



ASPRS 2010 Annual Conference
San Diego, California
April 26-30, 2010

General Information

Location

Town and Country Hotel & Convention Center
 500 Hotel Circle North
 San Diego, California 92108
 (619) 291-7131
 (619) 294 5957 Fax
www.towncountry.com

Official Decorator

Levy Exposition Services, Inc.
 14900 Interurban Avenue
 South, Suite 271
 Seattle, Washington 98168
 253-437-0031 Phone
 253-437-0032 Fax
 Chuck Premone, President
operations@levyshow.com

Official Show Carrier

ICAT expo
 877-ICAT-expo
 (877-422-8397)
 410-691-7706 FAX
 Matt Campbell
matt.campbell@icatexpo.com
www.icatexpo.com

Official Show Colors

Gold and White

Schedule

<u>Monday, April 26</u> 4 pm – 6 pm	<u>Exhibit Set up</u> - Please contact Chuck Premone at Levy Exposition Services cpremone@levyexpo.com , if additional set up information is needed
<u>Tuesday, April 27</u> 8 am – 5 pm	<u>Exhibit Set up.</u>
<u>Wednesday, April 28</u> 7:30 am – 9:30 am 9:30 am – 10:30 am 10:30 am – 7 pm 5:30 pm – 7 pm	<u>Exhibit Set up</u> <u>Hall Inspection</u> – Please note, a company representative must be in the booth during this inspection. <u>Exhibit Hall Open</u> <u>Exhibitors Reception</u>
<u>Thursday, April 29</u> 9 am – 5 pm	<u>Exhibit Hall Open</u>
<u>Friday, April 30</u> 8 am – 11 am 11 am – 5 pm	<u>Exhibit Hall Open</u> <u>Exhibit Hall Dismantle</u>

EXHIBIT HALL LOCATION

The exhibit hall is located in the Exhibit Hall of the Town and Country Hotel and Convention Center.

EXHIBITOR BENEFITS

The following items are provided for each exhibitor who purchases a 8' x10' space:

- ◇ Draped back wall and side rails
(linear booths only)
- ◇ A 7" x 44" booth identification sign
- ◇ One full conference registration
(per 10'x10' booth)
- ◇ Three exhibitor personnel badges
(per 10'x10' booth)
- ◇ Post-conference attendee mailing list

Exhibiting companies are responsible for furnishing, and cleaning their booths. The Exhibit Area in the Town and Country Exhibit Hall is **CARPETED**. Carpet for individual booths may be obtained through Levy Exposition Services.

BOOTH INSPECTION

All displays are to be completely installed and ready for inspection by 10:30 am on Wednesday, April 28th. Displays will be checked by show management between 10:30 am and 11:30 am. A company representative **must** be on hand during this inspection in case booth adjustments are necessary.

GUEST PASSES

Nine complimentary Guest Exhibit Hall passes per 10' x 10" booth are available upon request. Please contact Anna Marie Kinerney at akinerney@asprs.org before April 15, 2010 to request them. Passes may be distributed to your clients. These are designed for client/customer use only and are **not** to be used by your company staff. Please instruct your clients to take the completed pass to the ASPRS Registration Desk in the Town and Country Hotel to exchange them for name badges.

EXHIBITORS' RECEPTION

Drinks and light hors d' oeuvres will be served from 5:30 to 7 pm on Wednesday, April 28. This is an excellent opportunity for all exhibitors to meet the Conference attendees

DISMANTLING

Dismantling and removal of displays may not begin before 11:00 am and must be completed by 5 pm on Friday, April 30. **Note: Exhibitors who select freight carriers other than the official carrier must make arrangements for pick-up by 5:00 pm on April 30. Failure to remove all materials on the date and time specified will constitute authority of show management to remove the exhibit at the expense of the exhibitor.**



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CONTACTS

If you have questions about the 2010 Annual ASPRS Conference, please contact the following:

Exhibit Sales/Contracts & Advertising

The Townsend Group, Jim Perrus,
Phone: 410-788-1735 - Fax: 301-215-7704
jperrus@townsend-group.com

