



December 1, 2011

Dear Exhibitor,

The Northwest Flower & Garden Show presents its 243th annual production at the Washington State Convention Center in Seattle from February 8-12, 2012. Show hours are Wednesday through Saturday, 9:00 am–8:00 pm and Sunday, 9:00 am–6:00 pm. Exhibitor move-in is on February 6 and 7. Our Exhibitor Move-In Kit-Part 2, will be mailed in January, giving you specific move-in time for your booth location. Please adhere to your specific time and be patient during move-in.

Here are some important notes and changes to look for in the Exhibitor Kits:

- ~ We will have two separate Parts – This is **Part 1**, general information for everyone. Part 2 Exhibitor Move-In Kit mailed in January, will contain wristbands, load-in pass, confirmation of booth number and storage number ordered and other information.
- ~ Special Booth Furnishings Packages through Triumph
- ~ ***NEW** Regulations – Flame-proofing regulations and form(s)
- ~ Parking rates – Discount parking tickets available pg 13
- ~ Schedule move-out for Monday (limited), February 13
- ~ NWFGS Help Desk on the Sky Bridge during move-in

In January expect to receive Part 2 of the Exhibitor Move-In Kit in the mail. It contains your wristbands, load-in pass, maps, oversized vehicle parking pass. Should your balance not be paid in full by this mailing you will **NOT** receive Part 2. Please contact me if you need to make arrangements. Do not misplace your envelope of wristbands or replacements will cost \$10.00 per wristband.

Important Checklist:

- Pay Past Due Balance in full by December 15, 2011- original due date Nov 15, 2011
- Send/fax signed contract back to Show Office by Dec 30, 2011. You will not appear in the Show Guide and be removed from website if not received by Dec 30th.
- Everyone must provide their UBI Number by January 10, 2012
- **REQUIRED.** If you need to flame retardant items hanging, suspended. Must send in a copy of the Flame Certificate by third party to Show Office
- Order storage if necessary and available

You may email me at Lindak@otshows.com or call 253-756-2121 X 17 for any questions. We look forward to seeing you in February!

A FEW VERY IMPORTANT NOTES

- *Thank you for participating. I look forward to meeting each one of you!*
- **NEW CHANGE Flame Retardant Rules.** You now need to provide a flame cert if you hang/suspend drape/fabric within your booth whether there is a source of ignition or not. **Required reading - new fire language!** Page 6-7
- **Special Booth Furnishings Packages – see Triumph’s information**
- **Remember to order** services from Triumph Expo & Events, Inc. by Monday, January 30, 2012 to receive their discounted prices.
- **Fork Lift Rates.** Triumph is offering a great savings to you – by the ½ hr or per hour. See Triumph’s information for fork lift service
- **Edlen Electric Rates.** Edlen’s discount pricing ends January 25, 2012
- **Opportunity to move-in on Sunday.** If you find you need extra move-in time, we may be able to accommodate. Page 9
- **Wristband Allocations.** We take your security seriously at our Shows and ask for your help by supplying wristbands exclusively to your staff working your exhibits space. Page 11-12
- **Storage Space.** Please see maps enclosed in the back of this Kit. Other information on Page 13
- **Large Item Move-Out.** We have implemented a policy where the Show will assist you and your customers in moving large purchased items to the customer’s vehicles. Page 16
- **Move-Out Procedures.** An organized way for exhibitors to move-out on Sunday evening or sign up to move-out on Monday morning (limited time slots). Page 17 – 19
- **Part 2 Exhibitor Move-In Kit.** NOT included here, will be mailed out to you later part of January



Northwest Flower & Garden Show, Exhibits Manager

EXHIBITOR TRAFFIC BUILDING OPPORTUNITY

FairRewards Program

The Flower Show will be installing interactive kiosks at the 2012 Show for the purpose of collecting data on attendees, encouraging voting for the display gardens, and driving foot traffic to exhibit booths. The objective of driving foot traffic is achieved by coupons that the kiosks emit which give the attendee a free item when they visit that exhibitor's booth. This free item should be unique or valuable enough to motivate the attendee but not so expensive so that exhibitors cannot get a return on their investment. Examples of giveaway items are a free bulb or packet of seeds. Experience has shown that "dollar-off" or "percent off" discount coupons are not effective in this situation.

The coupons will inform the recipient that if they go to Booth no. xxxx they can redeem the coupon for whatever the exhibitor has committed to give away.

The operator of the kiosks has some ability to control the number of coupons the kiosks emit each day. In order to participate, the minimum number of units an exhibitor must commit to is 1,000. An exhibitor can commit to as many as 10,000 units.

Other than the cost of the giveaway items, there is no fee this year for participating in this program.

If you are interested in applying to participate in this program, please contact Linda Knudsen by calling her at 253-756-2121 ext 17. Let Linda know what is the specific item and quantity you wish to commit to. The Show will select approximately 6 exhibitors to participate in this program.

Regardless of whether you choose to apply to participate in this program, thank you for being part of the Flower Show!

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Follow the show on our new Blog <http://www.mygardenblogs.com/NWblog/> and Twitter and “Like” us on Facebook!

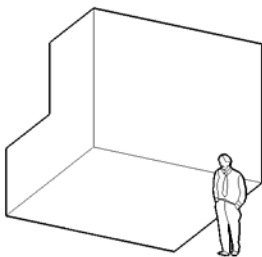
Section 1 – Creating Your Exhibit

Washington Convention Center is air conditioned, so dress accordingly.

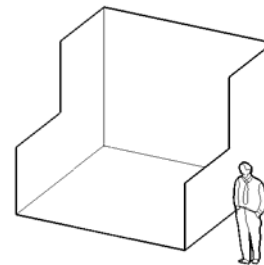
Exhibit Guidelines. In addition to your actual floor space, the Show provides a 8' 3" high pipe and drape back and 3-foot high side drapes. Triumph Expo & Events Inc will install a one-line exhibitor identification sign (7" x 44") with your company name on the back drape of your exhibit space (see page 5). Freeform spaces will not be provided with pipe and drape. Exhibitors are responsible for all other aspects of their exhibit space, including floor coverings, electricity, lighting, and decoration. Marketplace exhibits should reflect the ambiance of the overall Show— garden-related, fun and festive!

Your assigned exhibit space will be marked out with pipe and drape by Triumph Expo & Events Inc, the show decorator, according to the floor plan provided by Show management. Allow 4" leeway when installing hard wall displays. Even 4" can hurt if a vendor has a prefabricated booth display. Please help us avoid these unnecessary situations during move-in. **All merchandise and materials must be contained within the exhibit space throughout all Show days.**

Maximum height for the back drape and back 5' of the side drape is 8'3" for aisle and corner booths. Maximum height of the front 5' of the side drape is 4'. The front 5' of the booth side drape must be kept clear of product or display on both sides to allow for good sightlines down the aisle.



Corner Booth Sightlines



Aisle Booth Sightlines

Freeforms and tall wall exhibits have no height limitations. *Displays exceeding 8' 3" limit must be finished on reverse side, unless matched height of your neighbor.

Fire Safety Regulations. The Northwest Flower & Garden Show (NWFGS) must pass a fire safety inspection by the Seattle Fire Marshal in order to open its doors to the public. It is required that you send in your Certificate of Proof that the necessary items that are required to be flame retardant according to rule #1 below. Your cooperation is NECESSARY and appreciated.

ATTENTION: 2009 fire retardant rules still apply! Your fire retardant contact for 2012 will be **American Flamecoat Inc** located on 1143 NW 52nd Ave, Seattle, call **Kurt Berschauer at 206-789-9404** will prepare your decorating items to pass Seattle Fire Marshal requirements. Keep in mind that this is a 3 to 5 day process, order early! You only need this service if you are having electricity in your booth. The form for ordering this service is located at the end of your Exhibitor Kit, see form American Flamecoat. This service is referred in option 3 below.

We will **NOT** have an on-site fire retardant service this year during move-in. It is your responsibility to contact **American Flamecoat Inc**, or another certified WA fire retardant third party certifier to have your items treated properly.

FLAME PROOFING

You MUST now provide a Flame Certificate if you hang/suspend personal drapes/fabric, banners **within your booth or from the ceiling, whether there is a source of ignition (electricity) or not!** This includes signs, banners, plastic displays, hay, split bamboo, items such as carpeting, artificial turf hanging or suspended from walls or ceilings, **must be flame retardant and you must provide a Flame Certificate.**

Only wood materials less than ¼ inch thickness must be treated with a flame retardant coating. If you plan to build a roof system between 100 and 300 square feet you must install a smoke detector on the ceiling and have a fire extinguisher in your booth. Building a consecutive roof system over 300 square feet is prohibited without a sprinkler system installed. Items that require treatment with a flame-retardant product may be subject to a flame test prior to Show hours.

To facilitate verification that an item described above is flame retardant; the following options may be used:

1. A copy of the Certificate of Flame Resistance for the item may be left in the booth when the vendor does not occupy it. The Certificate of Flame Resistance must indicate the item meets the requirements of either **National Fire Protection Association 701 (NFPA 701) and/or the State of California Fire Marshal** in accordance with Section 807.2 or be noncombustible, approved standard for flame proofing (Note: **Certificates of Flame Resistance are valid for one (1) year** after which time they must be renewed. Unless the certificate shows expiration date stating otherwise or indicates the treatment can not be removed when laundered.)

2. A tag or label affixed to the item indicating it meets either the NFPA 701 and/or The State of California Fire Marshal in accordance with Section 807.2 or be noncombustible, approved standard for flame proofing.
3. Only certificates from a third party certifier or manufacturer of the product(s) are acceptable. **Treating the item(s) yourself shall no longer be acceptable.** **A copy of this certificate MUST be on file at the Northwest Flower & Garden Show office along with the Flameproofing Form by 1/23/12** (form at the end of Exhibitor Kit)

Painted back-drops/signage utilizing oil based or water based paints if provided with backing materials such backing material that is located **within in the booth area or suspended from the ceiling** must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant, or it must be removed. This includes materials used for outdoor ground coverings, such as beauty bark, shredded tires that is located **within the booth area** must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant, or must be removed.

The use of oilcloth, tarpaper, sisal paper, nylon, orlon and certain other synthetic materials that cannot be made flame resistant is strictly prohibited.

Items which are not accompanied by a valid Certificate of Flame Resistance will need to be removed. If the item(s) is unable to be removed from the show floor prior to the showing opening, the show doors may be held and/or the vendor/exhibitor's booth may be closed!

COMBUSTIBLE STORAGE

Combustible storage –repacking material, etc. is prohibited throughout the public assembly area. This includes areas in and behind individual booth spaces.

NOTE: Small amounts of brochures and other literature for distribution may be stored under tables fronting the booth space when approved by a representative of the Fire Marshal's Office.

For more information about flame-proofing and flame regulations visit:
www.cityofseattle.net/fire/FMO/specialevents/SEFlameproofinginfo.htm

Floor. The floor of the Convention Center is sealed concrete. Your exhibit should have some form of floor covering. You can provide your own carpet or rent it from Triumph Expo & Events Inc (see form in Triumph Expo & Events Inc kit). If you provide your own carpet, it is advisable to secure the front edge of the carpet to the concrete floor using a double back tape. The Show will have this double back tape available at the NWFGS Help Desk located on the sky bridge between the North & South Halls during move-in. The roll of double back tape will be checked out to you, after using please promptly return to the Help Desk. If not returned by 9 pm the day

the roll was checked out, you will be charged for the replacement cost of \$12.00 for a full roll. **Please do not use the wrong tape.** You will be charged if you use tape that cannot be removed. The double back tape must be used so that it can easily be removed after the Show.

Special Note for Exhibitors on the Black Carpet Area of the 4th Floor. Exhibitors on the 4th floor at the Black Carpet Area are responsible for any damage to the carpet in their exhibit area; each carpet square will be charged at a cost of **\$90** to exhibitors if damaged. If an exhibit contains material that could soil or spot the carpet be sure to put non-permeable visqueen under the item to protect the carpet.

Carpet, Lighting, Electricity, Phone & other. The following items may be ordered from Triumph Expo & Events Inc, Edlen Electrical and CCPI in advance.
(Order forms are enclosed in the back of this packet; please note deadlines.)

Order from Triumph Expo & Events Inc.

- Furniture
- Carpet
- Forklift Service
- Advance Warehouse & Show Site Freight Shipments
- Exhibit Space Cleaning
- Labor / Material Handling; Installation & Dismantling

Order from CCPI

- Phone Service
- Internet Service

Order from Edlen Electrical

- Electrical Service

Some exhibitors may feel that the light level in the Convention Center is not adequate for their exhibit. Any such exhibitors can design supplemental lighting into their exhibit and order the appropriate electrical needs from Triumph Expo & Events Inc / Edlen. Please see the Triumph Expo & Events Inc / Edlen Electrical forms included in the Triumph Expo & Events Inc service kit.

Special note to exhibits near the Show Garden Displays. Due to the theatrical lighting focused on these displays your area will be darker than most sections of the Marketplace. You are advised and encouraged to order additional lighting for your displays.

Signage. Triumph Expo & Events Inc will provide a cardboard sign with your company name that will hang on the pipe and drape wall at the back of your exhibit. You may hang your own company signage if that works better within your display concept. **Professional printed signs only, hand-written signs are NOT permitted for your company name or anywhere in your booth.** You should display your booth number for the benefit of attendees looking for a specific booth.

Headsets and Microphones. Headsets and hand-held microphones are **NOT** permitted in any exhibit area. No exceptions, please.

Noise. Exhibitors shall not permit continuous sound in any form emitting from his/her booth in any manner which will disrupt the show or interfere with neighboring exhibitors. Exhibitor agrees to comply with requests by show management to correct the volume of sound if advised.

Triumph Expo & Events Inc. During move-in, during the Show and move-out, Triumph Expo & Events Inc will have a Service Center located in the North Hall for all exhibiting needs such as tables, chairs, lights, shelving, furniture, and carpets. Items not ordered in advance of the Show will be subject to additional charges. **For the best prices be sure to order everything you need online, by phone or fax by Tuesday, January 31, 2012.**

Section 2 – Move-In Day and Exhibit Set-up

Move-In Schedule. Exhibitors will move in on Monday, February 6 and Tuesday, February 7. Each exhibitor will be assigned a specific time and day that you will receive on the **Cover Sheet of Part 2 (mailed January) of the Exhibitor Move-In Kit.** This is the time you should arrive at the Convention Center. Please note there are no children under age 16 permitted on-site during move-in.

Move-In Pass. In Part 2 Exhibitor Move-In Kit coming to you in January will have a colored Move-In Pass for your vehicle with your specific move-in day, move-in time, sign name printed on it, please add your cell phone number in the space provided. If you still have a past due balance at the time of our mailing of our **Exhibitor Move-In Kit**, we will hold your wristbands at the Show Office; pick them up when you come to pay your exhibit booth fees in full. **The Move-In Pass will be required for entry at the loading dock and hand-carried freight elevators.** If you need more than one move-in pass, contact me for extras. Remember we have over 300 exhibitors and 25 display gardens to move-in in three short days. You may be turned away from the loading dock if you arrive prior to your appointed move-in time. Help us make the move-in process as smooth as possible – please adhere to your scheduled move-in time! We spend a lot of time and effort planning our move-in schedule to make the process efficient for everyone so please stick to your appointed time. Your patience and cooperation is appreciated!

If you are a local vendor or someone who needs extra time for move-in contact me for a possible move-in time on Sunday, February 5. Make arrangements early to receive the correct Move-In Pass.

Loading Dock Arrangements. If your vehicle is **6 ft. 5 in.** or taller you must use the loading dock off of Hubbell Place. The loading dock is for off-loading and loading **ONLY**. You will be required to leave your keys in your vehicle while off-loading **and have your colored move-in pass clearly displayed on the dashboard with the following information; Sign name, booth number and cell**

phone number. There will be staff on the loading dock enforcing these rules. As soon as you have off-loaded you must move your vehicle from the loading dock area. Only after parking the vehicle elsewhere will the driver be permitted to begin setting up the exhibit.

Use of Hand-Carried Freight Elevators. If your vehicle is small enough to park in the Convention Center Garage, please transport your materials through the garage to a hand-carried freight elevator. There are two hand-carried freight elevators, one in the Convention Center's parking garage at the 8th Avenue entrance off of Pike Street (accessing all South Halls 4 A, B, and C) and the other on the west side of 9th Avenue, just north of Pike Street (accessing North Halls 4 E and F). See maps enclosed in the back of this Kit.

During move-in and move-out, when the hand-carried freight elevator is operating, exhibitors can park for up to one hour free. Have your parking ticket validated at the freight elevator entrance, garage level. There is no discount for vehicles exiting after one hour. If your vehicle is parked longer than one hour the regular parking rates apply.

Please note that move-in via hand-carried freight elevator is always faster than via a loading dock, due to congestion at the loading docks. Only vehicles 6'5" or shorter can enter either of the Convention Center's garage and thus gain access to a hand-carried freight elevator. Please measure the height of your vehicle (empty of freight) before coming to the Convention Center.

From the Convention Center's garages you enter the hand-carried freight elevator areas through a doorway that is **6 ft. wide by 6 ft. 2 in. high**. Therefore, whatever you transport on the elevator cannot exceed those dimensions. **You are encouraged to bring a hand truck or dolly to facilitate your move-in and move-out.**

There are a limited number of flatbed handcarts available near the hand-carried freight elevator entrances during move-in and move-out. Many exhibitors will be in need of these flatbed handcarts so please limit to using only two and please return them to the hand-carried freight elevator entrances immediately when you are finished using them. Sharing is good for ALL!

Unloading and Transporting Materials to Exhibit Space. Freight can enter and leave only by way of the hand-carried freight elevators and loading docks. Security personnel will not permit freight transport through the lobby. There will be an attendant stationed in the 4th floor lobby beginning at 8:00 am during move-in days and on show days.

Exhibit Set-up Deadline. All exhibits must be staffed and ready for the public by Wednesday morning at 9 am Exhibitors located in the South Hall on the Black Carpet Area right side of gardens are required to be "Show Ready" by 4 pm on Tuesday, February 7th night prior to the Opening Night Party at 5:00 pm. Please no loud noise after 4pm. Thank you.

Hand-Carried Freight Elevator Schedule.

<u>Move-In</u>	<u>From</u>	<u>To</u>
Monday, February 6	8:00 am	9:30 pm
Tuesday, February 7	8:00 am	9:30 pm
<u>Move-Out</u>	<u>From</u>	<u>To</u>
Sunday, February 12	6:01 pm	11:30 pm
Monday, February 13		
South Hall	7:00 am	Noon
North Hall	NOT OPERATING	
<u>*Show Days</u>	<u>From</u>	<u>To</u>
Wednesday through Sunday		
South Hall	8:00 am	9 am
North Hall	NOT OPERATING	
*No Convention Center flatbed handcarts will be available on Show Days.		

