_____	419.00	629.00	_____
100 AMPS	_____	_____	602.00	903.00	_____
208 VOLTS THREE PHASE					
5 AMPS	_____	_____	183.00	275.00	_____
10 AMPS	_____	_____	221.00	332.00	_____
15 AMPS	_____	_____	253.00	380.00	_____
20 AMPS	_____	_____	315.00	473.00	_____
30 AMPS	_____	_____	376.00	564.00	_____
60 AMPS	_____	_____	559.00	839.00	_____
100 AMPS	_____	_____	803.00	1,205.00	_____

TRANSFORMER TO BOOST 208V to 230V - \$3.00 per AMP with a 20 AMP MINIMUM

LIGHTING EQUIPMENT (Including Current Consumed) Provide Drawing Showing Light Location(s)

150 WATT FLOOD LIGHT 1	_____	58.00	87.00	_____
300 WATT FLOOD LIGHT 1	_____	66.00	99.00	_____
100 WATT CHROME ARM LIGHT 2	_____	72.00	108.00	_____
1000 WATT OVERHEAD DROP LIGHT 3	_____	175.00	263.00	_____
1000 WATT OVERHEAD PAR LIGHT 3	_____	175.00	263.00	_____

1. Inline Booths Only 2. Hardwall Booths Only.
3. Additional Charge for Time and Material will apply when lift required to mount overhead)

MATERIAL (Electricity Not Included) (120 Volt only)

EXTENSION CORD	_____	19.00	_____
MULTI OUTLET POWER STRIP	_____	19.00	_____

LABOR (Required for ALL island booths, 208V & higher connections and non-standard installations - see back.)

ST-Monday-Friday (Except Holidays)	_____	60.00	_____
8:00 a.m. - 4:30 p.m.	_____	_____	_____
OT-Monday-Friday (All Day Sat/Sun/Holidays)	_____	120.00	_____
4:30 p.m. - 8:00 a.m.	_____	_____	_____

EDLEN RESERVES THE RIGHT TO CORRECT ORDERS FIGURED INCORRECTLY.

★ALL FOREIGN CHECKS MUST BE DRAWN ON U.S. BANKS ONLY.★

SALES TAX DUE ON ALL ORDERS UNLESS FLORIDA TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER	Sub Total \$	_____
	Add FL 7% Sales Tax	_____
	TOTAL PAYMENTS \$	_____

FOR ADVANCE PAYMENT PRICE
to apply, we must receive your order,
payment and a floor plan showing main
power location and distribution points (see
item #1 on reverse) 14 days prior to show
opening.

Avoid Duplication!!
If you Fax form with credit card info, do not mail
original form or send another form of payment.
The credit card received by fax will be charged.

ON LINE ORDERING
This show may be available on line. Visit
www.edlen.com, use the event # above as
your password.
QUESTIONS? Visit our Web Site

**SEE REVERSE SIDE FOR ADDITIONAL
TERMS AND CONDITIONS**

ISLAND BOOTHS
There is a minimum labor charge of (1) one hour
to deliver power to all island booths. All
additional distribution is done by Edlen
electricians on a time & material basis.
**A legible, scaled floor plan, with orientation,
is required for all island booths. A suitable
location must be shown for Edlen's
distribution panel(s).**

208V & HIGHER VOLTAGES
There is a minimum labor charge of (1) one hour
for installation & 1/2 hour for removal of all high
voltage services. Material charges may apply.
If you require services not listed on this form,
please call for a quote.

DEDICATED OUTLETS
Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICE
Electricity will be turned on within 30 minutes of
show opening and off within 30 minutes of show
closing each show day. If you require power at
any other time, order 24 hour power.

SPECIAL INSTRUCTIONS

OFFICE USE ONLY

DATE RECEIVED	_____
METHOD OF PMNT.	_____
AMOUNT RECEIVED	_____
RECEIVED BY:	_____

COMPANY NAME:	PHONE:	FAX:
ADDRESS:	CITY:	STATE: ZIP: COUNTRY:
SIGNATURE:	PRINT NAME:	EMAIL:
PAID BY: CK VISA MC AMX DISC DINERS	CARD #	EXP. DATE:
CARDHOLDER SIGN.:	PRINT NAME:	BOOTH#

PLEASE COMPLETE THIS SECTION

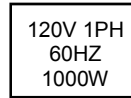


COMMONLY ASKED QUESTIONS

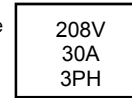


HOW MUCH POWER DO I NEED?