Exhibit Decorator

Levy Exposition Services, Inc. Chuck Premone
14900 Interurban Avenue South, Suite 271
Seattle, Washington 98168
Phone: 253-437-0032 - Fax: 253-437-0032
operations@levyshow.com

Show Freight Carrier

ICAT expo, Matt Campbell,
Phone: 877 - 422-8397 (Toll Free) Fax: 410-691-7706
matt.campbell@icatexpo.com

Conference Registration,

International Meetings, Inc., Jane Ramsey
Phone: 410 451-3026 - 888-233-2864 (Toll Free)
Fax: 443-926-9631
jane@imimeetings.com

Audio Visual Rentals

Technology Express, Mike Coultas,
Phone: 800-704-3655 (Toll Free)
mikec@techexpress.com

ASPRS General Information

ASPRS, Anna Marie Kinerney
Phone: 301-493-0290 x 106 - Fax: 301-493-0208
akerney@asprs.org

Town & Country Hotel Services

Catering

Bengt Samuelsson
Assoc. Director of Convention Services
Phone: 619-908-5011 - Fax: 619-294-8154
b.samuelsson@towncountry.com

Exhibit Hall Electrical Service

Janelle Walker
TSE Trade Show Electrical
Phone: 619.498.6347; Fax: 619.498.6366
jawalker@ges.com

Audio Visual & Production Services

Jim Roth
Meeting Services, Inc.
Phone: 619/291-8770 - Fax: 619/574-6712
jroth@msiprod.com



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EXHIBITOR CHECKLIST IMPORTANT DEADLINES

RETURN TO CONFERENCE REGISTRATION COMPANY

Exhibitor Staff & Full Registration Forms
(Please use enclosed form) March 26, 2010

HOTEL RESERVATIONS

Town and Country Hotel and Convention Center March 26, 2010
(Please note, we have only a limited number of rooms reserved in the ASPRS block – early reservations are strongly advised. The cut-off date for reservations does not guarantee that rooms will still be available. Reservations can be in the ASPRS block directly through our web site www.asprs.org/sandiego2010 Room Rate is \$169.)

SHIPPING AND RECEIVING

Advance Shipping – Please note that advance shipments will be received between March 22 - April 21, 2010. A surcharge will apply to shipments received before March 22nd or after April 21st.

Direct Shipping – Please note that direct shipments to the Town and Country Hotel and Convention Center will be received beginning at **12:00 pm** on **April 26, 2010**. Shipments arriving before this date will be refused.

EXHIBIT LABOR

Decorator Labor Order Form April 12, 2010

EXHIBIT FURNISHINGS AND SERVICES

Intent to Use Non-Official Contractor Form April 12, 2010

Levy Exposition Services Forms

Payment Policy & Authorization April 12, 2010

Recap of Orders April 12, 2010

Rental Display April 12, 2010

Sign Order April 12, 2010

Booth Cleaning April 12, 2010

Furniture Order April 12, 2010

Custom Rental Furnishings Order April 12, 2010

Technology Express Audio Visual Orders April 16, 2010

www.techexprss.com/quote.asp

Town and Country Hotel & Convention Center

Audio Visual, Telephone, Electrical April 16, 2010

FOR FURTHER DETAILS, PLEASE SEE PRELIMINARY PROGRAM AVAILABLE ON LINE
AT www.asprs.org/SanDiego2010



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Job Interviews

ASPRS is providing a private interview room for exhibitors and other employers with job openings who are interested in conducting on-site interviews during the 2010 Annual Conference. The Sustaining Members Council will coordinate and schedule interview times available at the Town and Country Hotel and Convention Center. Contact Mark Stanton, Sustaining Member Council Chair, at mstanton@pixxures.com.

Job Boards

Boards will again be available in the Exhibit Hall area for advertising job openings as well as space for resumes of prospective employees. Please provide multiple copies of your advertisements and check the boards frequently for new postings.

Prize Drawings

Drawings within your booth for appropriate prizes are encouraged and winners may be announced in the Exhibit Hall. For permission to make announcements within the Hall, please contact the Exhibit Hall Manager in the ASPRS booth.