Wristbands. Wristbands are required and must be worn for all exhibitor admission to the Convention Center during all hours of the Show. There are no exceptions to this policy. You may wear personal badges to identify your company but these are not a substitute for the wristband needed for Show entrance. Please note each day's wristband is a different color and has the day of the week printed on it. You will not be admitted without a wristband on your wrist. It is not sufficient to show an unattached wristband; it must be properly attached to your wrist or you **WILL NOT** be admitted into the Show.

<u>Day</u>	<u>Wristband Color</u>
Wednesday	Neon Lime Solid
Thursday	Neon Blue Stripes
Friday	Neon Red Solid
Saturday	Neon Orange Stars
Sunday	Neon Yellow Solid

Wristband distribution is your responsibility. Arrangements must be made in advance for distributing wristbands to those staffing the exhibit booth. They cannot be held at Will Call. Wristbands are for exhibitor staff **ONLY** and are not transferable. Friends and family who are not working the booth must purchase a ticket to enter the Show. Additional tickets can be purchased for \$15.00 (Group rate) per ticket by contacting, **our Show Office 253-756-2121** prior to February 1st. Please make sure your staff understands the policy for admittance to the Show. Please return any unused wristbands to the Will Call booth. Any exhibitor violating the Show's wristband policy will have your allotted 2012 wristbands confiscated and you will need to purchase tickets for entry for the remaining 2012 show days.

Wristband Allocation. Wristbands are allocated based on the size of your exhibit space. Wristbands and work pass decals are included in **Part 2 Exhibitor Move-In Kit** (mailed January) or will be sent to you with your move-in pass once your exhibit booth fees are **paid in full**. It is the sole responsibility of each exhibitor to secure and distribute the wristbands and work passes to your staff. Contact us if you are traveling and can't receive wristbands at your mailing address by January 10, 2012.

Commercial exhibitors receive the following allocation:

100 square foot exhibit	3 wristbands per day
200 square foot exhibit	5 wristbands per day
300 square foot exhibit	6 wristbands per day

If commercial exhibitors need more wristbands, please contact Linda Knudsen, Exhibits Manager. You must provide the name and shift of the person using the extra wristbands. The maximum number of extra wristbands granted will be:

- 1 extra wristband for 100 sq ft space
- 2 extra wristbands for 200 or more sq ft space

Educational exhibitors receive the following allocation: 8 wristbands per day

The number of wristbands for Non-profit and educational is based on two people in a 100 sq ft booth, working four three hour shifts per day. Non-profit and educational organizations that choose to offer less than three hour shifts, a limit of two extra wristbands per day per 100 sq ft can be purchased for \$10.00 each.

Work Pass Decals must be worn by all your staff during move-in and move-out. Security into the Convention Center during move-in, move-out and wristbands during Show days will be strictly enforced. A worker without a decal will be turned away. These decals will be included in **Part 2 Exhibitor Move-In Kit** (mailed January) or sent with your wristbands once your exhibit booth fees are **paid in full**.

Freight Handling and Forklift Services. Triumph Expo & Events Inc, the Show's official decorator, will be providing all freight handling and forklift services, this includes pallet-jacks. Please see the advance order forms included in the Triumph Expo & Events Inc. portion of the kit if you need these services.

If you have any freight, forklift or pallet-jack questions, please contact Triumph Expo & Events Inc at 206-696-7192 or email dede.abood@triumphexpo.com

Restocking. Your inventory may be restocked each morning during the Show prior to opening by using the loading dock or **South Hand-carried freight elevator**. You may restock between 8 am and 9 am. The loading dock and freight elevator will be closed at all other times. The Convention Center will **not** have flatbed handcarts available for restocking so please bring your own. Hand trucks and dollies are not permitted on the Show floor during Show hours to avoid the risk of injuring attendees. Restocking during actual Show hours from storage areas is only permitted by hand-carrying the goods.

Storage.

Storage Procedures for 2012:

- Storage areas will be accessible during the Show and restocking hours.
- Reserved storage spaces are guaranteed, labeled and taped off for each exhibitor who pre-purchased storage space.
- Storage is at your own risk. The Show is not responsible for lost, stolen or broken items.
- Exhibitors cannot store items outside their assigned space.
- The cost for reserved storage space now is \$2.50 per square foot.
- The minimum is one space, and multiple spaces may be ordered.
- Spaces are 6 X 4 (24 sq. ft.). There are also a very limited number of 4 x 4 (16 sq ft) spaces available. Located in the North Hall inside storage, sizes are 6 X 4 (24 sq ft). Please call to find out storage availability or for more details. Storage D, E and F are sold out. Storage A & C still a few spaces available.

Your storage assignment will appear on the Cover Sheet of Part 2 (mailed January) of the Exhibitor Move-In Kit if you have already ordered and paid for storage space.

Convention Center Garage Parking. The Convention Center parking garage is open from 5:30 am to midnight every day. The capacity of the garage is limited. The ceiling height is only 6 ft. 5 in.

Wednesday, Thursday and Friday only: The Convention Center Parking Garage is offering a special price of \$14.00 to exhibitors who arrive before 9:00 am and stay for 8+ hours. Email your name, company, booth number and how many vehicles to LindaK@otshows.com by January 25th letting me know that you plan to park for more than 8 hours. During move-in, stop by the Exhibitor Help Desk, Monday or Tuesday to sign and pick up your parking coupons. This is the only time you will be able to receive your coupons, limited quantities available. At the end of the day take the parking ticket, the discount parking coupon to the ticket Kiosks located on level 3 and follow payment process. (Insert parking ticket then discount coupon and pay \$14.00.) This is ONLY for vendors parking at the Convention Center Parking Garage on Wednesday, Thursday and Friday. This rate does not include in/out privileges and does not guarantee a parking spot in the Convention Parking Garage.

Freeway Park garage will be \$10.00 pre-pay on Saturday or Sunday. We urge you to use this facility to allow more parking spaces for attendees to using the Convention Parking Garage.

If you are **not** planning to stay more than 8+ hours the following rates (subject to change) for the Convention Center garage will apply. *Please note new way to pay for parking.

These prices are effective as of January 1, 2011 at WSCTC Parking Garage

0 – 1 hour	\$5.00	8 – 10 hours	\$17.00
1 – 2 hours	\$7.00	10 – 12 hours	\$18.00
2 – 3 hours	\$10.00	12 – 14 hours	\$20.00
3 – 4 hours	\$12.00	14 – Closing	\$26.00
4 – 5 hours	\$14.00	Evenings (in after 5:00 pm)	\$6.00
5 – 6 hours	\$15.00	Overnight	\$26.00
6 – 8 hours	\$16.00	Lost Ticket	\$26.00

These rates do not include in/out privileges and are subject to change.

***PAY before going to your vehicle. Exiting the Parking Garage**

Upon returning to your vehicle to exit the garage, payment can be made at one of the three pay-on-foot stations or central cashier conveniently located on the 3rd floor of Convention Center parking entrance. An additional, pay-on-foot station is located just inside the garage on 8th Avenue entrance/exit in Aisle A, by the crosswalk.

Three Easy Steps

1. **Take a parking ticket** as you enter the garage. Keep this ticket with you after you leave your vehicle.
2. Before returning to your vehicle, **insert your ticket in one of the pay-on-foot stations** or take to the central cashier located at the Convention Center (3rd floor) and garage entrance. You can use cash or major credit cards to pay the parking fee. Upon payment, the pay-on-foot stations or cashier will validate your ticket and return it to you.
3. **Insert your validated ticket in the machine at the exit gate** as you leave the garage. With the arrow and number side of ticket face up pointing towards exit verifier machine. The gate will open. If additional assistance is needed please press the intercom button.

During move-in and move-out, when the hand-carried freight elevator is operating, exhibitors can park for up to one hour free. Have your parking ticket validated at the freight elevator entrance, garage level. There is no discount for vehicles exiting after one hour. If your vehicle is parked longer than one hour the regular parking rates apply.

The Freeway Park Garage is an additional Convention Center parking facility. Vehicle entrance is on Hubbell Place between Pike Street and Seneca Street with a convenient walk-through into the Convention Center. The hours of the Freeway Park Garage are Wednesday through Sunday, 5:30 am to 10:00 pm and Saturday-Sunday, 7 am to 10 pm. Saturday or Sunday ONLY you may pre-pay \$10.00 for all day parking. Attendant leaves around 7:00 pm but gate will be open for pre-paid cars to exit.

Freeway Park Garage Rates:

0 – 1 hour	\$4.00	8 – 10 hours	\$16.00
1 – 2 hours	\$6.00	10 – 12 hours	\$17.00
2 – 3 hours	\$9.00	12 – 14 hours	\$19.00
3 – 4 hours	\$11.00	14 – Closing	\$25.00
4 – 5 hours	\$13.00	Evenings	(8:00pm) No Evenings
5 – 6 hours	\$14.00	Overnight	\$25.00
6 – 8 hours	\$15.00	Lost Ticket	\$25.00

Other Parking. There are other parking garages and lots near the Convention Center. During peak Show hours and on weekdays when downtown workers use parking facilities, parking is difficult to find. You are encouraged to use alternate garages and lots.

Oversized Parking. TBD - We are currently negotiating to have a lot for your trucks, vans and trailers off site in a secure parking lot. More information will be sent to you when a settlement has been reached. Please email Linda if you plan to use oversized parking for a reservation.

Section 3 – Show Time!

Staffing and Show Hours. Exhibits must be staffed during all Show hours. Show hours are Wednesday through Saturday 9 am to 8 pm and Sunday 9 am to 6 pm. Exhibitors are expected to have booths open and staffed **by 8:50 am** each morning. A minimum staffing level of two people per 100 square feet is recommended. Exhibitors are not permitted to vacate their spaces until the Show closes each evening. In case of an emergency and you have to leave your booth, please find a Show staff member who then can make contact with the on-site Show Office management regarding the vacancy of your booth.

Exhibitor Awards. Ten awards of merit will be presented to exhibitors during the Show for outstanding exhibit display. The award categories are for Outstanding Visual Presentation (4), Outstanding Marketing Display (4) and Exhibitor Best in Show Sweepstakes (1). There will also be one award for Outstanding Plant Market and Educational Display.

Food Service. During hours the Show is open to the public, the Convention Center operates six food service areas. A Café in the back area of the North Hall adjacent to the Children's area with picnic food; a Deli (far right side) North Hall right wall just before entrance down to the seminar rooms; a smaller Café (middle back side) in the North Hall Marketplace; a coffee bar on the Sky Bridge; a Deli in the South Hall (right side); on the garden floor a gourmet Deli with seating just inside the Show . There will be no food and beverage service offered in the Exhibit Halls during move-in and move-out, but a variety of food vendors can be found in the building's retail levels 1 and 4.

Package Check. The Show operates two complimentary package checks; Red Package Check on the Sky Bridge between the North and South Halls, Blue Package Check is located behind the exhibitors on the black carpet area by the exit. Attendees can take their purchases to these two Package Checks, making it easier for them to continue visiting and making their purchases in the Marketplace and Plant Market. You are encouraged to let your customers know about this service.

Large Item Load-Out

If you have a large item to move out, direct the customer to *Red Package Check* on the Sky Bridge. There they will add their name to a wait list sheet and be served in order.

- Load out assistance is a limited service with limited hours and limited personnel resources; please use sparingly and with patience. Schedule *:
 - **Wed-Thu-Fri-Sat: 1:00 p.m. to 7:00 p.m.**
 - **Sunday: 12 Noon to 5:00 p.m.**
- * If moving staff determines that an item is excessively large, it may have to be moved after peak attendance hours (*after 5:00 p.m. Wed – Sat or Sunday after 3:00 p.m.*)
- Our moving staff will work with you and your customer to help move the item from your booth or Red Package Check to the customer's vehicle parked in the agreed upon location.
- Our moving staff will direct customers to park at the Loading Dock, Convention Center parking or the street curb just outside the Convention Center entrance.
- ***Important Note:*** Those customers directed to the Loading Dock **must show the original purchase receipt** to the Dock Master to be allowed up the ramp. *The Loading Dock is a secured area and must remain so.* Customers must wait in their vehicle until directed by Dock Master or Moving Staff to exit their vehicle, and must follow all directions of the Dock Master.

The Northwest Flower & Garden Show will assume no responsibility for damage or loss once the item leaves your booth. You and the customer enter into this agreement at your own risk. Moving staff has the right to refuse moving any item they deem to be too large or heavy to safely move. In such a case, exhibitor and customer must make arrangements for delivery of item.

Photography. The Show encourages attendees to record their Show experience through casual amateur photography. The Show hires a professional photographer, Michael Walmsley, to document the Show Gardens and representative exhibitors. If you wish to have your exhibit professionally photographed you can contact Michael Walmsley at 425.453.1974.

Hotels The official Exhibitor hotel:

Sheraton Hotel & Towers has offered a special rate to exhibitors:

- \$102.00 per night with 25% off valet parking, \$31.per night (\$41. Normal cost) (cannot accommodate oversized vehicles).
- 15% off at Daily Grill & Lobby Lounge – entire day
- Free internet service in room
- To reserve your room at the Sheraton Hotel & Towers you must call and let the Group Travel Associates Inc know that you are an exhibitor if you choose to stay at the **Sheraton Hotel**. You will not receive the special rate or other perks for the Sheraton Hotel if you personally book on-line.

On our website there are other hotels listings to choose from, most are within walking distance to the Flower Show at the Convention Center. To book your room at the Sheraton Hotel and receive the \$102 price call 1-800-821-0339; for any of the listed hotels you MUST click on the phrase **CLICK HERE TO MAKE YOUR RESERVATION** located just above the pictures of each hotel. The reservation page will open up for the hotel you have selected. Please use www.gtameetings.com or www.gardenshow.com/visitor-info/hotels/ then following the link to get rates or call (800) 821-0339 outside California or (805) 496-1251 within California. It is advised to make reservations as soon as possible.

Section 4 - Move-Out

Move-out Instructions. This policy will be strictly enforced. Exhibitors may not dismantle or remove exhibit materials before 6 pm on Sunday when the Show closes. Any exhibitor violating this rule **will lose seniority** for booth placement for your next exhibiting year. Absolutely no freight (except small, hand-carried boxes) will be allowed to exit through the front lobby doors into the Galleria. All exhibit materials must be removed via the loading dock, or hand-carried freight elevators to the parking garage. No Convention Center flatbed handcarts will be available until after the Show closes at 6 pm. Please be courteous by only taking no more than one flatbed handcarts per exhibit space.

ATTENTION! REGULATION IN EFFECT FOR 2011:

The Show adheres to a “pack it in, pack it out” philosophy. Any trash left in exhibit spaces will be charged to you at a \$50 per hour rate to dispose of it with an hour minimum charge. A bill will be sent to you along with a photo of your exhibit or storage space left with garbage. And please don’t leave your garbage in your neighbor’s space or storage area, take it with you.

Booth move-out hours are:	<u>From</u>	<u>To</u>
Sunday, February 12 th	6:01 pm	11:00 pm
*Monday, February 13 th - Make appointment early or at NWFGS Exhibitor Help Desk during move-in for available openings.	7:00 am	Noon

At 6:01 PM, Sunday February 12 all exhibitors should follow these procedures:

- Dismantle and pack up your exhibit completely.
- Dispose of your garbage or TAKE IT WITH YOU!
- Obtain a MOVE-OUT PASS from Show staff who will be in each hall beginning at 6:00 pm.
- Take your Move-Out Pass to the Dock Master (wearing a bright red jacket) notifying the Dock Master that you are ready to bring your vehicle to the loading dock. At this time the Dock Master will issue you a loading dock pass.
- Go retrieve your vehicle, taking your loading dock pass with you, and bring it to the ramp leading to the loading dock or the parking garage to the hand-carried freight elevator you will be using. **NOTE:** Only vehicles with the loading dock pass will be allowed into the loading areas.
- Communicate with your co-worker (if applicable) who is staying with your product that you are about to enter the loading dock area at which time she/he can begin to carry your materials to the loading dock.
- If moving out alone, park your vehicle at the loading dock or hand-carried freight elevator parking garage quickly load your vehicle and depart.
- Exhibitors **will not** be allowed to park cars on Hubbell Street near the bottom of the ramp prior to **6:00 pm**. when move-out begins.
- Because of the limited space available in the Loading Zone, vehicles cannot be parked while move-out is in progress.

ATTENTION! MONDAY MOVE-OUT REQUIRES EARLY SCHEDULING:

▪ Should you feel or know you cannot complete your entire move-out on Sunday, February 12 by 11:00 pm please make an appointment for a scheduled move-out time by calling or emailing Linda, Exhibits Manager before February 1st or stop by at the NWFGS Exhibitor Help Desk during move-in or during Show days or with our receptionist in the Show Office to schedule and receive a Monday MOVE-OUT PASS. Book early!! Time slots are limited to 12 per hour and begin at 7:00 am with the last scheduled time at 11:00 am on Monday, February 13th. You will not be permitted up the loading dock without a pass for Monday, February 13th.

Section 5 – For Your Information

Important Names and Phone Numbers:

Northwest Flower & Garden Show
2302 Union Ave S Bldg A Suite 4
Tacoma, Washington 98405
Phone: 253-756-2121
Fax: 253-756-6898

Jeff Swenson
Show Manager
253-756-2121
JeffS@otshows.com

Cyle Eldred
Garden / Feature Manager
253-756-2121
CyleE@otshows.com

Linda Knudsen
Exhibits Manager
253-756-2121 x 17
LindaK@otshows.com

Gina Lanza-Peterson
Ticket Coordinator
253-318-6314

Opening Night Party
Ticket information:
The Arboretum Foundation
206-325-4510 (see enclosure)

Triumph Expo & Events Inc.
Decorating / Freight
12614 Interurban Avenue
Seattle, Washington 98168
Contact: Dede Abood ext 7192
Phone: 206.696.7192
Fax: 206.431.2643
E-mail: dede.abood@triumphexpo.com
www.triumphexpo.com

Edlen Electrical Exhibition Services
5931 4th Avenue South
Seattle, WA 98108
Phone: 206-781-2411
Fax: 206-781-2270
E-mail: seattle@edlen.com

C.C.P.I.
Phone Service
800 Convention Place
Seattle, Washington 98101
Phone: 206-505-5490
Fax: 206-505-5498
On-Line: ccpi.net/wsctc

Photographer
Michael Walmsley
425-453-1974
www.michaelwalmsleyphotography.com
dstudio1@nwlink.com

Opening Night Party. On Tuesday evening, February 7, (before the Show opens) The Arboretum Foundation sponsors a fundraising party to benefit Seattle's 230-acre Washington Park Arboretum. **Exhibits are not open during the Opening Night Party.** All exhibit spaces open at 9:00 am Wednesday morning when the Show officially opens. Should you wish to attend the Opening Night Party, tickets are available by contacting the Arboretum Foundation at 206-325-4510 or visit www.arboretumfoundation.org Tickets start at \$65.00. See Opening Night Party 2011 letter at the end of this Exhibitor Kit.