1. Calculate the power for your lighting needs by totaling the wattage of your lights.
2. For other equipment, read the rating from on the back or bottom of the unit (see example). The plate will tell you the amperage or wattage, voltage and phase requirements. Power must be ordered according to peak amperage ratings.
3. Separate locations require separate outlets.
500 watt minimum per location.



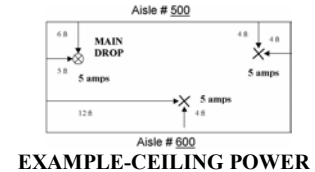
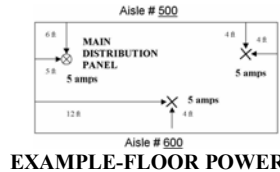
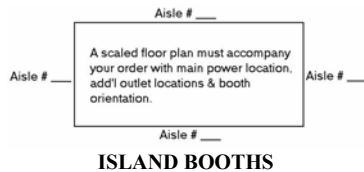
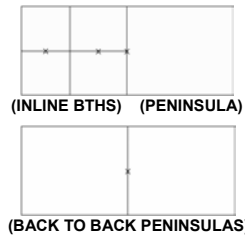
120 Volts Single Phase
= 60 Cycle
1000 Watts



208 Volts
= 30 Amps
Three Phase

WHERE WILL MY OUTLET BE LOCATED?

Outlets will be located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time & material basis.



VERY IMPORTANT TERMS AND CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received a minimum of 14 days prior to scheduled event opening for advanced payment rates. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received less than fourteen days prior to scheduled event opening will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rates.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charged the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen's move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services, or labor. Distribution from the power source to all other locations in a booth space, **regardless of booth type**, requires labor and is done on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. (500 watt minimum)
6. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
7. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
8. Edlen is the exclusive provider of all "rental" material & equipment used in the distribution of temporary electrical services within an exhibitor's booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
9. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
10. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
11. All equipment, regardless of source of power, must comply with Federal, State and Local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the exhibitor wiring or equipment is not in accordance with electrical codes.
12. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc. required for operation.
13. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
14. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
15. Credit will not be given for services installed and not used.
16. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
17. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by Exhibitors.
18. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
19. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
20. By signing this form, Exhibitor hereby agrees to all terms and conditions on this order form.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE NUMBER ON THE FRONT OF THIS FORM OR VISIT OUR WEB SITE @ WWW.EDLEN.COM

LEAD CAPTURE ORDER FORM
Internet Telephony 2004
February 12-13
Miami, FL



Technology Resource Corporation
Trade Show Division
PO Box 3165
Princeton, NJ 08543
Ph: 888-601-0200 Fx: 212-784-1094

Show code: 18815

LEAD CAPTURE SOLUTION:	IF ORDERED BY: January 31st, 2004	Ordered After January 31st	QUANTITY	TOTAL PRICE
Bartizan Expo! Terminal System includes scanner, display, qualifiers, hard copy printout and diskette of attendee information saved as a text file. Units require electricity or if your booth will not have electrical, you can rent a battery.	\$220.00	\$275.00		
2. Lead Capture Handheld Portable battery (battery comes with the handheld) powered system includes built-in scanner, touch display, qualifiers and note capabilities. Diskette provided at end of event of attendee information.	\$220.00	\$275.00		

ORDERS PLACED AT SHOW SITE WILL BE ACCEPTED UPON AVAILABILITY OF EQUIPMENT AT THE RATE OF \$300 PER UNIT

Accessories:

Additional Roll of Paper	\$10.00	\$20.00		
Battery	\$75.00			
Keyboard	\$35.00	\$30.00		
Custom Qualifiers	\$75.00	\$95.00		
*Optional Booth Delivery & Setup	\$50.00	\$95.00		

***All equipment must be picked up from the TRC service desk unless delivery option is chosen.**

Delivered units must be returned to the TRC Service Desk by exhibitor at the end of the event.

Tax: 7%

TOTAL

TERMS & CONDITIONS/CREDIT CARD CHARGE AUTHORIZATION

1. To ensure your order is processed, please sign and fax this Authorized Order Form to the number listed above. Orders must be cancelled at least 1 week prior to delivery to avoid a cancellation fee. **The cancellation fee is 20% of the total charge for orders cancelled 5 days prior to the show and 100% of the total charge for orders cancelled onsite.** Delivery charges apply to all cancellations.