Hotel Information

Please make your hotel reservations at the Town and Country Hotel & Convention Center **as soon as possible** in order to take advantage of the special ASPRS room rate of \$169. While our room block does not expire until March 22, there is no guarantee that rooms will be available at that late date in the block or in the hotel. For reservations in the ASPRS block, please see the ASPRS web page link at www.asprs.org/SanDiego2010 or call 800.772.8527 or (619) 291-7131 and refer to the ASPRS Conference. A very limited number of rooms are reserved in the ASPRS room block at this special rate.

As a courtesy to ASPRS and all conference attendees, please do not reserve a hotel room until you are certain that you will be attending. Late cancellations can result in an expensive penalty imposed by the hotel on ASPRS and preclude others from staying in the conference headquarters hotel.



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SPECIAL REBATE ANNOUNCEMENT

ASPRS is offering a rebate to all exhibitors who stay for a minimum of three nights at the Town and Country Hotel and Convention Center during the 2010 Annual ASPRS Conference. This is the headquarters hotel for this conference.

Exhibitors who book within the ASPRS room block and stay a minimum of three nights at the Town and Country Hotel and Convention Center between April 25 and April 30 are eligible for a \$100 rebate from ASPRS. This offer is limited to a maximum of four rebates per full price 10' x 10' booth. This rebate is an expression of our appreciation for your patronage of the conference hotel, and enables us to contain meeting costs.

To claim this rebate from ASPRS, exhibitors must fax or mail a copy of his/her paid Town and Country Hotel and Convention Center bill to the following address. All requests must be postmarked on or before May 13, 2010. Please indicate to whom the rebate check should be made payable.

Anna Marie Kinerney
Meetings/Marketing Manager
ASPRS
5410 Grosvenor Lane
Bethesda, Maryland 20814
Fax: 301 493-0208

EXHIBITOR CONFERENCE REGISTRATION

Conference Registration Deadline – March 26, 2010 - Registration is required for all exhibitors and booth staff.

Registration Procedures - Each exhibiting company will receive one (1) complimentary full conference registration and three (3) booth staff registrations per 10'x10' booth. Please complete the "**Exhibitor Registration Form**" included in this packet, for your full conference registrant and booth staff. Additional copies of this form may be made and must be submitted if more than one complimentary full registration or three booth staff registrations apply.

Technicians and booth personnel who need access to the hall prior to show hours (even if registered for the conference) should be included in this form. Please indicate time of entrance and need for early entrance on the form.

Outside Contractors/Crew Passes - If an outside contractor will be used to set up your booth, please fill out the enclosed "Intent to Use Non-Official Contractor" form for our records. Move-in/out crew passes will be available at the Levy Expositions Services Desk. These passes are to be used by company personnel or I&D companies who will only be responsible for setting up/tearing down your booth. Personnel who have the exhibit badge do not need the move-in/out passes to gain access to the hall.

BADGES MAY BE PICKED UP ON-SITE AT THE ASPRS REGISTRATION DESK IN THE TOWN AND COUNTRY HOTEL AND CONVENTION CENTER DURING REGISTRATION HOURS AS NOTED IN THE ON LINE PRELIMINARY PROGRAM AT www.asprs.org/SanDiego2010



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Exhibitor Registration Form

For each 10'x10' area purchased, the exhibitor is entitled to one complimentary full conference registration (admits bearer to all non-fee sessions and social functions) and three exhibitor badges (allowing booth staff access to the show floor, and Exhibitors' Reception only). **Please use this form to register your full conference attendee and booth staff.** If you have purchased space larger than a 10'x10' area, please make the appropriate number copies of this form. If you would like to purchase additional full conference registrations or register your employees for additional events held in conjunction with this ASPRS Conference that are not included in the complimentary registration, please use the official ASPRS Conference Registration Form. These forms can be found at <http://www.asprs.org/SanDiego2010>. Completed exhibitor registration forms are due by March 26, 2010. Return address information is below.