Sales Tax Information. All retail sales at the Show must include State sales tax, which each exhibitor must remit to the State of Washington. Sales tax can change at any time. As of December 2008 Washington Sales tax in King County is 9.5%. A chart is included in this packet to assist you in your calculations. If the sales tax rate does change, you are responsible for collecting and reporting the current % to the State. The State of Washington is a self-reporting tax state; therefore each exhibitor is responsible for remitting the sales tax to the State. The State of Washington enforces compliance with its sales tax requirements.

The Washington State Department of Revenue requires a UBI (WA State Tax ID) number for every Exhibitor who participates in the Northwest Flower & Garden Show. **You will not be allowed to move into your booth without supplying us with a UBI number. NO EXCEPTIONS.** This must be supplied by **January 10, 2012** in order to participate. Call 1-800-647-7706 to obtain a temporary UBI at no cost.

If you have any questions about this procedure visit:
<http://www.dor.wa.gov/content/taxes/>

Follow the show on our new Blog <http://www.mygardenblogs.com/NWblog/> and Twitter and "Like" us on Facebook!

On behalf of the entire Northwest Flower & Garden Show staff, my sincere thanks for your support and participation! It has been my pleasure to be your Exhibits Manager. Look forward to meeting you all in February 2012!

Linda Knudsen

CHANGES TO FLAMEPROOFING FORM

YOU MAY NEED A CERTIFICATE of FLAME RESISTANCE

A COPY OF YOUR CERTIFICATE of FLAME RESISTANCE AND THIS FORM MUST BE ON FILE WITH THE NORTHWEST FLOWER & GARDEN SHOW NO LATER THAN JANUARY 20, 2012 IN ORDER TO PARTICIPATE IN THE SHOW FEBRUARY 8-12, 2011.

EXHIBITOR NAME: _____

BOOTH NUMBER(S): _____

The Northwest Flower & Garden Show must pass a fire safety inspection by the Seattle Fire Marshal in order to open its doors to the public. Strict rules are enforced regarding display materials, NOT PRODUCT in exhibit spaces. **The Fire Marshal can delay the opening of our Show if ALL EXHIBITORS are not in compliance with these rules.**

NEW STRICT Fire Safety Regulations. You now need to provide a flame cert if you hang/suspend drape/fabric within your booth whether there is a source of ignition (electricity) or not. The following is exactly what the code states: **“curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall meet the flame propagation performance criteria of NFPA 701 in accordance with Section 807.2 or be noncombustible.”** As you can see the code cite doesn't say anything about ignition sources they just have to be hanging. However, products for sale and product samples do not need to be flame retardant. Please put a discreet price tag on items that are for sale.

You must submit a flame retardant certificate for any hanging/suspended drapes/fabric, signs, banners, plastic display, hay, and/or split bamboo must be **flame retardant**. Any carpeting or astro turf used in the vertical position must also be flame retardant. Wood materials less than ¼ inch thickness must be treated with a flame retardant coating. If you plan to build a roof system between 100 and 300 sq. feet you must install a smoke detector on the ceiling and have a fire extinguisher in your booth. Building a consecutive roof system over 300 sq. ft is prohibited without a sprinkler system installed.

A copy of the **Certificate of Flame Resistance** for the item may be left in the booth when the vendor does not occupy it. The **Certificate of Flame Resistance** must indicate the item meets the requirements of either **National Fire Protection Association 701 (NFPA 701) and/or the State of California Fire Marshal in accordance with Section 807.2 or be noncombustible.** (Note: **Certificate of Flame Resistance are valid for one (1) year** after which time they must be renewed. Unless the certificate shows the expiration date stating otherwise or indicates the treatment can NOT be removed when laundered.)

- A tag or label affixed to the item indicating it meets either the **NFPA 701 in accordance with Section 807.2 or be noncombustible** and/or The State of California Fire Marshal approved standard for flame proofing.
- I have a certificate from a third party certifying my item(s) are flame certified. I understand that treating the item(s) myself shall **NO LONGER BE ACCEPTABLE. The MANADITORY copy of this Certificate has been sent along with this form to the Northwest Flower & Garden Show office by January 20, 2012.**
- I do not have any hanging materials in my booth that requires flame proofing. I am not using electricity or hanging drapes or fabric. If so check this option and the Fire Marshal will stop by your booth during move-in to make sure.
- I am renting all my decorations from TRIUMPH Expo & Events or have purchased my display items and they have flame retardant labels on them. If so check this option and the Fire Marshal will stop by your booth during move-in to make sure.

For specific questions go to: <http://www.cityofseattle.net/fire/FMO/SpecialEvents/SEFlameProofingInfo.htm>
Or call the Fire Marshal's Office-Special Event Section at 206-386-1450. If you get clearance directly from the Fire Marshal please send written notification with your Company name and booth number to the Northwest Flower & Garden Show.



Dear Trade Show Exhibitor,

Re: Fire Retardant Treatment and Certification of Soft goods

In order to facilitate your presentation in Seattle, we would like to provide updated information regarding decorative materials used on your booth. Due to revised fire safety standards, placed in effect January 1, 2009, trade show booth curtains, draperies, hangings, and other decorative materials suspended from walls, ceilings, and booth partitions must be flame retardant per Seattle Fire Department Regulations. The certifying documents must be present at the booth and available upon request by the inspector.

If you will be using these materials as part of your booth display and they are certified "fire retardant" by the manufacturer, you are ready to set up your booth. If not, however, you may find the following information helpful in streamlining your presentation at the upcoming show.

American Flamecoat is available to treat and certify your soft goods. You can ship your materials to us and have them returned via UPS prior to your presentation. Walk-in and pickup is also fine. Our office is open 9am – 5pm Monday through Friday. Please allow 3 to 5 days for processing. Attached is our "customer information and terms sheet". It should be completed, signed and sent/delivered with your goods prior to treatment. All orders are returned with a certificate of Flame Resistance. The certificate will identify the materials that were treated and the fire codes that the goods will pass. Certificates are original documents and should be kept at the booth as proof of compliance.

Pricing is as follows:

Treat and Certify at our Seattle location

Orders up to 240 Square Feet: \$135.00 Minimum Service Charge

Additional Square Foot cost: \$.5625/Sq. Ft.

* Prices exclude Washington State Sales Tax, and shipping and handling charges.

Payment is due upon receipt and prior to return shipping by check or credit card (MC / Visa). If you have any questions or concerns, we are available by phone at 206-789-9404.

Best Regards,

American Flamecoat, Inc.



Thank you for choosing American Flamecoat of the Pacific Northwest for you flame retardant application needs. In order to proceed with application and certification, we will need the following information:

1: CERTIFICATE INFORMATION:

Name to be listed on the Certificate

2: BILLING/SHIP TO INFORMATION:

Bill To: _____ Ship To: _____

3. CONTACT INFORMATION

Phone # _____ Cell # _____
Email _____

4. MATERIALS TO TREAT:

Fiber content of fabric or decorative material: (Please list quantity, dimensions, and fiber content. If not known, please indicate, "not known". Please use additional sheets, if needed.)

Quantity:	Dimensions:	Fiber Content:	Description:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. WARRANTY AND DISCLAIMER:

Deterioration of topical treatments can occur due to atmospheric conditions, cleaning of the surface and many other conditions beyond our control. No additional coatings should be applied to a treated surface as it can change the flame-spread ratings. Fire Retardants shall possess the desired degree of permanency and shall be maintained so as to retain the effectiveness of the treatment under the service conditions encountered in actual use. Periodic testing and inspection should be performed by a trained individual to insure flame-retardancy. Never allow flame retarded fabric to come in contact with any liquids. Dry cleaning of fabric is recommended, but flame-retardant may be removed by washing or dry cleaning.

American Flamecoat will need a small test sample of each fabric treated unless the item is fabricated. Safe-T-Guard is a water soluble fire retardant. During application the fabric will become damp. Some textiles which are water repellent or contain acrylic, nylon, taffeta fibers cannot be made fire retardant. Some textiles use non-colorfast dyes that can bleed, while others may spot, after drying, due to preexisting chemical treatments, existing F/R chemical, or the inherent nature of the textile. The owner of the goods will not hold American Flamecoat liable for changes to a fabrics appearance, feel, or function due to the application of F/R treatments. All orders must be pre-paid via check, Visa, or Master card prior to delivery. After the order is received by American Flamecoat in our office, we will require _____ to _____ working days to process the order. I am an authorized representative of _____

_____ and agree to the above Terms and Conditions.

Signature _____ Title _____ Date _____

9.5%

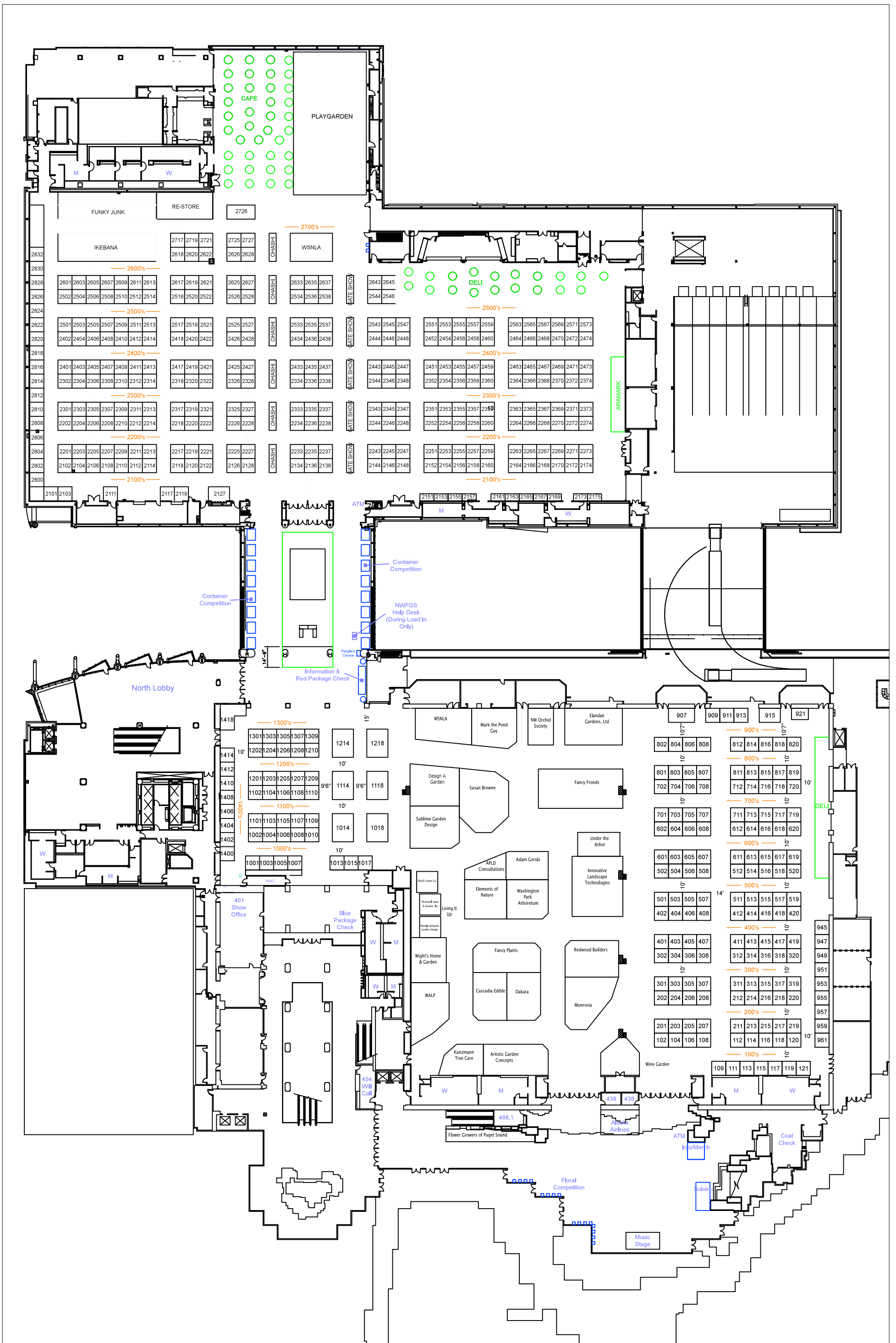
State of Washington
Retail Sales Tax Collection Schedule

Table with 12 columns (Sale, Tax, Sale, Tax, Sale, Tax, Sale, Tax, Sale, Tax, Sale, Tax) and 100 rows of numerical data representing tax collection schedules.

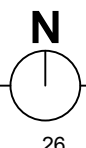
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State of Washington
Retail Sales Tax Collection Schedule