2. The total rental amount will be processed 3-15 business days prior to delivery.

I hereby authorize TRC to charge my credit card account (identified below) for: the total rental amount (identified above); any applicable cancellation fees; and, any other amounts due to TRC. Further, I hereby authorize TRC to charge my credit card account (identified below) for the repair or replacement cost (as applicable) of any damaged and/or lost or destroyed equipment.

EXHIBITOR INFORMATION:

CREDIT CARD INFORMATION:

Ordered by: _____

Company Name: _____

Address: _____

City: _____ State _____ Zip Code: _____

Phone: _____

Fax: _____

Email Address: _____

Show Contact: _____

Mobile Phone Number: _____

Booth Number: _____



Credit card accepted

Cardholder's Name: _____

Credit Card #: _____ Exp. _____

Cardholder's Signature: _____

Cardholder's Address: _____

City: _____ State _____ Zip Code: _____

Cardholder's Phone: _____



Please Print Legibly.



FEBRUARY 11-13 2004

MIAMI, FL

OFFICIAL AUDIO VIDEO CONTRACTOR

AUDIO VIDEO & COMPUTER RENTAL FORM

Advanced Rate pricing effective until January 13 2003 * Pricing is for the entire length of show

PLASMA DISPLAY (include Table Top stand and Wall Mount)	Qty	Advanced Rate	Show Rate	Totals
40" Gas Plasma Display 4:3 Ratio 640x480		\$ 700.00	\$ 800.00	\$ -
42" Gas Plasma Display 852x480** SHOW SPECIAL**		\$ 750.00	\$ 800.00	\$ -
37" Gas Plasma Display 4:3 Ratio 1024 x768		\$ 800.00	\$ 900.00	\$ -
42" Gas Plasma Display 16:9 Ratio 1024x1024		\$ 800.00	\$ 900.00	\$ -
50" Gas Plasma Display 16:9 1280x768 SHOW SPECIAL		\$ 1,000.00	\$ 1,100.00	\$ -
Side Mounted Speakers for Plasma		\$ 100.00	\$ 150.00	\$ -
Plasma Stands (Cobra or PSD 7')		\$ 100.00	\$ 150.00	\$ -

***** AUDIO VIDEO PACKAGE SPECIAL*****

42" Plasma , Wireless Mic/Kit, 4 Chanel Mixer, Power Speakers 850.00 (advanced Rate)



LCD DISPLAYS	Qty	Advanced Rate	Show Rate	Totals
LCD 15" SVGA 1280 x 1024		\$ 100.00	\$ 125.00	\$ -
NEC LCD 1810 18" **SHOW SPECIAL**		\$ 200.00	\$ 250.00	\$ -
NEC LCD 2010 20" **SHOW SPECIAL**		\$ 250.00	\$ 300.00	\$ -
NEC LCD 2010 20" Black (Call for availability)		\$ 250.00	\$ 300.00	\$ -
3 way Satellite Speaker set		\$ 50.00	\$ 75.00	\$ -



AUDIO EQUIPMENT	Qty	Advanced Rate	Show Rate	Totals
CD Player		\$ 50.00	\$ 75.00	\$ -
Shure 4 Channel Mixer		\$ 50.00	\$ 75.00	\$ -
Mackie 12 Channel Mixer		\$ 100.00	\$ 150.00	\$ -
Equalizer		\$ 50.00	\$ 75.00	\$ -
Powered Speaker w/ stand (up to 75 people)		\$ 75.00	\$ 100.00	\$ -
Powered Speaker w/ stand (up to 25 people)		\$ 50.00	\$ 75.00	\$ -
UHF Wireless Microphone: Handheld or Lavalier or Headset		\$ 100.00	\$ 150.00	\$ -

***** AUDIO PACKAGE *****

2 Power Speakers, 2 Wireless Mic/ Kits, 1 4 Channel Mixer, 1 Equalizer for 300.00 Advanced Rate

COMPUTER MONITORS	Qty	Advanced Rate	Show Rate	Totals
21" Multisync SVGA 1600 x 1200		\$ 125.00	\$ 150.00	\$ -
29" Multisync XGA 1280 x 1024 NEC XP29 XGA		\$ 275.00	\$ 300.00	\$ -
37" Multisync XGA 1280 x 1024 NEC XP37 XGA		\$ 425.00	\$ 500.00	\$ -