Complimentary Full Conference Registration (one per 10'x10' booth)

Last Name _____ First Name _____

First Name on badge: _____

Company _____ Street Address _____

City _____ State/Province _____ Zip/Postal Code: _____ Country _____

Business Phone _____ Fax _____ E-mail _____

Emergency Contact Name & Phone Optional) _____



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Exhibitor Booth Staff Badges
(three per 10'x10' booth)

#1 Last Name _____ First Name _____

First Name on badge _____

Company _____ Street address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Phone _____ Fax _____ E-mail address _____

Emergency Contact Name & Phone (Optional) _____

* * * * *

#2 Last Name _____ First Name _____

First Name on badge _____

Company _____ Street address _____

City _____ State/Province _____ Zip/Postal Code: _____ Country _____

Phone _____ Fax _____ E-mail address _____

Emergency Contact Name & Phone (Optional) _____

* * * * *

#3 Last Name _____ First Name _____

First Name on badge _____

Company _____ Street address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Phone _____ Fax _____ E-mail address _____

Emergency Contact Name & Phone (Optional) _____

Return no later than March 26, 2010 to:

**ASPRS Conference Registration
International Meetings, Inc.
2142 Priest Bridge Ct., Ste. 9
Crofton, Maryland 21114
410-451-3026
888-233-2864 Toll Free
Fax: 443-926-9631**



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Intent To Use Non-Official Contractor

Levy Exposition Services, Inc. has been selected as the official general services contractor, and should be used for all drayage, furniture rental, signs, cleaning and installation of decorations. If your company will be using persons or organizations not covered in this Exhibitor Service Manual to perform services in connection with your exhibit while in at this ASPRS Conference, please read and complete the following information.

Rules & Regulations for Those Other Than Official Service Contractors

Persons or organizations other than those designated, as the official contractor for the ASPRS Conference who will perform any services within the ASPRS designated exhibit area for an exhibitor and are approved for show management will:

Abide by the same exhibit rules and regulations as an exhibitor. It is the exhibit company's responsibility to inform the Non-Official Contractor of the ASPRS Conference rules and regulations. Contractor must agree to abide by all union rules and regulations.

Have all exhibits for which they are responsible installed and ready for inspection by 9 am on Wednesday, April 28, 2010 and dismantled and ready for shipping by 5 pm on Friday, April 30, 2010. All Non-Official Contractors must provide sufficient labor to satisfy the requirements of the exhibitors and the show.

Supply ASPRS and Levy Exposition Services of the names and addresses of the personnel who will be working within the Exhibit Hall.

Secure all services required other than set-up and dismantling from the official contractor.

Use the official contractor for any additional labor needed over and above those normally considered regular employees.

Each Non-Official Contractor firm being utilized must submit by April 12, 2010, a valid "Certificate of Insurance" with the following limits: Comprehensive, General Liability not less than \$100,000 with respect to injuries to any one person in any occurrence; \$300,000 with respect to injuries to more than one person in any one occurrence; and \$1,000,000 with respect to damage of property. Workman's Compensation Insurance, including employees' liability coverage, in a minimum amount not less than \$100,000. Please forward to the addresses listed on the form.

Each representative of a Non-Official Contractor must physically pick-up an "Exhibit Crew" identification badge at the Levy Exposition Services Desk. The identification badge must be worn at all times. If a representative of a Non-Official Contractor does not have any identification that verifies his/her employment by a Non-Official Contractor, he must be accompanied to the Levy Exposition Services Desk by a representative who does have verifying identification.



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Intent To Use Non-Official Contractor

I understand and agree that the Non-Official Contractor will abide by show rules and regulations and those outlined on the previous page.

Exhibiting Company: _____

Booth Number: _____

Exhibiting Company Contact: _____

Non-Official Contractor: _____

City, State Zip: _____

Phone: _____ Fax: _____

The Exhibitor must submit an "Intent To Use a Non-Official Contractor" form to the ASPRS Meetings Manager and Levy Exposition Services by April 12, 2010. The Non-Official Contractor must submit a list of employees and a valid Certificate of Insurance to the ASPRS Conference Organizer and Levy Exposition Services by April 12, 2010. In the event the Conference Organizer and Levy Exposition Services are not notified as stated, the Non-Official Contractor must order labor from Levy Exposition Services.