Sale	Tax	Sale	Tax	Sale	Tax	Sale	Tax	Sale	Tax	Sale	Tax
50.06 - 50.15	4.76	58.90 - 58.99	5.60	67.74 - 67.84	6.44	76.58 - 76.68	7.28	85.43 - 85.52	8.12	94.27 - 94.36	8.96
50.16 - 50.26	4.77	59.00 - 59.10	5.61	67.85 - 67.94	6.45	76.69 - 76.78	7.29	85.53 - 85.63	8.13	94.37 - 94.47	8.97
50.27 - 50.36	4.78	59.11 - 59.21	5.62	67.95 - 68.05	6.46	76.79 - 76.89	7.30	85.64 - 85.73	8.14	94.48 - 94.57	8.98
50.37 - 50.47	4.79	59.22 - 59.31	5.63	68.06 - 68.15	6.47	76.90 - 76.99	7.31	85.74 - 85.84	8.15	94.58 - 94.68	8.99
50.48 - 50.57	4.80	59.32 - 59.42	5.64	68.16 - 68.26	6.48	77.00 - 77.10	7.32	85.85 - 85.94	8.16	94.69 - 94.78	9.00
50.58 - 50.68	4.81	59.43 - 59.52	5.65	68.27 - 68.36	6.49	77.11 - 77.21	7.33	85.95 - 86.05	8.17	94.79 - 94.89	9.01
50.69 - 50.78	4.82	59.53 - 59.63	5.66	68.37 - 68.47	6.50	77.22 - 77.31	7.34	86.06 - 86.15	8.18	94.90 - 94.99	9.02
50.79 - 50.89	4.83	59.64 - 59.73	5.67	68.48 - 68.57	6.51	77.32 - 77.42	7.35	86.16 - 86.26	8.19	95.00 - 95.10	9.03
50.90 - 50.99	4.84	59.74 - 59.84	5.68	68.58 - 68.68	6.52	77.43 - 77.52	7.36	86.27 - 86.36	8.20	95.11 - 95.21	9.04
51.00 - 51.10	4.85	59.85 - 59.94	5.69	68.69 - 68.78	6.53	77.53 - 77.63	7.37	86.37 - 86.47	8.21	95.22 - 95.31	9.05
51.11 - 51.21	4.86	59.95 - 60.05	5.70	68.79 - 68.89	6.54	77.64 - 77.73	7.38	86.48 - 86.57	8.22	95.32 - 95.42	9.06
51.22 - 51.31	4.87	60.06 - 60.15	5.71	68.90 - 68.99	6.55	77.74 - 77.84	7.39	86.58 - 86.68	8.23	95.43 - 95.52	9.07
51.32 - 51.42	4.88	60.16 - 60.26	5.72	69.00 - 69.10	6.56	77.85 - 77.94	7.40	86.69 - 86.78	8.24	95.53 - 95.63	9.08
51.43 - 51.52	4.89	60.27 - 60.36	5.73	69.11 - 69.21	6.57	77.95 - 78.05	7.41	86.79 - 86.89	8.25	95.64 - 95.73	9.09
51.53 - 51.63	4.90	60.37 - 60.47	5.74	69.22 - 69.31	6.58	78.06 - 78.15	7.42	86.90 - 86.99	8.26	95.74 - 95.84	9.10
51.64 - 51.73	4.91	60.48 - 60.57	5.75	69.32 - 69.42	6.59	78.16 - 78.26	7.43	87.00 - 87.10	8.27	95.85 - 95.94	9.11
51.74 - 51.84	4.92	60.58 - 60.68	5.76	69.43 - 69.52	6.60	78.27 - 78.36	7.44	87.11 - 87.21	8.28	95.95 - 96.05	9.12
51.85 - 51.94	4.93	60.69 - 60.78	5.77	69.53 - 69.63	6.61	78.37 - 78.47	7.45	87.22 - 87.31	8.29	96.06 - 96.15	9.13
51.95 - 52.05	4.94	60.79 - 60.89	5.78	69.64 - 69.73	6.62	78.48 - 78.57	7.46	87.32 - 87.42	8.30	96.16 - 96.26	9.14
52.06 - 52.15	4.95	60.90 - 60.99	5.79	69.74 - 69.84	6.63	78.58 - 78.68	7.47	87.43 - 87.52	8.31	96.27 - 96.36	9.15
52.16 - 52.26	4.96	61.00 - 61.10	5.80	69.85 - 69.94	6.64	78.69 - 78.78	7.48	87.53 - 87.63	8.32	96.37 - 96.47	9.16
52.27 - 52.36	4.97	61.11 - 61.21	5.81	69.95 - 70.05	6.65	78.79 - 78.89	7.49	87.64 - 87.73	8.33	96.48 - 96.57	9.17
52.37 - 52.47	4.98	61.22 - 61.31	5.82	70.06 - 70.15	6.66	78.90 - 78.99	7.50	87.74 - 87.84	8.34	96.58 - 96.68	9.18
52.48 - 52.57	4.99	61.32 - 61.42	5.83	70.16 - 70.26	6.67	79.00 - 79.10	7.51	87.85 - 87.94	8.35	96.69 - 96.78	9.19
52.58 - 52.68	5.00	61.43 - 61.52	5.84	70.27 - 70.36	6.68	79.11 - 79.21	7.52	87.95 - 88.05	8.36	96.79 - 96.89	9.20
52.69 - 52.78	5.01	61.53 - 61.63	5.85	70.37 - 70.47	6.69	79.22 - 79.31	7.53	88.06 - 88.15	8.37	96.90 - 96.99	9.21
52.79 - 52.89	5.02	61.64 - 61.73	5.86	70.48 - 70.57	6.70	79.32 - 79.42	7.54	88.16 - 88.26	8.38	97.00 - 97.10	9.22
52.90 - 52.99	5.03	61.74 - 61.84	5.87	70.58 - 70.68	6.71	79.43 - 79.52	7.55	88.27 - 88.36	8.39	97.11 - 97.21	9.23
53.00 - 53.10	5.04	61.85 - 61.94	5.88	70.69 - 70.78	6.72	79.53 - 79.63	7.56	88.37 - 88.47	8.40	97.22 - 97.31	9.24
53.11 - 53.21	5.05	61.95 - 62.05	5.89	70.79 - 70.89	6.73	79.64 - 79.73	7.57	88.48 - 88.57	8.41	97.32 - 97.42	9.25
53.22 - 53.31	5.06	62.06 - 62.15	5.90	70.90 - 70.99	6.74	79.74 - 79.84	7.58	88.58 - 88.68	8.42	97.43 - 97.52	9.26
53.32 - 53.42	5.07	62.16 - 62.26	5.91	71.00 - 71.10	6.75	79.85 - 79.94	7.59	88.69 - 88.78	8.43	97.53 - 97.63	9.27
53.43 - 53.52	5.08	62.27 - 62.36	5.92	71.11 - 71.21	6.76	79.95 - 80.05	7.60	88.79 - 88.89	8.44	97.64 - 97.73	9.28
53.53 - 53.63	5.09	62.37 - 62.47	5.93	71.22 - 71.31	6.77	80.06 - 80.15	7.61	88.90 - 88.99	8.45	97.74 - 97.84	9.29
53.64 - 53.73	5.10	62.48 - 62.57	5.94	71.32 - 71.42	6.78	80.16 - 80.26	7.62	89.00 - 89.10	8.46	97.85 - 97.94	9.30
53.74 - 53.84	5.11	62.58 - 62.68	5.95	71.43 - 71.52	6.79	80.27 - 80.36	7.63	89.11 - 89.21	8.47	97.95 - 98.05	9.31
53.85 - 53.94	5.12	62.69 - 62.78	5.96	71.53 - 71.63	6.80	80.37 - 80.47	7.64	89.22 - 89.31	8.48	98.06 - 98.15	9.32
53.95 - 54.05	5.13	62.79 - 62.89	5.97	71.64 - 71.73	6.81	80.48 - 80.57	7.65	89.32 - 89.42	8.49	98.16 - 98.26	9.33
54.06 - 54.15	5.14	62.90 - 62.99	5.98	71.74 - 71.84	6.82	80.58 - 80.68	7.66	89.43 - 89.52	8.50	98.27 - 98.36	9.34
54.16 - 54.26	5.15	63.00 - 63.10	5.99	71.85 - 71.94	6.83	80.69 - 80.78	7.67	89.53 - 89.63	8.51	98.37 - 98.47	9.35
54.27 - 54.36	5.16	63.11 - 63.21	6.00	71.95 - 72.05	6.84	80.79 - 80.89	7.68	89.64 - 89.73	8.52	98.48 - 98.57	9.36
54.37 - 54.47	5.17	63.22 - 63.31	6.01	72.06 - 72.15	6.85	80.90 - 80.99	7.69	89.74 - 89.84	8.53	98.58 - 98.68	9.37
54.48 - 54.57	5.18	63.32 - 63.42	6.02	72.16 - 72.26	6.86	81.00 - 81.10	7.70	89.85 - 89.94	8.54	98.69 - 98.78	9.38
54.58 - 54.68	5.19	63.43 - 63.52	6.03	72.27 - 72.36	6.87	81.11 - 81.21	7.71	89.95 - 90.05	8.55	98.79 - 98.89	9.39
54.69 - 54.78	5.20	63.53 - 63.63	6.04	72.37 - 72.47	6.88	81.22 - 81.31	7.72	90.06 - 90.15	8.56	98.90 - 98.99	9.40
54.79 - 54.89	5.21	63.64 - 63.73	6.05	72.48 - 72.57	6.89	81.32 - 81.42	7.73	90.16 - 90.26	8.57	99.00 - 99.10	9.41
54.90 - 54.99	5.22	63.74 - 63.84	6.06	72.58 - 72.68	6.90	81.43 - 81.52	7.74	90.27 - 90.36	8.58	99.11 - 99.21	9.42
55.00 - 55.10	5.23	63.85 - 63.94	6.07	72.69 - 72.78	6.91	81.53 - 81.63	7.75	90.37 - 90.47	8.59	99.22 - 99.31	9.43
55.11 - 55.21	5.24	63.95 - 64.05	6.08	72.79 - 72.89	6.92	81.64 - 81.73	7.76	90.48 - 90.57	8.60	99.32 - 99.42	9.44
55.22 - 55.31	5.25	64.06 - 64.15	6.09	72.90 - 72.99	6.93	81.74 - 81.84	7.77	90.58 - 90.68	8.61	99.43 - 99.52	9.45
55.32 - 55.42	5.26	64.16 - 64.26	6.10	73.00 - 73.10	6.94	81.85 - 81.94	7.78	90.69 - 90.78	8.62	99.53 - 99.63	9.46
55.43 - 55.52	5.27	64.27 - 64.36	6.11	73.11 - 73.21	6.95	81.95 - 82.05	7.79	90.79 - 90.89	8.63	99.64 - 99.73	9.47
55.53 - 55.63	5.28	64.37 - 64.47	6.12	73.22 - 73.31	6.96	82.06 - 82.15	7.80	90.90 - 90.99	8.64	99.74 - 99.84	9.48
55.64 - 55.73	5.29	64.48 - 64.57	6.13	73.32 - 73.42	6.97	82.16 - 82.26	7.81	91.00 - 91.10	8.65	99.85 - 99.94	9.49
55.74 - 55.84	5.30	64.58 - 64.68	6.14	73.43 - 73.52	6.98	82.27 - 82.36	7.82	91.11 - 91.21	8.66	99.95 - 100.05	9.50
55.85 - 55.94	5.31	64.69 - 64.78	6.15	73.53 - 73.63	6.99	82.37 - 82.47	7.83	91.22 - 91.31	8.67		
55.95 - 56.05	5.32	64.79 - 64.89	6.16	73.64 - 73.73	7.00	82.48 - 82.57	7.84	91.32 - 91.42	8.68		
56.06 - 56.15	5.33	64.90 - 64.99	6.17	73.74 - 73.84	7.01	82.58 - 82.68	7.85	91.43 - 91.52	8.69		
56.16 - 56.26	5.34	65.00 - 65.10	6.18	73.85 - 73.94	7.02	82.69 - 82.78	7.86	91.53 - 91.63	8.70		
56.27 - 56.36	5.35	65.11 - 65.21	6.19	73.95 - 74.05	7.03	82.79 - 82.89	7.87	91.64 - 91.73	8.71		
56.37 - 56.47	5.36	65.22 - 65.31	6.20	74.06 - 74.15	7.04	82.90 - 82.99	7.88	91.74 - 91.84	8.72		
56.48 - 56.57	5.37	65.32 - 65.42	6.21	74.16 - 74.26	7.05	83.00 - 83.10	7.89	91.85 - 91.94	8.73		
56.58 - 56.68	5.38	65.43 - 65.52	6.22	74.27 - 74.36	7.06	83.11 - 83.21	7.90	91.95 - 92.05	8.74		
56.69 - 56.78	5.39	65.53 - 65.63	6.23	74.37 - 74.47	7.07	83.22 - 83.31	7.91	92.06 - 92.15	8.75		
56.79 - 56.89	5.40	65.64 - 65.73	6.24	74.48 - 74.57	7.08	83.32 - 83.42	7.92	92.16 - 92.26	8.76		
56.90 - 56.99	5.41	65.74 - 65.84	6.25	74.58 - 74.68	7.09	83.43 - 83.52	7.93	92.27 - 92.36	8.77		
57.00 - 57.10	5.42	65.85 - 65.94	6.26	74.69 - 74.78	7.10	83.53 - 83.63	7.94	92.37 - 92.47	8.78		
57.11 - 57.21	5.43	65.95 - 66.05	6.27	74.79 - 74.89	7.11	83.64 - 83.73	7.95	92.48 - 92.57	8.79		
57.22 - 57.31	5.44	66.06 - 66.15	6.28	74.90 - 74.99	7.12	83.74 - 83.84	7.96	92.58 - 92.68	8.80		
57.32 - 57.42	5.45	66.16 - 66.26	6.29	75.00 - 75.10	7.13	83.85 - 83.94	7.97	92.69 - 92.78	8.81		
57.43 - 57.52	5.46	66.27 - 66.36	6.30	75.11 - 75.21	7.14	83.95 - 84.05	7.98	92.79 - 92.89	8.82		
57.53 - 57.63	5.47	66.37 - 66.47	6.31	75.22 - 75.31	7.15	84.06 - 84.15	7.99	92.90 - 92.99	8.83		
57.64 - 57.73	5.48	66.48 - 66.57	6.32	75.32 - 75.42	7.16	84.16 - 84.26	8.00	93.00 - 93.10	8.84		
57.74 - 57.84	5.49	66.58 - 66.68	6.33	75.43 - 75.52	7.17	84.27 - 84.36	8.01	93.11 - 93.21	8.85		
57.85 - 57.94	5.50	66.69 - 66.78	6.34	75.53 - 75.63	7.18	84.37 - 84.47	8.02	93.22 - 93.31	8.86		
57.95 - 58.05	5.51	66.79 - 66.89	6.35	75.64 - 75.73	7.19	84.48 - 84.57	8.03	93.32 - 93.42	8.87		
58.06 - 58.15	5.52	66.90 - 66.99	6.36	75.74 - 75.84	7.20	84.58 - 84.68	8.04	93.43 - 93.52	8.88		
58.16 - 58.26	5.53	67.00 - 67.10	6.37	75.85 - 75.94	7.21	84.69 - 84.78	8.05	93.53 - 93.63	8.89		
58.27 - 58.36	5.54	67.11 - 67.21	6.38	75.95 - 76.05	7.22	84.79 - 84.89	8.06	93.64 - 93.73	8		



1b Overall Plan
 Scale = Not to Scale



2012 Northwest Flower & Garden Show
 SUBJECT TO CHANGE Revised: 6 December 2011



**OPENING NIGHT AT THE NORTHWEST FLOWER & GARDEN SHOW
PRODUCED BY THE ARBORETUM FOUNDATION – BENEFITING THE WASHINGTON PARK ARBORETUM**

November 17, 2011

Dear Northwest Flower & Garden Show Exhibitors,

As an exhibitor at the 2012 Northwest Flower & Garden Show, we would like to offer you the opportunity to purchase four (4) tickets to *Opening Night*, this year's preview party **at the discounted Foundation Member rate** of \$65 each. *Opening Night Party* guests will enjoy a hosted wine reception and dessert; however dinner is not included at these levels, so be sure to eat before you arrive.

The Arboretum Foundation's mission is to ensure stewardship for Washington Park Arboretum and to provide horticultural leadership for the region. Foundation staff and over 1,000 volunteers produce fundraising events and sales, manage the membership program and publications, operate the Arboretum Shop and implement hands-on horticultural programs and projects.

Since the first Northwest Flower & Garden Show in 1989, the Arboretum Foundation, producer and beneficiary of the Preview Party, has netted over \$1,100,000 to support the 230-acre Arboretum. We are working closely with the Northwest Flower & Garden Show, to develop creative ways of making our event more fun and memorable. We want it to become the place to be in Seattle in February

To convey the new look and feel of the party, we have changed the name to "*Opening Night at the Northwest Flower & Garden Show*." We are also partnering with the Seattle Audubon Society at this year's show to feature birds in the garden in a very exciting way.

To be held at the Washington State Convention & Trade Center on Tuesday, February 7, 2012, *Opening Night* is sure to be a delight to the senses. Ticket levels are:

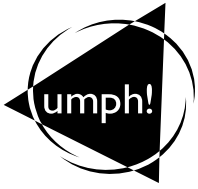
Foundation Members	Non-Members	Patrons	Benefactors
\$65	\$100	\$250	\$500

For more information about the ticket levels, event specifics, or to order tickets please visit the Foundation's website at www.arboretumfoundation.org. Or call our office at 206-325-4510 and ask to speak with someone regarding ticketing.

On behalf of the Arboretum, THANK YOU for participating in the 2011 Northwest Flower & Garden Show. We look forward to seeing you at *Opening Night*!

Paige Miller,

Executive Director, Arboretum Foundation



TRIUMPH
expo & events inc.



NORTHWEST
FLOWER & GARDEN
SHOW

NORTHWEST FLOWER & GARDEN SHOW
February 8 - 12, 2012
Washington State Convention Center
Seattle, Washington

Dear Valued Exhibitor:

Triumph Expo & Events Inc. is proud to be your general services contractor for THE NORTHWEST FLOWER & GARDEN SHOW.

As your general services contractor, we are here to provide you with professional exhibit-related products and services to help you maximize your participation in this event. We are also the exclusive provider of services for drayage, decoration, and labor. Below is some information to get you started. Please refer to the exhibitor service manual for a complete list of necessary forms and deadlines.

Triumph also provides custom booth designs & creation along with our in-house graphics department to enhance your booth.

If you have any questions, or require further information, please contact me at 877-607-1010.

Best regards,

Your Exhibitor Services and Logistics Specialist
Triumph Expo & Events, Inc.
Phone: 877-607-1010
Fax: 206-431-4846
csr@triumphexpo.com

To order online, simply use the information below:

Click [HERE](#) to go to the Triumph Website

Find the link to THE NORTHWEST FLOWER & GARDEN SHOW.

Enter the username: flower

Enter the password: 6106



TRIUMPH
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12614 Interurban Ave. So.
Seattle, WA 98168
ph 206.431.1010
fax 206.431.4846
www.triumphexpo.com

NORTHWEST FLOWER & GARDEN SHOW
Washington State Convention Center
February 8-12, 2012
DISCOUNT PRICE DEADLINE - Monday, January 30, 2012

NORTHWEST FLOWER & GARDEN SHOW

February 8 - 12, 2012 Washington State Convention Center

Deadlines:

EAC/Insurance Deadline:	Monday, January 9, 2012	5:00 PM
Discount Deadline:	Monday, January 30, 2012	5:00 PM
Advance Shipping:	Thursday, February 2, 2012	4:00 PM
Direct Shipping:	Monday, February 6, 2012	8:00 AM - 8:00 PM
Carrier Check In:	Sunday, February 12, 2012	7:00 PM

Exhibitor Move-In:	Monday, February 6, 2012	8:00 AM - 10:00 PM
	Tuesday, February 7, 2012	8:00 AM - 10:00 PM

Show Dates & Times:	Wednesday, February 8, 2012	9:00 AM - 8:00 PM
	Thursday, February 9, 2012	9:00 AM - 8:00 PM
	Friday, February 10, 2012	9:00 AM - 8:00 PM
	Saturday, February 11, 2012	9:00 AM - 8:00 PM
	Sunday, February 12, 2012	9:00 AM - 6:00 PM

Exhibitor Move-out:	Sunday, February 12, 2012	6:01 PM - 10:00 PM
	Monday, February 13, 2012	7:00 AM - 12:00 PM

- Empty crates and cartons will be returned beginning at 6:01PM on Sunday.
- All exhibitor materials must be removed from the facility by Sunday at 10:00 PM.
- Please note, UPS, Fed Ex & DHL do not pick up from the show floor. Any freight left on the show floor will be re-routed via Triumph Transportation or returned to warehouse at exhibitor's expense.

Furnishings included in your booth:	10' X 10' Booth	A one-line exhibitor ID sign
	Black 8' high back-drape & 3' high side-drape (Plant Market & Commercial Booths)	
	Burgundy 8' high back-drape & 3' high side-drape (Educational Booths)	

Exhibit Hall Flooring: Halls 4 A, B, E & F of the exhibit area will not be carpeted. Halls 4 C & D will be fully carpeted with black carpet. To better complement your booth, rental carpet in a variety of solid colors is available with the enclosed forms.

Payment Policy: Payment is required with all orders. To pay by credit card, fax your order to Triumph Expo & Events Inc. at 206.431.4846. Orders paid by check must also include credit card information or your order will not be processed.

Visit our website @ www.triumphexpo.com for additional product information.



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NORTHWEST FLOWER & GARDEN SHOW
Washington State Convention Center
February 8-12, 2012
DISCOUNT PRICE DEADLINE - Monday, January 30, 2012

Shipping Information

ADVANCE SHIPPING INFORMATION:

ADVANCE WAREHOUSE ADDRESS

Company Name & Booth Number

NWF&G

Triumph Expo & Events Inc.
12614 Interurban Ave South
Seattle, WA 98168

Triumph will accept crated, boxed or skidded materials up to 30 days prior to the deadline date.

Advance freight must be received no later than 4:00 pm on February 2, 2012.

DIRECT SHIPPING INFORMATION:

SHOWSITE ADDRESS

Company Name & Booth Number

NWF&G

c/o Triumph & WSCC
800 Convention Place
Seattle, WA 98101

Showsite freight must be received on February 6, 2012 ONLY

Triumph Expo & Show Management will not be responsible for any early direct shipments that may be refused or incur additional fees.

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

DEADLINE DATE FEBRUARY 2, 2012

TO: _____
EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.
12614 INTERURBAN AVE S.
SEATTLE, WA 98168

WAREHOUSE

N W F & G

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

DEADLINE DATE FEBRUARY 2, 2012

TO: _____
EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.
12614 INTERURBAN AVE S.
SEATTLE, WA 98168

WAREHOUSE

N W F & G

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

NOT BEFORE FEBRUARY 6, 2012

TO: _____

EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.

WSSC

800 CONVENTION PLACE

SEATTLE, WA 98101

**SHOW SITE
N W F & G**

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

NOT BEFORE FEBRUARY 6, 2012

TO: _____

EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.

WSSC

800 CONVENTION PLACE

SEATTLE, WA 98101

**SHOW SITE
N W F & G**

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____



TRIUMPH
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NORTHWEST FLOWER & GARDEN SHOW
Washington State Convention Center
February 8-12, 2012
DISCOUNT PRICE DEADLINE - Monday, January 30, 2012

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

FREIGHT/MATERIAL HANDLING FEES

Sunday overtime is now included in one low blended rate.

ALL SHIPMENTS (200 lb minimum per shipment)

Drivers with inbound shipments must check into the Triumph warehouse by 3:30 pm to guarantee same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 am - 3:30 pm; Closed weekends & holidays.

CRATED MATERIALS

\$ 54.00 per cwt

\$ 108.00 Minimum Charge

MATERIALS W/ SPECIAL HANDLING

\$ 74.00 per cwt

\$ 148.00 Minimum Charge

ADVANCE SHIPMENT DEADLINE DATE: FEBRUARY 2, 2012

DIRECT SHIPMENT DEADLINE DATE: FEBRUARY 6, 2012

SMALL PACKAGE CHARGE (per shipment) \$ 36.00

SMALL PACKAGES: Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. *(Shipments above 20 lbs are subject to rates above)*

SPECIAL HANDLING: Any non-crated or non-palletized shipments, any shipment that requires ground, side door, flat bed, stacked, constricted space unloading, moving other shipments or objects in the truck/trailer to access the target shipment, or materials that arrive without certified weight tickets or documentation. (i.e. express carriers such as UPS, Fed Ex or DHL).