INTERNET TELEPHONY 2004

VIDEO MONITORS		Qty	Advanced Rate	Show Rate	Totals
8" Sony PVM-8042Q			\$ 100.00	\$ 125.00	\$ -
19" Video Monitor TV VCR Combo			\$ 150.00	\$ 200.00	\$ -
20" Sony WEGA Flat			\$ 200.00	\$ 250.00	\$ -
27" Sony WEGA Flat			\$ 250.00	\$ 300.00	\$ -
27" Video Monitor			\$ 150.00	\$ 200.00	\$ -
35" Video Monitor			\$ 300.00	\$ 350.00	\$ -
VIDEO EQUIPMENT		Qty	Advanced Rate	Show Rate	Totals
1/2" VHS Player w/ auto-repeat			\$ 100.00	\$ 150.00	\$ -
DVD Player			\$ 50.00	\$ 75.00	\$ -
DVD Code Free Player			\$ 150.00	\$ 200.00	\$ -
Beta Deck Sony UVW-1800 Betacam SP			\$ 350.00	\$ 425.00	\$ -
Beta Deck Sony UVW-2800 Betacam SP			\$ 450.00	\$ 525.00	\$ -
Digital Scan Converter Sony DSC-1024G			\$ 300.00	\$ 375.00	\$ -
DATA/VIDEO INTERFACE		Qty	Advanced Rate	Show rate	Totals
RGB Switcher - 6-In x 1-Out			\$ 100.00	\$ 150.00	\$ -
Video Distribution Amplifier - 1-In x 4-Out			\$ 100.00	\$ 150.00	\$ -
VGA Switcher - 4-In x 1-Out			\$ 80.00	\$ 100.00	\$ -
VGA Distribution Amplifier - 1-In x 4-Out			\$ 80.00	\$ 100.00	\$ -
PC/ MAC COMPUTER EQUIPMENT		Qty	Advanced Rate	Show Rate	Totals
Dell P4 1.6 Ghz,128 MB, 10 GB, 40X CD, Nic 10/ 100, SC			\$ 250.00	\$ 300.00	\$ -
Dell PIII 733 Mhz, 128 MB, 10 GB, 40X CD, Nic 10/ 100, SC			\$ 175.00	\$ 225.00	\$ -
PIII 500 Mhz, 128MB, 10 GB, 40XCD, Nic 10/ 100, SC			\$ 150.00	\$ 175.00	\$ -
MAC G4 400 Mhz, 128 MB, 15 GB, CD, Nic 10/ 100 SC			\$ 300.00	\$ 350.00	\$ -
MAC G3 350, 128 MB,15 GB, CD, Nic 10/ 100			\$ 250.00	\$ 300.00	\$ -
Notebook PIII 600 Mhz, 128 MB,6 GB, CD, net card			\$ 250.00	\$ 300.00	\$ -
IMPORTANT INFORMATION		ORDER SUMMARY			TOTALS
Payment : Insight Staging & Events requires pre payment on all orders.		Equipment Total			\$ -
Cancellations: All orders must be cancelled 48 hours prior to delivery in order to avoid a one day rental charge. On-Site cancellations will be charged at 100 %		Sales Tax N/A			\$ -
Drayage and Union cost, if applicable, are not included.		Sub Total			\$ -
Install & Dismantle is 15% of the Equipment Total or a minimum of 75.00		15%	Install & Dismantle		
Requested delivery times are subject to change based on drayage schedules.		GRAND TOTAL			\$ -
COMPANY INFORMATION		Method of Payment			
Company name		Type of Card			
Address		Credit Card Number			
City, State, Zip		Exp.		Name on Card	
Phone Number		Billing Address			
Fax Number		City, State, Zip			
By signing below, you agree to allow ISE to use the indicated credit card number for all audio visual charges for your event (s) from 10/ 13/ 03 To 10/ 16/ 03					
Email		Authorized Signature			
TRADE SHOW INFORMATION					
Delivery Date and Time:			Pick Up Date and Time:		
Booth # and Hall:			On-Site Contact name and Number (Fill out below)		
Order Comments:					
Inventory is updated regularly, If you do not see what you are looking for please call. Office locations: Las Vegas, San Francisco, Los Angeles, Anaheim and San Diego. Call Angelo (800) 722-8090 x 103 Fax: (949) 756-5506 or angelo@InsightAV.com					
					