Return one (1) copy to each address:

ASPRS
Meetings Manager
5410 Grosvenor Lane, Suite 210
Bethesda, MD 20814
301-493-0208 Fax

Levy Exposition Services, Inc.
Anita Macleod
14900 Interurban Avenue South, Suite 271
Seattle, Washington 98168
253-437-0032 Fax



Rules and Regulations

ADMITANCE POLICY

Show Management will provide badges for registered booth staff from your company. These badges are intended for the use of company personnel exclusively. Please use the registration forms provided in this service kit. Badges may be picked up at the ASPRS Registration Desk in the Town and Country Hotel & Convention Center beginning at 4 pm on Sunday, April 25, 2010. Badges and exhibitor ribbons must be worn to gain access to the Exhibit Hall.

AISLE OBSTRUCTION

Any demonstration or activity that results in obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any period specified by show management.

BADGE SYSTEM

A vital ingredient for the security of our show is our badge system. Therefore, security personnel have been instructed by ASPRS management to allow, at the appropriate times, only those with exhibitor badges in the Exhibit Hall. Badges must be displayed at all times. Under no circumstances will anyone be allowed in the Exhibit Hall without proper identification. We ask that you give us your full cooperation and attention in complying with this system since it benefits all those involved.

BOOTH ACTIVITIES

No flammable fluids, substances, or materials of any nature, including decorative material, which is prohibited by national, state or city fire regulations, may be used in any booth. Helium balloons are prohibited. All curtains, drapes and decorations must be constructed of flameproof material. The use of lanterns and candles is prohibited.

BOOTH SPECIFICATIONS

A standard booth will be set with backdrop and side rails draped in flame resistant cloth. The backdrop framework is 8' high and the side rails are 3' high. A sign will be affixed to each backdrop. This is included in the cost of the booth space.

BUILDING PROTECTION

Nothing shall be tacked, stapled, nailed, screwed, taped or otherwise attached to the columns, walls, floors, doors or other parts of the building or furniture.

CATERING WITHIN THE EXHIBIT HALL

All food items must be purchased through the Town and Country Hotel & Convention Center. For all catering needs at the Hotel Please contact Bengt Samuelsson, Assoc. Director of Convention Services Phone 619-908-5011, Fax 619-294-8154; b.samuelsson@towncountry.com

CUSTOM DISPLAYS

The International Association for Exposition Management's Guidelines for Display Rules and Regulations will govern all exhibit constructions. Copies of the rules are enclosed. Show management may require the rearrangement of any exhibit to make it conform to the regulations, and the exhibitor will be liable for any costs incurred thereby.

DECORUM OF EXHIBITS

Show management reserves the right to restrict exhibits, which, because of noise, method of operation or for any other reason, become objectionable, and also to prohibit or evict any exhibit, which, in the opinion of show management, may detract from the general character of the exhibits. This reservation includes persons, things, conduct, printed matter or anything of an objectionable nature.

ELECTRICAL

All electrical orders will be filled directly by the Town and Country Hotel and Convention Center. Order forms are included in this kit.

EXHIBITORS' RESPONSIBILITY

Exhibitors have the right to escort their goods and merchandise from the receiving point at the Exhibit Hall to the storage area and/or their booths. On move-out the exhibitors should remain with their goods and merchandise until it is picked up. Any material that is left unattended with no prearranged freight pick-up will be forced on show freight carrier or returned to the drayage contractor warehouse. Freight will be forced at 7:00 pm on Friday, April 30, 2010.

HALL ACCESS AFTER SHOW HOURS

All exhibitors will be required to leave the show within 30 minutes after closing each day. For exhibitors needing to work during non-show hours, permission must be obtained from ASPRS Show Management. Security will ask for proper identification include badge and ribbon before allowing anyone into the Exhibit Hall. Every consideration will be made to accommodate Exhibitors and still have an effective security program.



INSURANCE

Exhibitors must insure their exhibits against damages that may be caused by accidents at the time of delivery, during the exhibition, and removal as well as any injury caused to any member of the public that may be caused by the exhibits in the amount of \$1 million dollars. AND, PLEASE NOTE: ASPRS must be named in all insurance policies as an additional insurer for all ASPRS shows, and a Certificate of Insurance must be provided to ASPRS prior to installation of any exhibit. Certificates should be faxed to:

**Jim Perrus
The Townsend Group
jperrus@townsend-group.com (preferred transmission)
(301) 215-7704 (FAX)**

Exhibits cannot be installed until such certificate has been provided.