MATERIAL HANDLING: Common or Commercial Freight Carriers delivering exhibit materials directly to the WSCC, will be directed to the Loading Dock to be offloaded by Triumph Expo and Events Labor Personnel. Material handling charges will apply and includes: Offloading and receiving of freight, delivery to the booth, storage of the empties, return of the empties at the close of the show and the load out of shipment. Use the tables below to estimate your material handling charge. 20 lbs & over shipment weight will be rounded to the next highest 100 lbs.

FORKLIFT SERVICE: Personally Owned Vehicles (POV)/Business Owned Vehicles (BOV) delivering freight that cannot be Hand Carried into the facility, can request Forklift Service at the Loading Dock. Forklift Service will be charged in ½ hr increments. This option is only available to POV/BOV owned by the business and does NOT include rental vans, rental trucks or commercial moving vans.

HAND CARRIED FREIGHT: Personally Owned Vehicle (POV), below 6'5", may use the Hand Carried Freight entrance operated by the WSCC. Carts are available from the facility or you may use your own cart. NO pallet jacks are allowed to be used for move-in or move-out.

RETURN TO WAREHOUSE: Exhibitors using 3rd party carriers for outbound shipping will be charged a drayback fee of \$50/cwt (300 lb minimum or \$150) for the return of their shipment to the TRIUMPH warehouse for pickup. Exhibitors using TRIUMPH Transportation for outbound shipping will have the fee waived.

OFF-TARGET: Freight received after the Advance/Direct Deadline date will be subject to an additional handling fee of \$20.00/cwt.

CALCULATION OF MATERIAL HANDLING / DRAYAGE FEES

ADVANCE SHIPMENT DIRECT SHIPMENT

Total Estimated Weight (200 lbs minimum) _____ lbs x Rate \$ _____

IMPORTANT

All calculations above are regarded as estimates only. All shipments will be invoiced based on actual weight. By signing this form or by shipping freight either advance or direct, you are entering into a contract with Triumph. Carefully read the Material Handling Terms and Conditions Sheet that accompanies this form.

Total Estimated Fees \$ _____

TOTAL \$ _____

Carry this total to payment summary page

MATERIAL HANDLING - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below are part of the contractual agreement between Triumph Expo & Events Inc. and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met:

- *THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR
- *THE EXHIBITOR'S MATERIALS ARE DELIVERED BY A CARRIER TO TE&E'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH TE&E IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR
- *AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.

1. DEFINITIONS. For purposes of this contract, "TE&E" means Triumph Expo & Events Inc. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors TE&E may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC") Further, it is hereby understood and agreed that the "EXHIBITOR" is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

2. PACKAGING AND CRATES. TE&E shall not be responsible for damage to loose uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition TE&E shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. TE&E assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels & without TE&E labels
- Improper information on empty labels

TE&E WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT THE SHOW SITE. TE&E recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENTS. Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. TE&E highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to TE&E by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to TE&E and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A TE&E DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. TE&E loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. TE&E ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from the show site, TE&E shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITORS shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL TE&E BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier's terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself with these terms and conditions TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. TE&E'S RESPONSIBILITIES. TE&E shall be responsible only for those services which it directly provides. TE&E assumes no responsibility for any persons, parties, or other contracting firms not under TE&E'S direct supervision and control. TE&E shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond TE&E'S reasonable control nor for ordinary wear & tear in the handling of materials.

9. INSURANCE. It is understood that TE&E is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide TE&E with a release and waiver of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to TE&E immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the 'conclusion' of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from TE&E'S warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against TE&E more than one year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claims against TE&E shall be considered a separate transaction, and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY TE&E if found liable for any loss. TE&E'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to TE&E for material handling services during the show or exposition under this contract.

c. BREACH OF CONTRACT AND/OR NEGLIGENCE. TE&E'S liability shall be limited to any loss or damage which results solely from TE&E'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall TE&E be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of TE&E or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if TE&E has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(es).

11. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF WASHINGTON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN KING COUNTY, WASHINGTON.

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend TE&E and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through TE&E or the negligent supervision of such labor by any of EXHIBITORS employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TE&E'S equipment;
- EXHIBITOR'S violation of Federal State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management

13. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration to TE&E for material handling services, waives and releases all claims against TE&E, its employees, agents, directors and officers with respect to all matters for which TE&E has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.



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Triumph Expo & Events offers prompt, trouble-free freight services.

- Competitive pricing – call for a quote
- On-site personal assistance
- Convenient, single invoice billing – shipping services are included on your trade show invoice

Simplify your trade show experience by calling
Exhibitor Services today at
1-877-607-1010

TRIUMPH TRANSPORTATION
an exclusive service of



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Washington State Convention Center
February 8-12, 2012
DISCOUNT PRICE DEADLINE - Monday, January 30, 2012

COMPANY _____ BOOTH#(S) _____

! PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

INBOUND / OUTBOUND SHIPPING AUTHORIZATION for Triumph Transportation Only - (SHOW CARRIER)

INBOUND (Shipping TO the Event)

PICK-UP ADDRESS:

Insurance: Inbound Outbound Both Neither

Pick-up Date: _____ Shipment Ready By: _____ am/pm

Hours your dock is opened for pickup: Dock opened: _____ am/pm Dock closed: _____ am/pm

Contents of Freight / Comments / Special Instructions: _____

Contact Name _____ Ph _____ E-mail _____

WEIGHT AND DIMENSIONS RATE SUBJECT TO FINAL CARRIER PUBLISHED INFORMATION
NO HAZARDOUS MATERIALS WILL BE ACCEPTED FOR TRANSPORT

LIST EACH PIECE	DIMENSIONS IN INCHES			WT. (LBS)	LIST EACH PIECE	DIMENSIONS IN INCHES			WT. (LBS)	
Carton/Crate/Pallet/Fibercase					Carton/Crate/Pallet/Fibercase					
EXAMPLE: Carton	Lx	24"	Wx 12"	Hx 12"	135 lbs		Lx	Wx	Hx	
	Lx	Wx	Hx			Lx	Wx	Hx		
	Lx	Wx	Hx			Lx	Wx	Hx		
	Lx	Wx	Hx			Lx	Wx	Hx		
	Lx	Wx	Hx			Lx	Wx	Hx		
Total Pieces :					Total Weight :					

Are the pallets/skids stackable? YES NO

OUTBOUND (Shipping FROM the Event)

RETURN ADDRESS:

SHIPPING METHOD: Deferred / Ground: 3-7 Bus. Days

Express: 2-3 Bus. Days

Approx. Weight: _____ Total No. of Pieces _____

Crates Cartons Fiber Cases Other: _____

Contents of Freight / Comments / Special Instructions: _____

Contact Name _____ Ph _____ E-mail _____

Date Freight Must be Received at Destination _____

Once your shipment is packed and ready to be picked up, please return the outbound material handling form to the Triumph Exhibitor Services Specialist. Shipments without this paperwork will be returned to the Triumph warehouse at the exhibitor's expense. Triumph does not accept responsibility for any exhibitor property left on the floor unattended.

Below is an abbreviated list of instances in which your actual shipping cost would differ from your estimated rates:
 Oversize Shipments: weight over 300 lbs, height over 48 inches, or girth over 120 inches (applies to air freight services ONLY)
 Re-Delivery: Requiring additional delivery attempts when original delivery during normal business hours failed
 Inside Delivery: Delivery including a flight of stairs or an elevator
 Lift Gate: Truck required when no elevated dock or forklift is available



Union Labor Jurisdictions

To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various jurisdictions, we ask that you read the following.

► EXHIBIT HALL INSTALLATION & DISMANTLING

Triumph Expo & Events Inc. has an agreement with the local Carpenters Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without assistance in a booth no larger than 10' x 20', provided that the exhibit can be set up without the use of power tools or ladders. This applies to exhibit display structures and not company products or machinery. Labor can be ordered by returning the installation and dismantle labor order form or at the showsite service desk.

► MATERIAL HANDLING / DRAYAGE

Triumph Expo & Events Inc. will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. All forklift and material handling from the loading dock to the point of installation is handled by the Carpenter's Union. This is not applicable to materials that can be carried by one person.

► SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Triumph Expo & Events Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a safe working environment for everyone.

► TIPPING

Triumph Expo & Events Inc. requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and tipping is not allowed. This applies to all Triumph Expo & Events Inc. employees.



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PAYMENT SUMMARY

EXHIBITOR INFORMATION

I acknowledge and accept responsibility for the accuracy of this order and payment for all services provided.

Prepared by (Print Name) _____ Date _____

Signature _____ Booth #(s) _____

Company Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Fax # _____ E-mail _____

CREDIT CARD AUTHORIZATION

I authorize Triumph Expo & Events Inc. to debit my credit card for the charges on this invoice and for additional charges incurred. (Non-payment due to Declined Credit Cards and NSF Checks are subject to additional fees - See Payment Terms & Conditions)

Visa Mastercard American Express Check Check# _____

Account # _____ Expiration Date _____

Printed Name on Card _____

Credit Card Holder E-mail (**REQUIRED**) _____

Authorized Signature _____

PAYMENT MUST ACCOMPANY ALL ORDERS
To receive discount pricing, checks or credit card information must be received before discount deadline. Please make check payable to:
Triumph Expo & Events Inc

FOR ALL CHECK ORDERS
Credit card authorization must be provided for any additional fees incurred.

WASHINGTON STATE SALES TAX
applies to all exhibitors including non-profit agencies within Washington State (RCW 82.04.070)

ORDER FORMS

PAGE TOTALS

Tables, Counters and Risers	\$ _____
Chairs, Fabric and Accessories	\$ _____
Carpeting	\$ _____
Graphics and Signage	\$ _____
TRU-X Modular Exhibits	\$ _____
TRU-X Accessories	\$ _____
Installation and Dismantle Labor	\$ _____
Other	\$ _____
Subtotal	\$ _____
WA State Sales Tax @ 9.5%	\$ _____
Cleaning Services	\$ _____
Freight/Material Handling	\$ _____
TOTAL	\$ _____

PAYMENT and LABOR - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH DEFINES THE RESPECTIVE PARTIES' RESPONSIBILITIES.

The terms and conditions set forth below become a part of the contractual agreement between TRIUMPH EXPO & EVENTS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- *WHEN THE INVOICE SUMMARY FORM IS SIGNED; OR
- *WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.; OR
- *WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TRIUMPH EXPO & EVENTS INC.

DEFINITIONS

The name Triumph Expo & Events Inc. shall be construed within the meaning of this contract as Triumph Expo & Events Inc. ("TE&E"), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors Triumph Expo & Events Inc. may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TE&E except where specifically identified as a sale. All TE&E rentals include delivery, installation and removal from EXHIBITOR's booth. In case of labor cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all TE&E furniture rental items including Custom Carpeting, Custom-Cut Carpet, TRU-X Rental Exhibits. It is EXHIBITOR's responsibility to advise TE&E personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, Triumph Expo & Events Inc. requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. Any outstanding balance due after the close of the show will be subject to an administrative collection fee of 50% of the outstanding balance. This includes non-payment due to, but not limited to, declined credit cards, NSF checks or Stop Payment transactions. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF WASHINGTON. In the event of any dispute between EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claim against TE&E shall be considered a separate transaction, and shall be resolved on its own merits. TE&E reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that TE&E may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF TRIUMPH EXPO & EVENTS INC.

RESPONSIBILITIES: TE&E shall be responsible for the performance of labor provided under this option. TE&E cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under TE&E's direct supervision and control. In no event shall TE&E be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. TE&E shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond TE&E's reasonable control.

INDEMNIFICATION: TE&E agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TE&E employees, or property damage arising out of work performed by labor provided by and supervised by TE&E, except when Exhibitor exercises direction and/or control over the work being performed.

OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through TE&E in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TE&E Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION: EXHIBITOR agrees to indemnify, hold harmless, and defend TE&E from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TE&E employees, and/or property damage arising out of work performed by labor provided by TE&E, BUT supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of TE&E includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by TE&E to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO TE&E'S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH TE&E. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH TE&E.



TRIUMPH
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**FURNISHINGS
& ACCESSORIES**



FURNISHINGS & ACCESSORIES

chairs, stools & tables



PADDED ARMCHAIR
Black



PADDED ARMCHAIR
Grey



PADDED SIDE CHAIR
Black



PADDED SIDE CHAIR
Grey



STANDARD STACK CHAIR
Black or Light Grey



BAR STOOL
Black



DRAFTING STOOL
Grey

TABLE SKIRT COLORS



BLACK



WHITE



BLUE



RED



BURGUNDY



GOLD



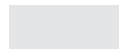
TEAL



GREEN



VIOLET



SILVER



BERRY



42" PEDESTAL TABLE
30" & 36" Diameter
Black or Grey



30" PEDESTAL TABLE
30" & 36" Diameter
Black or Grey



DRAPED TABLES & COUNTERS

Tables - 36" high

Counters - 42" high

4', 6' & 8' Lengths

See available colors above





FURNISHINGS & ACCESSORIES

specialty furnishings



LEATHER SOFA
Black



LEATHER LOVE SEAT
Black



LEATHER CLUB CHAIR
Grey



COFFEE TABLE
Black or Cherry



END TABLE
Black or Cherry



DISPLAY PEDESTAL
Black



TABLE LAMP
Brushed Metal



FLOOR LAMP
Brushed Metal



COMPUTER KIOSK
Black



1 METER COUNTER



1 METER RADIUS
COUNTER



6' DISPLAY CASE
Lighted, w/ shelves





FURNISHINGS & ACCESSORIES

extras



6 POCKET
LITERATURE RACK
Black



WATERFALL STAND
Chrome



BAG STAND
Chrome



ROLLING GARMENT RACK
Chrome



COAT TREE
Chrome



EASEL
Aluminum
Holds 22" x 28"
& 28" x 44" signs



SIGN HOLDER
Chrome, holds
22" x 28" sign



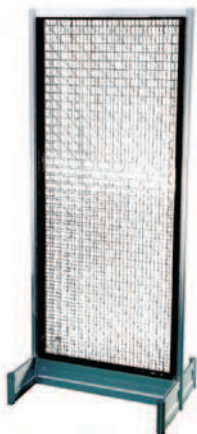
STANCHION
Chrome, w/ Black Rope



RETRACTABLE
STANCHION
Chrome w/ Black



SLATWALL PANEL
1 Meter x 8' high



WIREWALL PANEL
1 Meter x 8' high



POSTER BOARD
4' X 8' Grey - Horizontal or Vertical



LOCKING SECURITY CAGES
Large, Medium or Small



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TABLES, COUNTERS & RISERS

Please circle your color of choice - If no color is circled, show color will be given.

BLACK WHITE SILVER BLUE GREEN RED TEAL BURGUNDY BERRY PURPLE YELLOW
New Colors*: TERRA COTTA CHAMPAGNE DOVE WILLOW BROWN (*Call for Availability)

	QTY	SIZE		DISCOUNT RATE	STANDARD RATE	TOTAL
30" HIGH SKIRTED TABLES	_____	2' x 4'		\$ 72.50	\$ 94.25	\$ _____
	_____	2' x 6'		\$ 85.50	\$ 111.15	\$ _____
<i>(Includes white vinyl top and skirting on 3 sides)</i>	_____	2' x 8'		\$ 98.00	\$ 127.40	\$ _____
	_____	Table skirt OR 4th side draped		\$ 34.50	\$ 44.85	\$ _____
42" HIGH SKIRTED COUNTERS	_____	2' x 4'		\$ 84.50	\$ 109.85	\$ _____
	_____	2' x 6'		\$ 97.00	\$ 126.10	\$ _____
<i>(Includes white vinyl top and skirting on 3 sides)</i>	_____	2' x 8'		\$ 109.00	\$ 141.70	\$ _____
	_____	Table skirt OR 4th side draped		\$ 39.50	\$ 51.35	\$ _____
30" HIGH UNSKIRTED TABLES	_____	2' x 4'		\$ 46.00	\$ 59.80	\$ _____
	_____	2' x 6'		\$ 56.00	\$ 72.80	\$ _____
<i>(Includes white vinyl top)</i>	_____	2' x 8'		\$ 66.50	\$ 86.45	\$ _____
42" HIGH UNSKIRTED COUNTERS	_____	2' x 4'		\$ 50.00	\$ 65.00	\$ _____
	_____	2' x 6'		\$ 60.00	\$ 78.00	\$ _____
<i>(Includes white vinyl top)</i>	_____	2' x 8'		\$ 70.50	\$ 91.65	\$ _____
TABLE TOP RISERS	_____	1 Step Riser - 4'L x 8"w x 7"h / 13"h		\$ 57.00	\$ 74.10	\$ _____
<i>(Includes white vinyl draping)</i>	_____	1 Step Riser - 6'L x 8"w x 7"h / 13"h		\$ 65.50	\$ 85.15	\$ _____
30" ROUND PEDESTAL TABLES	_____	30" dia. top x 30"h	BLACK / GREY	\$ 87.50	\$ 113.75	\$ _____
<i>(Circle color choice)</i>	_____	30" dia. top x 42"h	BLACK / GREY	\$ 98.00	\$ 127.40	\$ _____

PRICES INCLUDE DELIVERY AND SET-UP.
CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE
AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS

TOTAL \$ _____
Carry this total to payment summary page



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CHAIRS and ACCESSORIES

CHAIRS / STOOLS

QTY		DISCOUNT RATE	STANDARD RATE	TOTAL
_____	Plastic Stack Chair - black	\$ 31.50	\$ 40.95	_____
_____	Padded Side Chair - grey or black <i>(circle choice)</i>	\$ 52.00	\$ 67.70	_____
_____	Padded Arm Chair - grey or black <i>(circle choice)</i>	\$ 58.00	\$ 75.40	_____
_____	Drafting Stool - grey gaslift	\$ 77.50	\$ 100.75	_____
_____	Bar Stool - black	\$ 64.50	\$ 83.85	_____