EXHIBIT PERSONNEL FORM DEADLINE: 1/26/04

INTERNET TELEPHONY[®]
Conference & Expo
February 11-13, 2004
Hyatt Regency
Miami, Florida
www.itexpo.com

Register Online at:
[HTTP://WWW.TMCNET.COM/ITEXPO/M04/RC.HTM](http://www.tmcnet.com/itexpo/m04/rc.htm)

PLEASE COMPLETE THIS FORM AND RETURN TO THE ADDRESS BELOW NO LATER THAN JANUARY 26, 2004 IN ORDER TO RECEIVE YOUR BADGE IN THE MAIL. BADGES REQUESTED AFTER 1/26/03 MUST BE PICKED UP ON-SITE.

Admission to the Exhibit Hall will be by **Identification Badge** only.

REGISTRATIONS WILL NOT BE TAKEN OVER THE PHONE. IF YOU DO NOT RECEIVE YOUR BADGE IN THE MAIL, EXHIBITING STAFF SHOULD BE INSTRUCTED TO PICK UP BADGES ON-SITE AT THE EXHIBITOR REGISTRATION COUNTER. BADGES MUST BE WORN AT ALL TIMES IN THE EXHIBIT HALL. NO ONE UNDER AGE 18 WILL BE ADMITTED.

PLEASE PRINT BOOTH PERSONNEL NAMES AND TITLES:

NAME	TITLE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Please photocopy this form if you have additional registrants.

COMPANY NAME: _____

PRIMARY CONTACT: _____

ADDRESS: _____

CITY: _____ STATE/PROV: _____ ZIP _____

PHONE: () _____ FAX:() _____

E-MAIL ADDRESS: _____

RETURN BY: January 26, 2004 • Fax to: (203) 295-0172





Conference Pass Order Form

INTERNET TELEPHONY[®]
Conference & Expo
February 11-13, 2004
Hyatt Regency
Miami, Florida
www.itexpo.com

Each exhibiting company is entitled to one (FREE) full Conference Passes per 8x10 booth space. Please fill out this form and fax it back to 203-295-0172.

Company Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State/Prov: _____ ZIP: _____

Phone: _____ Fax: _____

E-mail: _____ Web Site: _____

If you have an 8x20 booth space you are entitled to (1) additional conference pass free of charge. In that case, make a copy of this form and fax both back.

Your Free Conference Pass will be mailed to the addresses listed above prior to the show. If ordered after January 26, 2004, your badge will be available on-site at conference registration.



HOTEL & TRAVEL



Hyatt Regency Miami

400 SE 2nd Ave
Miami, FL 33131

Reservations: 800-233-1234 or 305-679-3140. Identify yourself as an Internet Telephony Conference & Expo™ participant. Or go to the Hyatt website <http://www.hyatt.com/reservations/flow1/corpCheckAvailability.jhtml> and register using the promotional code "g-tech."

TMC has reserved a LIMITED number of rooms at the rate of \$159 single or double. This rate is first come first served and your reservation must be guaranteed with a credit card. Average for the Hyatt are above \$200 a night for the month of February.

Transportation from Miami Airport:

Cab = \$20 plus tip

Shared shuttle service = \$12 per person



and TMC have partnered to bring you special rates on rental cars in the Miami area.

Reservations 1-800-331-1600 or online

<http://www.avis.com/AvisWeb/html/meetings/go.html?1412>

Parking: The Hyatt Regency provides valet parking only. Rates start at \$6 for 2 hours, \$18 for 8-24 hours. There are other self park lots, in close proximity to, but not affiliated with the Hotel.



INTERNET TELEPHONY®
Conference & Expo
February 11-13, 2004
Hyatt Regency
Miami, Florida
www.itexpo.com

DEADLINE!
January 15, 2004
FAX Back Today
203-295-0172
Attn: Dave Rodriguez

FREE!

Pre-Show Attendee Mailing List

Lists are to be used for a one-time promotional effort to **Internet Telephony® Conference & Expo Miami 2004** pre-registered attendees through a third-party, bonded mailing house:

Attn: Bret McEnelly
 Scout Information Services Inc.
 2980 Commers Drive, Suite 400
 Eagan, MN 55120 USA
 P/F:651-686-4646 x407/651-686-0441
 bmcenelly@scoutis.com

Charges to mail 1,000 pieces:.....\$331
 *Tabbing\$72 (or \$9/M)
 *Inserting\$192 (or \$24/M)
 Plus Postagecharged at cost
 *Some mailings may not require these functions.