Although the ASPRS will take reasonable measures to prevent accidents for the general management of the site, ASPRS is not be responsible for any act of God, theft, loss or damage to any exhibit materials.

LABOR

Exhibitors may set up and dismantle their own exhibits. A regular, permanent employee of the exhibiting firm must perform such work; no temporary employment personnel may be used.

Exhibitors who plan to have an exhibit service firm (other than Levy Exposition Services, the official contractor) unpack, erect, assemble, dismantle, and pack displays and/or equipment must abide by the rules set forth in the "Intent to Use Non-Official Contractor" form in this service kit.

Levy Exposition Services will maintain an Exhibitor Service Center in the Exhibit Hall area at the Town and Country Hotel and Convention Center. Any approved independent contractor will be permitted to maintain their check-in or service desks only within the confines of their client's booths, but shall not, under any circumstances, maintain desks in the aisles of the Exhibit Hall. *It is the exhibitor's responsibility to advise its independent contractors of all rules and regulations.*

MATERIAL DISTRIBUTION

Printed matter, samples, etc., must be distributed only from within the rented exhibit space. Special distribution of such materials elsewhere must be approved by the ASPRS.

OCCUPANCY

It is explicitly agreed by the exhibitor that in the event the exhibitor fails to install their product in their exhibit space within the time specified for installation, fails to pay the space rental at the time specified, or fails to comply with any other provisions concerning use of exhibit space, the ASPRS shall have the right to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. If booth space is not occupied by 9:00 am on **Wednesday, April 28**, the ASPRS may take possession of said space.

Exhibitors will not be allowed access to the Exhibit Hall until all outstanding invoices are paid.

SAFETY DEVICES

Exhibitors agree to accept full responsibility for compliance with national, state and city safety and fire regulations and to provide and maintain adequate safety devices should any of the display machinery or equipment be operated. Demonstrations are permitted within the booth provided that such demonstrations are absolutely safe to the general public. If a demonstration causes extreme noise, intense light, heat or vibration, the ASPRS Show Management may suspend the demonstration.

SECURITY

Every effort has been made by ASPRS to ensure the safety of your property. The Town and Country Hotel and Convention Center will provide general security on a 24-hour basis. ASPRS' objective is to implement reasonable measures designed to minimize the risk of loss of your property. However, because such reasonable measures cannot absolutely guarantee the prevention of loss, the Town and Country Hotel & Convention Center, ASPRS, and Levy Exposition Services are not liable for any loss of merchandise or equipment from your booth before, during or after the event. Exhibitors are urged to carry their own insurance through their own sources at their own expense. It is crucial that every exhibitor work closely with ASPRS and Levy Exposition Services, Inc. to ensure that the exhibition is as secure as possible. Additional security guards have been retained by ASPRS to provide perimeter security services for this event. It is ultimately all exhibitors' responsibility for safeguarding their exhibit. If you would like additional security for your booth, please contact Anna Marie Kinerney at 301-493-0290 ext.106. Orders must be placed by March 22, 2010..

The following are suggested security precautions:

- Ship in locked trunks or crates.
- Do not indicate the contents of boxes.
- All cartons should be securely taped or banded.
- Do not leave your booth unattended during the set-up period or during show hours.
- Avoid leaving small, easily concealed items in your booth overnight.
- Cover displays during non-show hours.
- Do not, under any circumstances, include merchandise in containers to be stored with empties.
- Pack your entire exhibit as soon as move-out period starts.
- Report any theft immediately to ASPRS and Levy Expo.
- Hire a security officer to be assigned to your booth during non-show hours.