ACCESSORIES

_____	Coat Tree	\$ 31.50	\$ 40.95	_____
_____	Easel	\$ 36.00	\$ 46.80	_____
_____	Chrome Sign Holder - 22" X 28"	\$ 56.00	\$ 72.80	_____
_____	Literature Rack - 6 pocket	\$ 56.00	\$ 72.80	_____
_____	Wastebasket	\$ 12.75	\$ 16.58	_____
_____	Bag Stand - <i>(circle choice) straight or waterfall</i>	\$ 52.00	\$ 67.60	_____
_____	Retractable Stanchion	\$ 60.00	\$ 78.00	_____
_____	Chrome Rope Stanchion	\$ 30.50	\$ 39.65	_____
_____	Black Rope (6' Length)	\$ 20.50	\$ 26.65	_____
_____	Poster Board - 4' X 8'- grey fabric with black frame <i>(circle choice) horizontal or vertical</i>	\$ 98.00	\$ 127.40	_____
_____	Raffle Drum / Ticket Tumbler - Tabletop	\$ 50.00	\$ 65.00	_____
_____	Garment Rack	\$ 60.00	\$ 78.00	_____
_____	Fish Bowl	\$ 16.50	\$ 21.45	_____
_____	Small Refrigerator	\$ 122.50	\$ 159.25	_____
_____	Ballot Box - Small	\$ 30.50	\$ 39.65	_____
_____	Security Cage - w/ formica top, 28" x 28" x 28"h small	\$ 136.50	\$ 277.45	_____
_____	Security Cage - w/ formica top, 24" x 48" x 36"h medium	\$ 179.50	\$ 233.35	_____
_____	Lost Lock Fee	\$ 50.00	\$ 50.00	_____

PRICES INCLUDE DELIVERY AND SET-UP.
CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE
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TOTAL \$ _____
Carry this total to payment summary page



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SPECIALTY FURNISHINGS

DISPLAY ITEMS- All showcases come lighted with locking doors

QTY		DISCOUNT RATE	STANDARD RATE	TOTAL
_____	Showcase 6' full view (6' Wx42" Hx18" D)	\$ 264.00	\$ 343.20	\$ _____
_____	Showcase 6' upright view (6' Wx38" Hx18" D)	\$ 274.50	\$ 356.85	\$ _____
_____	Showcase 6' upright view (6' Wx18" Hx18" D)	\$ 264.00	\$ 343.20	\$ _____
_____	Display pedestal 16" dia. x 30" h	\$ 33.50	\$ 43.55	\$ _____
_____	Display pedestal 16" dia. x 40" h	\$ 35.50	\$ 46.15	\$ _____

LOUNGE SEATING

_____	Leather Sofa - black	\$ 392.50	\$ 510.25	\$ _____
_____	Leather Love Seat - black	\$ 327.50	\$ 425.75	\$ _____
_____	Leather Club Chair - black	\$ 290.50	\$ 377.65	\$ _____
_____	Coffee Table - black	\$ 80.50	\$ 104.65	\$ _____
_____	End Table - black	\$ 51.00	\$ 66.30	\$ _____
_____	Table Lamp - brushed metal	\$ 30.50	\$ 39.65	\$ _____
_____	Floor Lamp - brushed metal	\$ 41.00	\$ 53.30	\$ _____

FABRIC

_____	8' high backwall - banjo drape (per ft.)	\$ 15.50	\$ 18.53	\$ _____
_____	3' high sidewall - banjo drape (per ft)	\$ 11.25	\$ 14.63	\$ _____
_____	Table skirt only (installed)	\$ 33.50	\$ 43.55	\$ _____
_____	Counter skirt only (installed)	\$ 36.50	\$ 47.45	\$ _____

Please circle your drape or skirt color of choice - If no color is circled, show color will be given.

BLACK WHITE SILVER BLUE GREEN RED TEAL BURGUNDY BERRY PURPLE YELLOW
New Colors*: TERRA COTTA CHAMPAGNE DOVE WILLOW BROWN (*Call for Availability)

HARDWARE

_____	8' Upright with base	\$ 14.25	\$ 18.53	\$ _____
_____	3' Upright with base	\$ 10.25	\$ 13.33	\$ _____
_____	6' - 10' Telescoping horizontal rail	\$ 14.75	\$ 19.18	\$ _____
_____	9' - 16' Telescoping horizontal rail	\$ 15.75	\$ 20.48	\$ _____

PRICES INCLUDE DELIVERY AND SET-UP.

**CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE
AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS**

TOTAL \$ _____

Carry this total to payment summary page



TRIUMPH
expo & events inc.

12614 Interurban Ave. So.
Seattle, WA 98168
ph 206.431.1010
fax 206.431.4846
www.triumphexpo.com

NORTHWEST FLOWER & GARDEN SHOW
Washington State Convention Center
February 8-12, 2012
DISCOUNT PRICE DEADLINE - Monday, January 30, 2012

COMPANY _____ BOOTH#(S) _____

! PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

CARPET and PADDING

	QTY	BOOTH SIZE	DISCOUNT RATE	STANDARD RATE	
STANDARD CARPET	_____	10' x 10'	\$ 107.00	\$ 139.10	\$ _____
	_____	10' x 20'	\$ 214.00	\$ 278.20	\$ _____
	_____	10' x 30'	\$ 321.00	\$ 417.95	\$ _____
	_____	10' x 40'	\$ 428.50	\$ 557.05	\$ _____

AVAILABLE COLORS : _____

(CIRCLE CHOICE) BLACK TUXEDO SILVER BLUE GREEN RED BURGUNDY TEAL BERRY PURPLE

PLUSH CARPET 28 oz.

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$2.86/sq. ft. @ \$3.72/sq. ft. = \$ _____

AVAILABLE COLORS : _____

(CIRCLE CHOICE) BLACK GREY PEARL CHARCOAL WHITE NAVY SEA BREEZE CREAM PINE CARDINAL CABERNET TOAST

PLUSH CARPET 40 oz.

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$3.26/sq. ft. @ \$4.24/sq. ft. = \$ _____

AVAILABLE COLORS : _____

(CIRCLE CHOICE) BLACK GREY PEARL CHARCOAL WHITE NAVY SEA BREEZE

CUSTOM CUT STANDARD

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$2.54/sq. ft. @ \$3.30/sq. ft. = \$ _____

AVAILABLE COLORS : (CIRCLE CHOICE) BLACK TUXEDO SILVER BLUE GREEN RED BURGUNDY TEAL BERRY PURPLE

CARPET PAD

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$0.81/sq. ft. @ \$1.05/sq. ft. = \$ _____

POLY SHEETING CARPET COVER

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$ 0.45 /sq. ft. @ \$ 0.59/sq. ft. = \$ _____

PRICES INCLUDE DELIVERY AND SET-UP.
CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE
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SPECIAL BOOTH FURNISHING PACKAGES

Available only by advance order for the Northwest Flower & Garden Show

Save time and money, but hurry, special packages must be ordered by Friday, January 30, 2012

! *These packages are NOT AVAILABLE at show site*

BOOTH PACKAGE A

One 6' table, draped * (choose color below)	QTY _____	TOTAL _____
Two black plastic side chairs	_____ x \$ 102.00	_____
One wastebasket		

* Add only \$10.00 to upgrade to an 8' table _____ X \$10.00 _____

BOOTH PACKAGE B

One 6' table, draped * (choose color below)		
One 10' X 10' Carpet (choose color below)		
Two black plastic side chairs	_____ x \$ 197.00	_____
One wastebasket		

* Add only \$10.00 to upgrade to an 8' table _____ X \$10.00 _____

Please CHOOSE TABLE SKIRT COLOR of choice - CIRCLE ONE

BLACK WHITE SILVER BLUE GREEN RED TEAL BURGUNDY BERRY PURPLE YELLOW

Please CHOOSE CARPET COLOR of choice - CIRCLE ONE

BLACK TUXEDO SILVER BLUE GREEN RED BURGUNDY TEAL BERRY PURPLE

**PRICES INCLUDE DELIVERY & INSTALLATION,
RENTAL & REMOVAL**

TOTAL \$ _____

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BOOTH CLEANING SERVICES

BOOTH CLEANING (100 sq. ft. minimum)

ONE TIME ONLY

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$0.37/sq. ft. @ \$0.48/sq. ft. = \$ _____

Before Show opens

DAILY SERVICE

BOOTH SIZE: _____ x _____ = _____ sq. ft. @ \$0.37/sq. ft. @ \$0.48/sq. ft. x # of days _____ = \$ _____

Booth Cleaning service includes vacuuming and emptying of wastebaskets.

TOTAL \$ _____

Carry this total to payment summary page




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PORTER SERVICE

QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
# days _____ (up to 500 sq. ft) x	\$94.00	\$122.20	\$ _____
# days _____ (501 to 1500 sq. ft) x	\$120.50	\$156.65	\$ _____
# days _____ (1501 to 2500 sq. ft) x	\$137.50	\$178.75	\$ _____
# days _____ (2501 and up sq. ft) x	\$152.00	\$197.60	\$ _____

PLEASE SPECIFY SERVICE DATES NEEDED: _____

Labor provided at **TWO HOUR INTERVALS** during the show to empty wastebaskets and remove materials from your exhibit area.

TOTAL \$ _____
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TRIUMPH GRAPHICS and SIGNAGE

Custom Digital Signs/Banners

Signs are digitally printed on biodegradable foamboard. PVC, Gatorfoam and other substrates available for additional charge and will require a custom quote.

CUSTOM DIGITAL SIGNAGE

_____ width x _____ height = _____ ttl sq. ft. x \$16.25 per sq.ft. = _____ x qty _____ = _____
Double Sided add 100% _____

CUSTOM DIGITAL BANNERS

_____ width x _____ height = _____ ttl sq. ft. x \$16.25 per sq.ft. = _____ x qty _____ = _____

BANNER OPTIONS: Grommets Pole Pockets Double Sided add 100% _____

100% rush charge will be added to custom signs ordered after the discount deadline date.

Standard Signs

Standard signs are digitally printed on biodegradable foam board

QTY	SIZE	DISC RATE	STD RATE	TOTAL
_____	8.5" x 11"	\$43.00	\$55.90	_____
_____	7" x 44"	\$57.00	\$74.10	_____
_____	11" x 14"	\$47.00	\$61.10	_____
_____	14" x 22"	\$54.00	\$70.20	_____
_____	14" x 44"	\$72.50	\$94.25	_____
_____	22" x 28"	\$76.50	\$99.45	_____
_____	28" x 44"	\$101.00	\$131.30	_____

FOR ALL SIGNS: PLEASE CHECK ALL THAT APPLY

Background color: _____

Copy color(s): _____

Panel Orientation:

Vertical Horizontal Designer's Judgement

Client providing digital file?

Client providing hardcopy/sketch?

Cardboard Easelbacks @ \$2.55 ea qty _____

PVC Gatorfoam **REQUIRES QUOTE**

SPACE FOR SIGN COPY or NOTES:

PRINT OUT AND SUBMIT A COPY OF THIS FORM FOR EACH SIGN

Minimum order for Custom Digital Signs/Banners is 9 sq.ft. Pricing is based on printing of client supplied digital files, or simple layout of text and client supplied logos and other graphics. Any additional layout, file conversion or repair will incur additional fees. Please see our **GRAPHICS GUIDELINES SHEET** for information on properly submitting files.

TOTAL \$ _____

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GRAPHICS SUBMISSIONS GUIDELINES

This document details the specifications for graphics submitted to Triumph Expo & Events, Inc. by our clients.

Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. Any in-house work that is needed to ready provided files to a print ready state will be billed out at \$70.00 per hour with a half-hour minimum.

Any files that must be opened in their native application and exported to the required file types described below do not conform to this specification.

FILE TYPES

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300 dpi at 50% OF THE FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEG's are less desirable, but can be accepted if the resolution is 300 dpi or above. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

Do not submit GIF files, Word (.doc) files, PowerPoint (ppt.) files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

PAGE LAYOUT / IMAGE SIZE

Image should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Higher resolutions will produce superior results. Image should be flattened – no layers and/or transparent objects. Color halftone images should be submitted in CMYK color mode. If arrangements are made ahead of time with our Graphics Dept., Native Files* can be sent along if any changes or additions are anticipated during the course of the install of the show, but these should not be considered as the primary print files.

FONTS

All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes or additions can be made to the provided art. Any In-House changes will be billed as described above.

PROOFING

A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed as is without correction applied. Any re-prints necessary due to proofs not being provided are done at additional cost to the client. Direct any questions to: graphics@triumphexpo.com or at 206.696.7132

SENDING FILES

Files can be sent on CD-ROM or DVD (recommended for extremely large High resolution files) or posted to an FTP site. For information on our web based file transfer services, contact us at graphics@triumphexpo.com. Smaller files (-5MB) can be emailed directly to graphics@triumphexpo.com.

*native application file types supported are Adobe Photoshop CS4 (pc / mac), Illustrator CS4 (pc / mac), InDesign CS4 (pc / mac) and CorelDraw 11 (pc).



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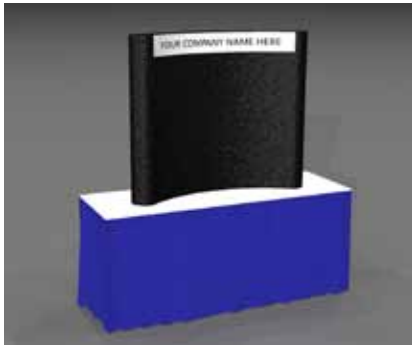
NORTHWEST FLOWER & GARDEN SHOW
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COMPANY _____ BOOTH#(S) _____

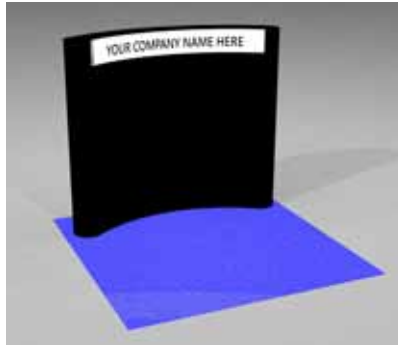


PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

TRIUMPH MODULAR RENTAL UNITS - Tabletop & Floor



POP-UP TABLE TOP



POP-UP FLOOR UNIT



TRU-X PACKAGE A1

QTY ADVANCE PRICE STANDARD PRICE TOTAL

POP-UP TABLE TOP

Package Includes Standard Header, 6' Draped Table, 2 Arm Lights (*power not included*) and Installation & Dismantle of Exhibit

_____ \$459.00 \$596.70 \$ _____

TABLE SKIRT COLOR

- Black Silver Blue Green Red Burgundy Teal Berry Purple

POP-UP FLOOR UNIT

Package Includes Standard Header, 2 Arm Lights (*power not included*) and Installation & Dismantle of Exhibit

_____ \$663.00 \$861.90 \$ _____

TRU-X PACKAGE A1

Package Includes Standard Header, 10' X 10' Standard Color Carpet, 3 Arm Lights (*power not included*) And Installation & Dismantle of Exhibit

_____ \$1305.50 \$1697.15 \$ _____

PANEL OPTIONS - TRU-X PACKAGE A1 ONLY

FABRIC - Black Blue Grey HARDWALL - White Custom Graphic
(See guidelines below)

METAL FRAME COLOR - A1 ONLY

Black Silver

CARPET COLOR - TRU-X PACKAGE A1 ONLY

- Black Tuxedo Silver Blue Green Red Burgundy Teal Berry Purple

LETTERING COLOR

- Black Blue
 Green Grey
 Red Burgundy

Standard Header Copy (please print clearly) _____

CUSTOM GRAPHICS & COMPANY LOGO header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and Requirements for submitting artwork.

(Please contact exhibitor services for exact panel size & dimensions)

Cancellation charges are 50% prior to the discount deadline and 100% after the discount price deadline.

TOTAL \$ _____

Carry this total to payment summary page



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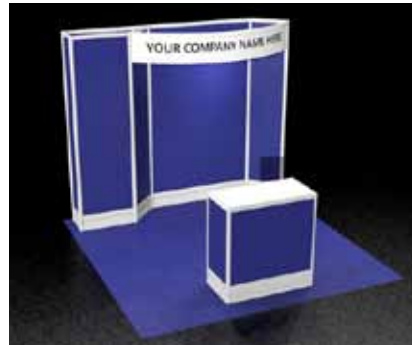


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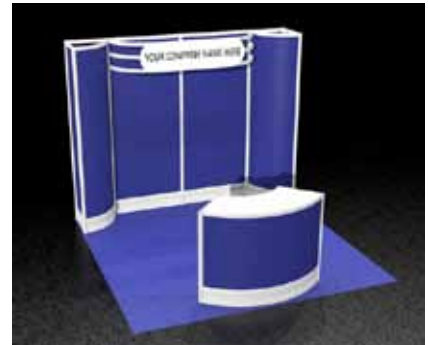
TRIUMPH MODULAR RENTAL EXHIBITS - 10' x 10' Linear



TRU-X PACKAGE A2



TRU-X PACKAGE A3



TRU-X PACKAGE A4

TRU-X PACKAGE A2

Package Includes Standard Header, 10' X 10' Standard Color Carpet, 3 Arm Lights (*power not included*) And Installation & Dismantle of Exhibit

(As shown with optional shelves & 1M Radius Counter -

QTY	ADVANCE PRICE	STANDARD PRICE	TOTAL
_____	\$1479.00	\$1922.70	\$ _____
_____	\$1913.50	\$2487.55	\$ _____)

TRU-X PACKAGE A3

Package Includes Standard Header, 10' X 10' Standard Color Carpet, 3 Arm Lights (*power not included*) And Installation & Dismantle of Exhibit

(As shown with optional 1M Counter -

_____	\$1479.00	\$1922.70	\$ _____
_____	\$1913.50	\$2487.55	\$ _____)

TRU-X PACKAGE A4

Package Includes Standard Header, 10' X 10' Standard Color Carpet, 3 Arm Lights (*power not included*) And Installation & Dismantle of Exhibit

(As shown with optional 1M Radius Counter-

_____	\$1683.00	\$2187.90	\$ _____
_____	\$2117.50	\$2752.75	\$ _____)

PANEL OPTIONS

FABRIC - Black Blue Grey

HARDWALL - White Custom Graphic
(See guidelines below)

METAL FRAME COLOR

Black Silver

CARPET COLOR

Black Tuxedo Silver Blue Green Red Burgundy Teal Berry Purple

LETTERING COLOR

Black Blue
 Green Grey
 Red Burgundy

Standard Header Copy (please print clearly) _____

CUSTOM GRAPHICS & COMPANY LOGO header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and Requirements for submitting artwork.