We understand that once we order the Internet Telephony® Conference & Expo Miami 2004 Pre-Registered Attendee List (hereafter referred to as The List) and our mailing piece is approved by Technology Marketing Corporation (TMC), all billing and correspondence on specific details of mailing our promotional piece will be done directly with OnLINE Data, Inc.

We understand and agree that The List will be available at Scout Information Services, Inc. as of 12/31/03 and that The List will contain approximately 1,000 names. We also understand that TMC is not responsible for late delivery of the mail due to circumstances beyond its control. **Mailing materials and postage** must be received at Scout Information Services, Inc. by 1/21/04 for 1st class or by 12/31/03 for 3rd class mailing.

SIGNATURE: _____ TITLE: _____ DATE: _____

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ STATE/PROVINCE _____ ZIP: _____

PHONE: (____) _____ FAX: (____) _____ E-MAIL: _____

IMPORTANT:

- The List will be monitored and "seeded" to prevent unauthorized use.
- Samples of the mailing piece(s) **MUST** be sent to Technology Marketing Corporation for approval **PRIOR** to mailing.
- Sample must be used to promote **Internet Telephony® Conference & Expo Miami 2004** (must include show dates, location, etc.).
- All exhibit fees must have been paid to obtain The List.
- If all requirements are not met, Technology Marketing Corporation reserves the right to revoke permission to use The List and will insist that **NO** pieces are mailed to it.

Please fax this order with a sample of your mailing piece to: 203-295-0172 ATTN: Dave Rodriguez (Phone: 203-852-6800, ext.146)





INTERNET TELEPHONY[®]
Conference & Expo
February 11-13, 2004
Hyatt Regency
Miami, Florida
www.itexpo.com

Internet Telephony™ Conference & Expo Miami 2004
 One Technology Plaza, Norwalk, CT 06854 USA
 800-243-6002, x146 • 203-852-6800, x146 • 203-295-0172 (fax)
 Dave Rodriguez, Director, Expositions & Conferences
 drodriguez@tmcnet.com

Attendee Bag Insert Order Form

Make sure the 2,500+ Exhibit Hall and Conference attendees know the way to your booth. Put your company information in their hands as they enter the conference center and pick up their show bag.

Net price:

Attendee Bag Insert:

\$1,500

Deadline for receipt of supplied inserts:

January 26, 2004

Payment Terms: 100% due upon receipt of invoice

Company Information

Company Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Country: _____

Phone: _____ Fax: _____

Email: _____ WebSite: _____

Authorized Signature: _____ Date: _____

Total amount due upon receipt of invoice: \$ _____





INTERNET TELEPHONY
Conference & Expo
February 11-13, 2004
Hyatt Regency
Miami, Florida
www.itexpo.com

Insertion Deadline:
 January 19, 2004

Materials Deadline:
 January 26, 2004

Show Directory Advertising Form

The following rates apply to black-and-white ads:

Color charges as follows:

2-Page Spread.....\$3,000
 Cover Positions ...\$2,000
 Full Page\$1,500
 1/2-Page Island ...\$1,200
 1/2 Page\$1,000

2/C charge - \$300
 4/C charge - \$500

These are gross prices - by sending camera-ready material, exhibitors are entitled to 15% off the gross price.

Please contact Dave Rodriguez at (203)852-6800, ext. 146 or e-mail drodriguez@tmcnet.com with questions regarding mechanical requirements, specifications, etc.

Company Name: _____ Booth #: _____

Contact Name: _____

Authorized Signature: _____

Address: _____

City: _____ State/Province: _____ ZIP: _____

Phone: () _____ Fax: () _____

E-mail: _____ Company URL: _____

Materials Instructions: _____





**INTERNET TELEPHONY®
Conference & Expo
February 11-13, 2004
Hyatt Regency
Miami, Florida
www.itexpo.com**

Call Dave Rodriguez for details at
203-852-6800 ext. 146 or
e-mail: drodriguez@tmcnet.com

Sponsorship Opportunities

Differentiate Your Company With a Corporate Sponsorship -- \$25,000 Benefits of a Corporate Sponsorship Include:

1. Your logo included with all promotional materials that will be mailed as well as on all promotional inserts featured in TMC® publications. (Greater Than 1,000,000 Impressions - based on date of signing.)
2. Your company logo on the cover of the show directory.
3. Your company logo on banners and signage created for the event.
4. Your company logo and link from the Internet Telephony Conference & Expo homepage to your Web site.
5. Four-color, 2-page spread advertisement in Show Directory.
6. Internet banner (including a link to your site) rotating on the Internet Telephony Conference & Expo Web site from the time of sponsorship payment until the end of the show.
7. 200-word description in show directory and on www.itexpo.com with your company's logo.
8. Four-color logo with your listing in Internet Telephony Conference & Expo show directory.
9. 4' x 6', four-color banner hung in a prominent area at the show.
10. Business card sized ad in attendee brochure.
11. Button on Internet Telephony Conference & Expo Web site.
12. Five full conference passes.
13. Inclusion of a special one-page company promotional piece in all attendee bags.
14. Your company name mentioned in conjunction with the event in press releases, eNewsletters, e-mail promotions, and editorial content on the show Web site.
15. Priority booth space selection for future INTERNET TELEPHONY® Conference & EXPO events.
16. Highlight of your company published on all INTERNET TELEPHONY media outlets. Includes Q&A with Greg Galitzine, Editorial Director, and your CEO about the state of the industry. Q&A, picture and logo published. Media outlets include:

Internet Telephony magazine
Internet Telephony magazine online
Internet Telephony Conference & Expo Web site
Internet Telephony Conference & Expo Show Directory.





Call Dave Rodriguez for details at
203-852-6800 ext. 146 or
e-mail: drodriguez@tmcnet.com

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www.itexpo.com

Sponsorships Continued

Welcome Reception (\$35,000) 2 Exclusives Available **Includes Corporate Sponsorship!**

Become a sponsor for the impressive banquet event that every EXPO attendee is sure to remember. The welcome receptions are a great opportunity to network with individuals eager to learn more about the industry and the products that support it. Sponsorship includes signs and prominent logo promotion before and during the event. Sponsorship also includes all catering costs, decorations and entertainment too!

Conference Bags (\$20,000) & Attendee Bags (\$10,000) Exclusive Your company's name, logo and message will be prominently displayed on the attendee and conference bags. These bags will be handed out to every attendee at registration and is a great way to promote yourself during and after the show.

Wine and Cheese Event (\$20,000) Exclusive The wine and cheese event is a great opportunity to connect with individuals on the Exhibit Hall floor eager to learn more about the industry and the products and services that support it. This sponsorship includes all catering costs and several wine and cheese stations set-up throughout the Exhibit Hall. You'll also receive imprinted napkins with your company's name and logo.

Conference Luncheon with Speaker (\$20,000) Exclusive This gourmet luncheon is for all paid conference attendees (the most serious attendees) - a great way to encourage a visit to your booth after the meal. Sponsorship includes the opportunity to speak about your company's products and services to a captive audience. Also included are signs and other prominent logo placements before and during the event. You can also leave your promotional materials on chairs and tables!

Entrance Unit Panels (\$15,000) Exclusive Your message will be seen by every single visitor to the show as they enter the hall. There is no better place to deliver your company's message than the entrance of the Exhibit Hall. Panels are approximately 2' x 8'.

Sponsorship Opportunities For Under \$10,000

- Aisle Signs \$10,000 (Exclusive)
- Video Presentation \$10,000 (Exclusive)
- Press Room Sponsor \$10,000 (Exclusive)
- Conference Breakfast \$7,500 (3 Exclusives Available)
- Show Directory Bellyband \$7,500 (Exclusive)
- Miniature Conference Guide \$7,500 (Exclusive)
- Badge Holder Insert \$7,500 (Exclusive)
- Show Directory Bookmark \$7,500 (Exclusive)
- Registration Confirmation E-mail \$6,000 (Exclusive)
- Conference Notepads \$6,000 (Exclusive)
- Hotel Keys \$6,000 (Exclusive)
- Coffee Station in Exhibit Hall \$5,000 Exclusive
- Promo Distribution at Hotel Check-in \$5,000 (Exclusive)
- Promo Distribution at Event Registration \$5,000 (Exclusive)
- Pre-Registration Badge Packet Insert \$5,000 (Exclusive)
- Conference Breaks \$4,000 (3 Exclusives Available)
- Registration Banners \$3,500
- Hotel Room Drops \$2,500 (Exclusive Per Night)
- Attendee Bag Insert \$1,500