(Please contact exhibitor services for exact panel size & dimensions)

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TRU-X EXHIBIT ACCESSORIES

COUNTERS

QTY		DISCOUNT RATE	STANDARD RATE	TOTAL
_____	Counter - 1 Meter x .5 meter x 42" H	\$ 161.00	\$ 209.30	\$ _____
_____	Counter - 1.5 Meter x .5 meter x 42" H	\$ 171.50	\$ 222.95	\$ _____
_____	Counter - 2 Meter x .5 meter x 42" H	\$ 214.00	\$ 278.20	\$ _____
_____	Counter - 1 Meter Radius x .5 meter x 42" H	\$ 224.50	\$ 291.85	\$ _____
_____	Optional cabinet door locks	\$ 28.50	\$ 37.05	\$ _____

CHOICE OF STANDARD PANELS (circle one): FABRIC: BLACK BLUE GREY OR PVC: BLACK WHITE
Counters include sliding door & shelf - Doors not available on Radius counter

WALL PANELS

_____	Wire Wall panels (black, 1 meter only)	\$ 122.50	\$ 159.25	\$ _____
_____	Pair of (2) Grid wall panels (set up in a "V" shape)	\$ 130.50	\$ 169.65	\$ _____
_____	Slat wall panels (white only) 1 Meter x 8' H	\$ 141.00	\$ 183.30	\$ _____
_____	Slat wall panels (white only) .5 Meter x 8' H	\$ 130.50	\$ 169.65	\$ _____

WIRE WALL / SLAT WALL ACCESSORIES

_____	Waterfall bracket w/ 7 balls	\$ 9.69	\$ 12.60	\$ _____
_____	Straight out bracket	\$ 9.69	\$ 12.60	\$ _____
_____	Clever clip (wire wall only)	\$ 2.97	\$ 3.86	\$ _____
_____	Picture hook (slat wall only)	\$ 2.97	\$ 3.86	\$ _____

Wire wall and Slat wall accessories must be picked up and returned to the Exhibitor Services Desk. A deposit may be required.

ADDITIONAL ACCESSORIES

_____	Straight shelves (37" x 12", w/brackets)	\$ 33.50	\$ 43.55	\$ _____
_____	Arm light (75w incandescent)	\$ 44.00	\$ 57.20	\$ _____
_____	Literature Pocket (acrylic, with Velcro for fabric walls)	\$ 15.25	\$ 19.83	\$ _____

**CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE
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TRU-X items ordered at showsite will be subject to availability

TOTAL \$ _____

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FORKLIFT AND RIGGING

PLEASE NOTE: For signs other than banners, include blueprint or drawing with detailed information, so hanging anchor points can be determined. Rules, regulations or ceiling and support beam structure may require your sign to be moved from your specified location.

SIGN TYPE: Cloth Banner Metal or Wood Other **SIZE:** Height _____ Length _____ Width _____

SHAPE: Square Triangle Rectangle Other

Does your sign require: ELECTRICITY? ASSEMBLY? WEIGHT OF SIGN: _____

FORKLIFT w/ driver

	DATE	TIME	1/2 HOUR (MIN)	HOURLY RATE	# HOURS	TOTAL
STRAIGHT TIME - IN			\$78.00	\$126.00		
OVERTIME - IN			\$101.00	\$162.00		
STRAIGHT TIME - OUT			\$78.00	\$126.00		
OVERTIME - OUT			\$101.00	\$162.00		

LABOR RATE INFORMATION

STRAIGHT TIME (ST) RATES: charged from 8:00 am - 4:30 pm Monday through Friday.

OVERTIME (OT) RATES: charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

SCISSOR LIFT 2-man crew included

	DATE	TIME IN	TIME OUT	HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				\$177.50		
OVERTIME - IN				\$226.50		
STRAIGHT TIME - OUT				\$177.50		
OVERTIME - OUT				\$226.50		

TOTAL \$ _____

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INSTALLATION & DISMANTLE LABOR

LABOR RATE INFORMATION

STRAIGHT TIME (ST) RATES: charged from 8:00 am - 4:30 pm Monday through Friday.

OVERTIME (OT) RATES: charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

ONE HOUR MINIMUM PER PERSON. We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

Failure to cancel requested labor 24 hours in advance will result in one hour minimum (ST) charge per person.

If Triumph supervises your set-up, you do not need to be present.

INSTALL/DISMANTLE LABOR RATES:

EXHIBITOR SUPERVISED: STRAIGHT TIME: \$73.50 OVERTIME \$110.00

TRIUMPH SUPERVISED: STRAIGHT TIME: \$95.50 OVERTIME \$143.00

Please note that 30% additional charge applies to all labor orders received after the discount deadline date.

INSTALL

	DATE	TIME	# OF PERSONS A	HOURLY RATE B	# HRS PER PERSON C	TOTAL AxBxC
EXHIBITOR SUPERVISED LABOR						
TRIUMPH SUPERVISED LABOR						

DISMANTLE

	DATE	TIME	# OF PERSONS A	HOURLY RATE B	# HRS PER PERSON C	TOTAL AxBxC
EXHIBITOR SUPERVISED LABOR						
TRIUMPH SUPERVISED LABOR						

SET-UP INFORMATION

SET-UP PLANS/PHOTO: attached to be sent with exhibit In crate #

CARPET: with exhibit rented from Triumph (Please complete carpet order form)

ELECTRICAL PLACEMENT: drawing attached drawing with exhibit electrical under carpet

GRAPHICS: with exhibit shipped separately

Special equipment/tools/hardware required: _____

Showsite Contact Person _____ Ph: _____

COMMENTS / NOTES:

IF YOU ARE COMPLETING THIS PAGE, PLEASE ALSO FILL OUT THE NEXT PAGE, TITLED "SHIPPING INFORMATION FOR EXHIBIT MATERIALS."

TOTAL \$ _____

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SHIPPING INFORMATION FOR EXHIBIT MATERIALS

Please complete the following information if your display is to be installed and/or dismantled by Triumph Expo & Events Inc.

INBOUND SHIPPING INSTRUCTIONS

Carrier _____ Carrier Phone _____

Shipped to: Warehouse Show Site From: City/State _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (specify) _____

OUTBOUND SHIPPING INSTRUCTIONS

SHIP TO:

METHOD: Common Carrier Air Freight Van Line Other _____

CARRIER: Show Carrier Other _____

FREIGHT CHARGES: Collect Bill to _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone _____

TOTAL \$ _____
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 **PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE**

Exhibitor Appointed Contractor (EAC) Approval Form

Exhibitors are allowed to use the services of an Exhibitor Appointed Contractor (EAC) provided the following conditions are met:

THE EXHIBITOR is required to complete and return this form as well as the "Third Party Authorization Form" included with this Exhibitor Kit. Both forms must be filled out completely, including credit card information. The forms must be signed by both parties and returned to Triumph Expo & Events Inc. at least 30 days prior to the show opening.

THE EXHIBITOR APPOINTED CONTRACTOR (EAC) is required to provide a certificate of liability insurance of no less than \$1,000,000 property damage, loss or personal injury in the form of a policy rider furnished by their broker to Show Management and to Triumph Expo & Events Inc. (TE&E) along with a complete list of the exhibitors they intend to serve, at least 30 days prior to the show opening. The EAC must also be able to provide, upon request, the current workmen's compensation insurance certificates from the State of Washington as well as current labor contracts. The EAC must furnish to Show Management and TE&E a list of emergency contact names, addresses and phone numbers. All EAC personnel must be properly badged or identified at show site.

THE EAC MUST USE LOCAL CARPENTER UNION LABOR TO INSTALL AND DISMANTLE THE EXHIBIT OR DISPLAY.
NO PERMISSION WILL BE GIVEN TO USE AN EAC FOR THE PERFORMANCE OF THE FOLLOWING TASKS:

PLUMBING ELECTRICAL TELEPHONE LINES DRAYAGE RIGGING BOOTH CLEANING CATERING

EXHIBITOR INFORMATION

I am the representative of the exhibiting company named at the top of this form and have authorized the EAC named below to supervise the installation and dismantle of our exhibit. It is my company's responsibility to inform the EAC of all requirements stated on this form and to assure that the EAC adheres to all show, facility, and union rules. I understand that the exhibiting company is ultimately responsible for the payment of any charges incurred by the EAC, and that in the event the EAC does not submit payment prior to the last day of the show, such charges will be submitted to the exhibiting company for payment. I authorize the use of the credit card information below to charge any payment due. **ALL INVOICES MUST BE SETTLED BY THE EXHIBITING COMPANY BY THE CLOSE OF THE SHOW.**

Exhibitor Name _____ Signature _____

Credit Card Account # _____ Exp Date _____ Personal Company

EAC INFORMATION

EAC Company Name _____

Address _____

City/State/Zip _____

Contact and/or On Site Rep _____

Ph _____ Fax _____ E-Mail _____

Comments _____



TRIUMPH
expo & events inc.

12614 Interurban Ave. So.
Seattle, WA 98168
ph 206.431.1010
fax 206.431.4846
www.triumphexpo.com

NORTHWEST FLOWER & GARDEN SHOW

Washington State Convention Center

February 8-12, 2012

DISCOUNT PRICE DEADLINE - Monday, January 30, 2012

THIRD PARTY AUTHORIZATION for use of an Exhibitor Appointed Contractor (EAC)

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this Exhibitor Kit. In the event that the third party does not submit payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

- | | |
|---|---|
| <input type="checkbox"/> ALL SERVICES
<input type="checkbox"/> BOOTH CLEANING
<input type="checkbox"/> I&D LABOR - SUPERVISION
<input type="checkbox"/> MATERIAL HANDLING - IN & OUT | <input type="checkbox"/> RENTAL FURNITURE AND CARPET
<input type="checkbox"/> GRAPHICS
<input type="checkbox"/> OTHER SERVICES |
|---|---|

THIRD PARTY AGENT INFORMATION

Agent/Cardholder Name _____ Signature _____

Credit Card Account # _____ Exp Date _____ Personal Company

Billing Address _____

Billing City/State/Zip _____

Third Party Company Name _____

Third Party Billing Address _____

Third Party City/State/Zip _____

Ph _____ Fax _____ E-Mail _____

EXHIBITOR INFORMATION

Exhibitor Name _____ Signature _____

Exhibitor Company Name _____ Booth# _____

Exhibitor Address _____

Exhibitor City/State/Zip _____

Ph _____ Fax _____ E-Mail _____




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Washington State Convention Center
February 8-12, 2012
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COMPANY _____ BOOTH#(S) _____

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CART SERVICE

Available during Exhibitor move-in and move-out

This special service is offered exclusively for this show - Small Passenger Vehicles ONLY!

A Triumph attendant will transfer materials from your personal vehicle onto one of our carts and transport it to and/or from your booth for a charge of \$ 67.00 round trip OR \$33.50 one way (into or out of the show).

The minimum charge is \$33.50.

A cartload is Ten (10) pieces or less (weighing less than 250 lbs total).

Payment must be made prior to performance of service. Advance payments can be made using this form, or you can pay for the service at the Triumph Service Center at show site. Please see the cart service attendants when you are ready for the service to be performed.

ITEM	COST	TOTAL
Cart Service - Round Trip	\$67.00	_____
Cart Service - In OR Out	\$33.50	_____

TOTAL \$ _____
Carry this total to payment summary page




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COMPANY _____ BOOTH#(S) _____

 **PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE**

ACCESSIBLE STORAGE

SECURE STORAGE: # Days _____ x \$42.00 per day = \$ _____

Accessible storage will be monitored by the on-site Freight Foreman. To assure security, each access must be arranged via the Triumph Service Desk. Please note, due to Seattle Fire Marshal regulations, storage of cardboard boxes will not be allowed in your booth. Accessible storage will be required.

LONG-TERM STORAGE SERVICE*

FULL SERVICE ADVANTAGES

Keep your exhibit materials on the West Coast
Avoid double handling and unnecessary shipping costs.

Triumph Expo & Events has warehouse space available in the Northwest with facilities and services for:

- * Receiving & holding your equipment, graphics and/or display materials
- * Outbound shipping and local deliveries
- * Installation and dismantling labor for events
- * Graphics and design
- * Carpentry to refurbish shipping and/or display materials

Contact An Exhibitor Services Specialist Today For A Custom Quote
Phone: 206-431-1010 Email: csr@triumphexpo.com

OR-Let Us Call You!

YES, We are interested in storing our exhibit materials in the Seattle warehouse. Please contact the representative listed below.

Contact Name _____ Ph _____ E-mail _____

*Subject to space availability

TOTAL \$ _____
Carry this total to payment summary page



International Wholesale Florist

www.tradeshowflorist.net
 14106 6th Ave. SW Seattle, WA 98166
 Phone: 206-623-2828 / Fax: 206-623-5530
 info@tradeshowflorist.net

Company _____ Booth Number _____ Install Date _____ AM PM
 Street Address _____ City _____ State _____ ZIP _____
 Phone _____ Fax _____ Email _____ PO Number _____
 Event Name Northwest Flower & Garden Show Event Date February, 8-12, 2012 Event Location WSCC

Ordered by: _____

Check Discover American Express
 Visa Mastercard Corporate Personal

Card Number _____ Name on card _____ Exp. Date _____

Flowers and plants say it best! Add flowers and plants to your booth or stage or special event to complete the visual ambiance with style and warmth, thereby providing the finished look that you want to show your guests and customers.

Green Plant Rental

(If not specifically requested, the green plants will be from a selection of Ficus, Schefflera, Palm, Dracaena, Spathiphyllum & others. Decorative containers holding the plants will be assumed to be black contemporary cylinders unless white or terracotta or baskets are requested. Other containers and Bamboo and Northwest trees and foliage are also available upon special request.)

Quantity		Price	TOTAL
_____	3' Plant	39.50	_____
_____	4' Plant	49.50	_____
_____	5' Plant	59.50	_____
_____	6' Plant	69.50	_____
_____	7' Plant	79.50	_____
_____	Small Fern (6" Pot) <input type="checkbox"/> Ivy <input type="checkbox"/> table top plant	25.00	_____
_____	Large Fern (10" Pot) <input type="checkbox"/> Ivy <input type="checkbox"/> Pathos	35.00	_____

Blooming Plant Rental

Quantity		Price	TOTAL
_____	Chrysanthemum <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Other*	20.00	_____
_____	Begonia or Kolanchoe <input type="checkbox"/> Red <input type="checkbox"/> Orange <input type="checkbox"/> Other*	25.00	_____
_____	Azalea or Cyclamen <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Other*	30.00	_____
_____	Bromeliad <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Other*	35.00	_____
_____	Hydrangea <input type="checkbox"/> Blue <input type="checkbox"/> Pink <input type="checkbox"/> White	35.00	_____

Fresh Flower Designs

(Unless otherwise specified all arrangements will be designed in a vase with a traditional & colorful all round style)

Quantity		Price	TOTAL
_____	Arrangements, Small (approx. 1 ft. to 1.5 ft.)	45.00	_____
_____	Arrangements, Medium (approx. 1.5 ft. to 2 ft.)	65.00	_____
_____	Arrangements, Large (approx. 2 ft. to 3 ft.)	85.00	_____

For tropical flowers in arrangements, please add \$10.00 dollars and check this box

* Special Requests:

Subtotal	_____
Delivery	\$10.00
9.5% Sales Tax	_____
<i>(Per Washington Law, Delivery is Taxed)</i>	
GRAND TOTAL	_____

Payment Policy: All orders must be paid in full prior to delivery.

Quantity Order Discounts: Available upon request for budgets exceeding \$350.

Rental Policy: Unless other arrangements have been made all items to be left in booth at end of show. All prices include installation, servicing, container, & removal. Substitutions (same size, different plant) may be necessary due to availability and at the discretion of IWF.

Cancellation Policy: Items canceled within three days of the show will be charged at 50% of original order.

ELECTRICAL ORDER FORM

MAIL OR FAX TO

Questions? Visit www.edlen.com



Washington State
Convention Center
www.wsccl.com

ELECTRICAL EXHIBITION SERVICES
5931 4th Ave. South, Seattle, WA 98108
Ph: (206) 781-2411 Fax (206) 781-2270
Email: seattle@edlen.com

COMPANY:		BTH #	
EVENT:	NW Flower and Garden Show 2012		
FACILITY:	Washington State Convention Center		
DATES:	February 8-12, 2012	EVENT#	022051SE

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

120 VOLT	QUANTITY (For Show Hours Only)	QUANTITY (For 24 hrs/day Add 50%)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
0 - 500 WATTS (5 AMPS)	_____	_____	80.00	120.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	110.00	165.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	130.00	195.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	150.00	225.00	_____

208 VOLT SINGLE PHASE

15 AMPS	_____	_____	170.00	255.00	_____
20 AMPS	_____	_____	190.00	285.00	_____
30 AMPS	_____	_____	240.00	360.00	_____
60 AMPS	_____	_____	420.00	630.00	_____
100 AMPS	_____	_____	567.00	850.50	_____

208 VOLT THREE PHASE

15 AMPS	_____	_____	240.00	360.00	_____
20 AMPS	_____	_____	300.00	450.00	_____
30 AMPS	_____	_____	380.00	570.00	_____
60 AMPS	_____	_____	550.00	825.00	_____
100 AMPS	_____	_____	851.00	1,276.00	_____

TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min. _____

LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.

300 WATT ARM LIGHT 1	_____	_____	82.00	123.00	_____
150 WATT POLE LIGHT 2	_____	_____	56.00	84.00	_____
300 WATT POLE LIGHT 2	_____	_____	70.00	105.00	_____
1000 WATT QUARTZ LIGHT 3	_____	_____	Quote	Quote	_____

1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.

MATERIAL (Electricity not included)

15' & 25' EXTENSION CORDS	_____	_____	20.00	_____	_____
MULTI OUTLET STRIP	_____	_____	20.00	_____	_____

LABOR—Installation and Removal labor is chargeable. Minimum labor charges will apply.

ST (Mon - Fri 8:00 am - 4:30 pm, excluding Holidays)	_____	_____	88.00	_____	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Saturday & Sunday)	_____	_____	132.00	_____	_____
DT (All day on Holidays)	_____	_____	176.00	_____	_____

SALES TAX IS DUE UNLESS TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER— Signature required on orders and indicates acceptance of all T&Cs	Sub Total	_____
	Add 9.5% State Sales Tax	_____
	Total Payments	_____

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

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

DEADLINE DATE OF:
January 25, 2012
Avoid Duplication !!

If you fax this form with credit card info, do not mail the original form or send another form of payment.

ON LINE ORDERING
This show may be available on line. Visit www.edlen.com. Use the event # above as your password.

ISLAND BOOTHS
There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Edlen electricians on a time & material basis.

208V & HIGHER VOLTAGES
There is a minimum labor charge of (1) 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 SERVICES
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order

ADDITIONAL TERMS AND CONDITIONS listed on reverse. Client accepts all T&Cs upon order submission .

FOR OFFICE USE ONLY	
DATE RECEIVED	_____
PAYMENT METHOD	_____
AMOUNT RECEIVED	_____
RECEIPTED BY:	_____

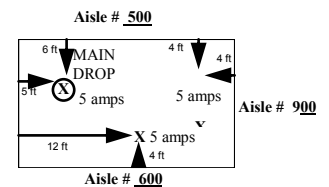
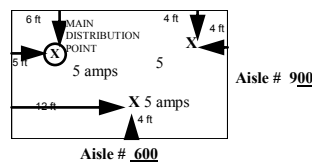
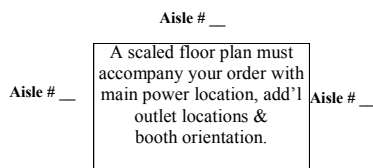
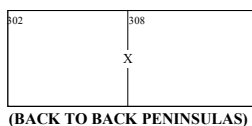
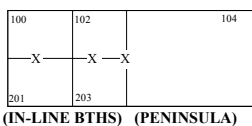
COMPANY NAME:	PHONE:	FAX:
ADDRESS:	CITY:	ST: ZIP:
REQUIRED SIGNATURE:	PRINT NAME:	Country:
EMAIL ADDRESS:		
PAID BY: CK AMX VISA MC DISC DINER		EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:	
CREDIT CARD BILLING ADDRESS (If different from address above)		
ADDRESS:	CITY:	ST: ZIP:

VERY IMPORTANT TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date 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 rate. Pricing is subject to change without notice.
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 charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If a 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 performed 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. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. A minimum labor charge of (1) hour per electrician will apply for all installation work and connection of high voltage services. The removal of this work will be charged a minimum of 1/2 hour or half the total time of installation, whichever is greater. Labor to disconnect motor tails and other high voltage services will begin upon show closing. There will be a minimum 1/2 labor charge at the corresponding labor rates to make the disconnection. 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. Installation and removal labor will be charged based on show production schedule and MAY INCLUDE ST, OT or DT labor charges
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the 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.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. 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.
12. 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.
13. 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.
14. 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 shall be grounded.
15. 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.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. 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.
20. 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.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are 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 and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

ELECTRICAL LABOR ORDER FORM



IMPORTANT!!

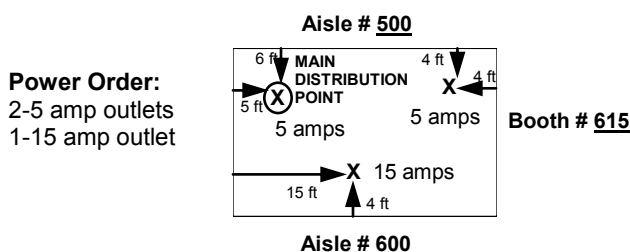
**THE REVERSE SIDE OF THIS
FORM MUST BE COMPLETED AND
RETURNED WITH ELECTRICAL
ORDER FORM**

Step 1 Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

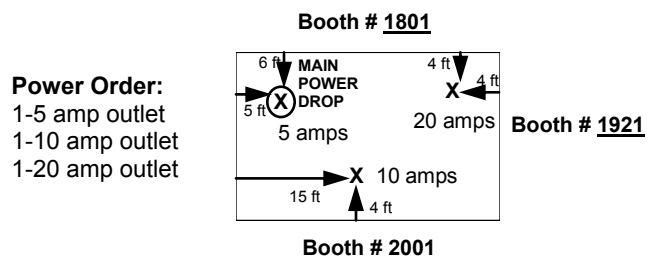
WORK REQUIRED	IMPORTANT RULES AND INFORMATION
<ol style="list-style-type: none"> 1. Electrical distribution under carpet and flooring. 2. Electrical distribution overhead and/or through booth structure. 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. 4. Wiring of overhead signs. 5. Condor (for installation of electrical signs and/or rotators). 	<ol style="list-style-type: none"> 1. Please be advised that whenever possible, Edlen requests an authorized supervisor to accompany our electrician to the labor desk when they have completed their work in your booth, in order to sign out the electrician. 2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms. 3. When an electrician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested. 4. If lift equipment is required to hang special lighting, signs, etc., the exhibitor will be charged an hourly rate for the lift and its operator. 5. Time must be allowed for the electrician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.

Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at www.edlen.com. Most power comes overhead at the WSCTC. Floor power is available in select locations only. You must order a separate outlet for each outlet location on your floor plan. *Example:*



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

REVERSE SIDE MUST BE COMPLETED

ELECTRICAL LABOR ORDER FORM

Mail , Fax or email Order to:



5931 Fourth Avenue South
 Seattle, WA 98108
 Ph (206) 781-2411 Fax (206) 781-2270
 seattle@edlen.com www.edlen.com

Company:		Bth#
Contact:		
Phone:	Fax:	
Event:	NW Flower and Garden Show 2012	
Facility	Washington State Convention Center	
Dates	February 8-12, 2012	Event # 022051SE

BE SURE TO COMPLETE COMPANY INFORMATION ABOVE

Step 3 If none of the work listed on the reverse of this form is required in your booth, please sign below and return with the Electrical Order Form.

I have read the "Work Required" list on the front of this form. My booth does not require electrical labor.

Authorized Signature _____ Date _____

Step 4 Complete the credit card information below. No labor is performed without this information. The credit card information is a guarantee for services rendered. It may be exchanged for cash, a company check or a different credit card in settling final charges before the close of the show.

Credit Card Information: [] Master Card [] Visa [] American Express [] Diners Club [] Discover

Credit Card # _____ Expiration Date _____

Authorized Signature: _____ Print Name: _____

Step 5 Exhibitors requiring distribution under carpet or flooring should complete the "Authorized to Proceed-Without Supervision" below. **This allows Edlen to distribute your electrical services on the floor prior to your arrival, expediting your carpet installation, freight move-in and booth installation.** If you or your representative prefer to be present during electrical distribution, complete step 6 below.

AUTHORIZED TO PROCEED-WITHOUT SUPERVISION, per the attached floor plan. Edlen will proceed on straight time whenever possible, however, Edlen must follow event installation schedules which may require overtime or double time installation or removal.

Authorized Signature: _____ Print Name: _____

Estimated date and time of booth installation: Date: _____ Time: _____

Step 6 Authorized to Proceed With Supervision, **per the attached floor plan.** Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules. Please be advised that all supervised labor will be provided on a first-come, first-served basis. You must check in at the Edlen Service Desk at least one hour prior to the time you request below to confirm your labor call.

I or my representative wish to be present during electrical distribution.

Estimated Date: _____ Time: _____ # of electricians: _____ Please come to the Edlen Service Desk at least one hour prior to requested date and time to confirm labor call.

Name of Supervisor: _____ Authorized Signature: _____

I & D House: _____ Telephone Number: _____

Step 7 If you require any additional electrical work in your booth, please provide us with a production schedule or complete the section below. This will assist us in accommodating labor requirements. *Example:*

Day Monday Date 1/5 # of electricians 2 Time 8am Work requested Hang track lights

Day Monday Date 1/5 # of electricians 1 Time 2pm Work requested Hook up 208 volt service

Day Tuesday Date 1/6 # of electricians 4 Time 8am Work requested Hang and power up static lighting

Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____

Please be advised that labor will not be automatically dispatched according to production schedule. A representative must come to Edlen's Service Desk at least one hour prior to each individual labor call to confirm that booth is ready for such labor.



Attention Exhibitor - Urgent Notice: 24-Hour Power

It is important for businesses to meet the needs of the present without compromising the potential of future generations to meet their needs. This philosophy has been the focus of Edlen Electrical Exhibition Services "Green" policies in respect to both trade shows and exhibits and within our own offices.

In working with the Washington State Convention Center on energy conservation, Edlen is required to turn off all exhibit hall power 30 minutes after the show closes each day and turn it back on 1 hour before show opens. Exhibitor participation is appreciated in turning off the power in your booth at the close of each day. **Power will be cut off to your booth unless you order 24-hour power. Edlen recommends that exhibitors shut off power to any devices in their booth at show closing, especially computers.**

If you require your power to be left on 24 hours a day please be sure to mark this on your order form. If you have already placed your order with us, you may send in a revised order adding 24 hour power to your order.

Please note that power is left on during show move-in to allow for early morning and late night booth work.

If you have any questions or concerns please feel free to contact our offices at 206-781-2411, by fax at 206-781-2270 or by email at Seattle@edlen.com so that we may assist you.

Thank you for your cooperation.

Edlen Electrical Exhibition Services
Seattle, Washington



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Edlen Electrical Exhibition Services
Seattle, Washington

AIR & WATER ORDER FORM

Questions? Visit www.edlen.com



ELECTRICAL EXHIBITION SERVICES
 5931 4th Avenue So., Seattle, WA 98108
 Ph: (206) 781-2411 Fax: (206) 781-2270
 Email: seattle@edlen.com

COMPANY:		BTH #	
EVENT:	NW Flower and Garden Show 2012		
FACILITY:	Washington State Convention Center		
DATES:	February 8-12, 2012	EVENT#	022051SE

COMPRESSED AIR: 90-100 LBS. Psi - Complete CFM (cubic ft per minute) requirements	Advance Price	Regular Price	Total
Service charge for 1st outlet at rear of booth	\$200.00	\$300.00	= _____
Each additional outlet within the same booth	\$100.00	\$150.00	= _____
CFM requirements. Multiply your total CFM requirements by the rate listed. There is a 5 CFM minimum charge. This charge is \$30 at advance price and \$45 at the regular rate.	\$6.00/cfm	\$9.00/cfm	= _____

Note: Air services are not available on the 6th Floor. Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment.

WATER LINE:

Service charge for 1st outlet at rear of booth	\$110.00	\$165.00	= _____
Each additional outlet within the same booth	\$55.00	\$82.50	= _____
Number of connections required: _____ Size of connection required: _____			

Note: Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

DRAINS LINE:

Service charge for 1st outlet at rear of booth	\$100.00	\$150.00	= _____
Each additional outlet within the same booth	\$50.00	\$75.00	= _____
Number of connections required: _____ Size of connection required: _____			

Note: Drain services are not available on the 6th floor. Time and material charges will apply when pumps are required to drain services

FILL & DRAINS (Labor required)

0 - 99 Gallons	\$80.00	\$120.00	= _____
100 - 199 Gallons	\$120.00	\$180.00	= _____
200 - 399 Gallons	\$240.00	\$360.00	= _____
Each additional 100 Gallons	\$25.00	\$37.50	= _____

Note: If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it. Edlen is not responsible for sediment or the color or taste of the water.

MISCELLANEOUS REQUIREMENTS (Call for a quote)

_____	\$ _____	\$ _____	= _____
_____	\$ _____	\$ _____	= _____

LABOR (Additional Labor Charges may be assessed for Non-Standard Services)

Straight time: Monday - Friday, 8:00 am to 4:30 pm, except holidays	\$88.00	= _____
Overtime: Monday - Friday, 4:30 pm to 8:00 am, all day Saturday & Sunday	\$132.00	= _____
Double time: Holidays	\$176.00	= _____

FOR OFFICE USE ONLY		SALES TAX IS DUE ON ALL ORDERS UNLESS TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER	Sub Total
DATE RECEIVED			
PAYMENT METHOD			Total Payments
AMOUNT RECEIVED		All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.	
RECEIPTED BY:		For Advance Price to apply payment must be received 14 days prior to show opening.	
		Deadline Date: January 25, 2012	
		By signing below I agree to the additional terms and conditions on back of form.	

COMPANY NAME:	PHONE:	FAX:
ADDRESS:	CITY:	ST: ZIP:
SIGNATURE:	PRINT NAME:	Country:
EMAIL ADDRESS:		
PAID BY: CK AMX VISA MC DISC DINER		EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:	
CREDIT CARD BILLING ADDRESS (If different from address above)		
ADDRESS:	CITY:	ST: ZIP:

IMPORTANT TERMS/CONDITIONS AND REGULATIONS

1. Order (with payment) must be received a minimum of 14 days prior to the scheduled event opening for advanced payment rates. Orders faxed or mailed without payment will not guarantee advance rates, payment must be received as well. Orders received less than 14 days prior to scheduled event opening will be charged at the regular rates.
2. In the event that the totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will dropped to one location in the booth. Edlen will make every attempt to deliver this services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether its under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. There is a minimum labor charge to provide each of the services listed on the front of this form. Please read "Labor Instructions" box located on the front of the form. Labor charges are based upon current wage rates and are noted on the front of the form.
6. Water and Drain services located more than 25 feet from the facilities closest distribution point will be charged additional footage on a per footage basis. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
7. In some instances a pump is required to drain services out of an exhibitors booth. When this occurs, time & material charges will apply. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers are to make all service connections. Requests for additional connections are charged at the additional outlet rate. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Airline size is dictated by the CFM requirements. Standard airlines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours please call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. (4oz.) Call for price quote when available.
15. All equipment using water must have inlet and outlet properly tagged.
16. All equipment must comply with state and local codes.
17. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
18. For gas cylinders or any other special requirements call Edlen for a quote at the number below. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
19. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
20. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
21. Credit will not be given for connections installed and not used.
22. Payment in full for all plumbing services provided must be made in full prior to close of the event.
23. 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.
24. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
25. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

For Further Information please visit our web site at www.edlen.com

Exhibitor Rental Order Form



Qty	LCD & PLASMA DISPLAYS	Full Show *	Total
	65" LED Display - w/ HDMI, 1920 x 1080 (w/ wall mount and speakers)	\$1,395	
	55" LED Display - w/ HDMI, 1920 x 1080 (w/ wall mount and speakers)	\$995	
	50" Plasma Display - 1280 x 768 (w/ wall mount and speakers)	\$645	
	46" LCD Display - w/ HDMI, 1920 x 1080 (w/ wall mount and speakers)	\$645	
	42" Plasma Display - 1024x768 16:9 (w/ wall mount and speakers)	\$495	
	40" LCD Display - w/ HDMI, 1920 x 1080 (w/ wall mount and speakers)	\$495	
	32" LCD Display - w/ HDMI, 1920 x 1080 (w/ wall mount and speakers)	\$295	
	27" LCD Display - 1920 x 1200 (w/ speaker bar)	\$250	
	24" LCD Display - 1920 x 1200 (w/ speaker bar)	\$195	
	20" LCD Display - 4:3 ratio, 1600 x 1200	\$150	
	72" Dual Post Floor Stand (with Plasma or LCD Rental)	\$95	
	72" Dual Post Floor Stand and Wall Mount (for client provided Plasma or LCD)	\$200	
	Wall Bracket for 20" to 27" LCD	\$25	
	Seamless Video Wall (Consists of 4 or 9 Seamless 42" Panels)	Call	
Qty	KIOSKS, PC LAPTOPS & DESKTOPS	Full Show *	Total
	19" Friendlyway Classic Kiosk - Intel Core 2 Duo 19" Touchscreen	\$795	
	22" HP Touchsmart Intel Core 2 Duo 2.16 GHz 4GB/500gb/DVDRW	\$395	
	Desktop: Intel Quad Core 2.66 Ghz/ 8 GB/ 500 GB/ DVDRW	\$195	
	Desktop: Intel Pentium IV 3.2 Ghz /1GB/80GB/DVD/CDRW	\$150	
	Laptop: Intel Core 2 Duo 2.0 Ghz/2GB/80GB/DVDRW, 17" Screen	\$250	
	Laptop: Intel Pentium M 1.6 Ghz/1GB/40GB/DVD, 15" Screen	\$195	
Qty	APPLE DESKTOPS and LAPTOPS	Full Show *	Total
	Apple 24" IMAC Intel Core Duo 2.4 GHz 4gb/320gb/DVDRW	\$375	
	Apple 15.4" MacBook Pro Core Duo 2.16 GHz 2gb/100gb/DVDRW	\$350	
Qty	AV ACCESSORIES, PRINTERS & MORE	Full Show *	Total
	Booth Sound System (Includes a Wireless Mic, Mixer and 2 - Speakers)	\$495	
	Blu-Ray HD DVD Player	\$175	
	DVD Player with Auto Repeat (Multi Standard)	\$75	
	VGA or RCA Distribution Amp - 1 to 4	\$175	
	3000 lumen LCD Projector	\$395	
	6500 lumen LCD Projector	\$1,495	
	8'x8' Tripod Screen (other sizes available-please call)	\$150	



SmartSource
COMPUTER & AUDIO VISUAL RENTALS

Please email completed form to:
seattle@smartsourcerentals.com
or Fax to 425-883-1218

Subtotal:	
Delivery, Setup and Pickup Fee - 20% of Equipment Rental Cost - or \$125 (whichever is greater):	
Loss and Damage Waiver @ 10.5% subtotal (optional):	
Sales Tax 9.5%	
Total:	

Exhibitor INFORMATION

Exhibiting Company Name	Onsite Cell #:	Booth #
Ordered by Name:	Setup Date / /	Pickup Date / /
Onsite Contact Name:	Setup Time AM or PM	Pickup Time AM or PM

BILLING INFORMATION

Company Name	Credit Card #	Exp Date
Address	Name on Card (please print)	3 or 4 digit Security Code
City	State / Zip	Authorized Signature
Phone #	Fax #	Email Address



CCPI, A Smart City Company
 5795 W. Badura Ave, Suite 110
 Las Vegas, Nevada 89118
 888-446-6911 • 702-943-6001 (Fax)



Washington State
 Convention Center
 www.wsccl.com

Company Name		Booth / Room	Show Name:
Billing Name		If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: / / To / /
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY):	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

Important! Important! Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at <https://www.ccpi.net>** . Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,095	\$ 1,370	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 450	\$ 565	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,495	\$ 6,870	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Voice Services: PBX Service – Dial "9" for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 415	\$ 520	
4. Voice Services: Dedicated Line (Direct line do not dial "9")					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only) upon request	CC / TLD				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended POTS line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)					
MI (Call 888-446-6911 for quote)					
8. Move - In / On - Site order fee (if ordering service after show move-in has started). (20%) x (Base Price)					
9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue. x (number of lines)					
				SUBTOTAL	
Unused portions of deposits returned with final billing.				ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%	
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001				GRAND TOTAL	

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2011 - 020 -
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ORDER ON LINE: <https://www.ccpi.net/order/online.asp>

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Terms and Conditions / Payment Options

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Smart City is the exclusive provider and installer of all Voice, Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), and all other data and telecommunications related cabling. 2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals. 3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address. 4. Incentive Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price. 5. Internet / Network – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered. 6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote. 7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth. 8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges. 9. Wireless Specific: (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.4 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense. 10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service. | <ol style="list-style-type: none"> 11. Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility. 12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City. 13. CANCELLATION – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used. 14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show. 15. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate. 16. Equipment Management: (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show. 17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 91-1782072. 18. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S) 19. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+" , Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply. 20. Long Distance (International Calls) and Line Restrictions: (a) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies. 21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed. 22. Prices are based upon current rates and are subject to change without notice. |
|---|---|

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

<p>23. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</p> <p>24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa.). Make all checks payable to: CCPI.</p> <p>25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.</p>	<p>Mail or Fax Completed Orders with Payment and Floor Plan To</p> <p>CCPI / SMART CITY 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001</p>
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Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2011 - 020 -	

ORDER ON LINE: <https://www.ccpi.net/order/online.asp>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: Washington State CC (020) - WA

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2011 - 020 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated: _____ Date Security Updates Last Performed: _____ Date

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature

Date

Printed Name

Title



Floor Plan – Communications Cable

Center: Washington State CC (020) - WA

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2011 - 020 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