SIGNS

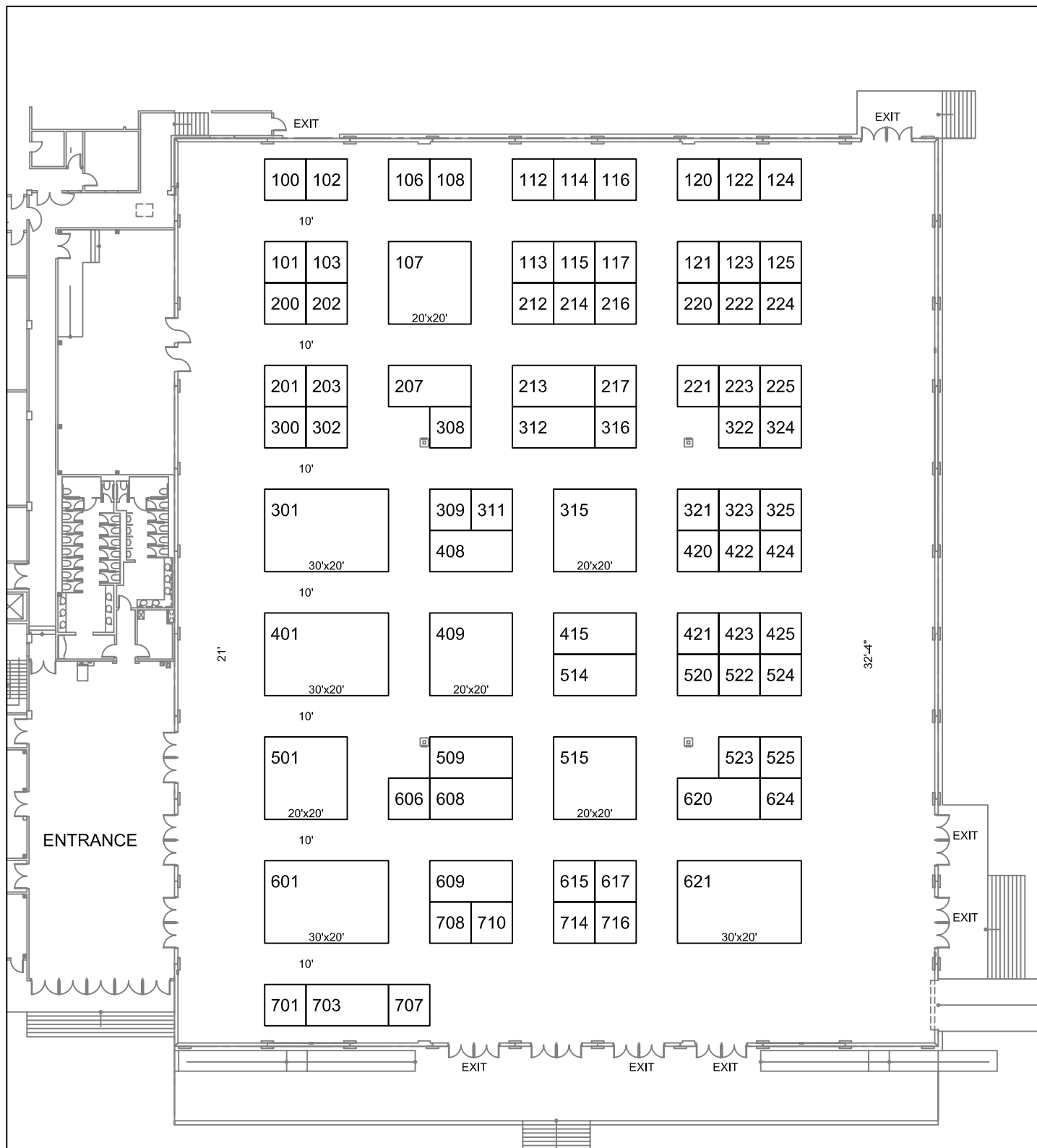
A complimentary identification sign will be provided for each exhibiting company. The sign, mounted on the backdrop, is 7"x 44" and bears the company's name and booth number. Additional signs may be ordered through Levy Exposition Services. Order forms are enclosed.

SOUND DEVICES AND LIGHTING

Public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. ASPRS reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, vocal or instrumental, is prohibited.

TELEPHONES/INTERNET SERVICE

Private telephone and Internet service is available in exhibit booths at exhibitor's expense and must be ordered through the Town and Country Hotel & Convention Center. Order forms are included in this kit.



2010 ASPRS ANNUAL CONFERENCE

APRIL 26 - 30, 2010

TOWN & COUNTRY RESORT & CONVENTION CENTER
GRAND EXHIBITION HALL
SAN DIEGO, CA

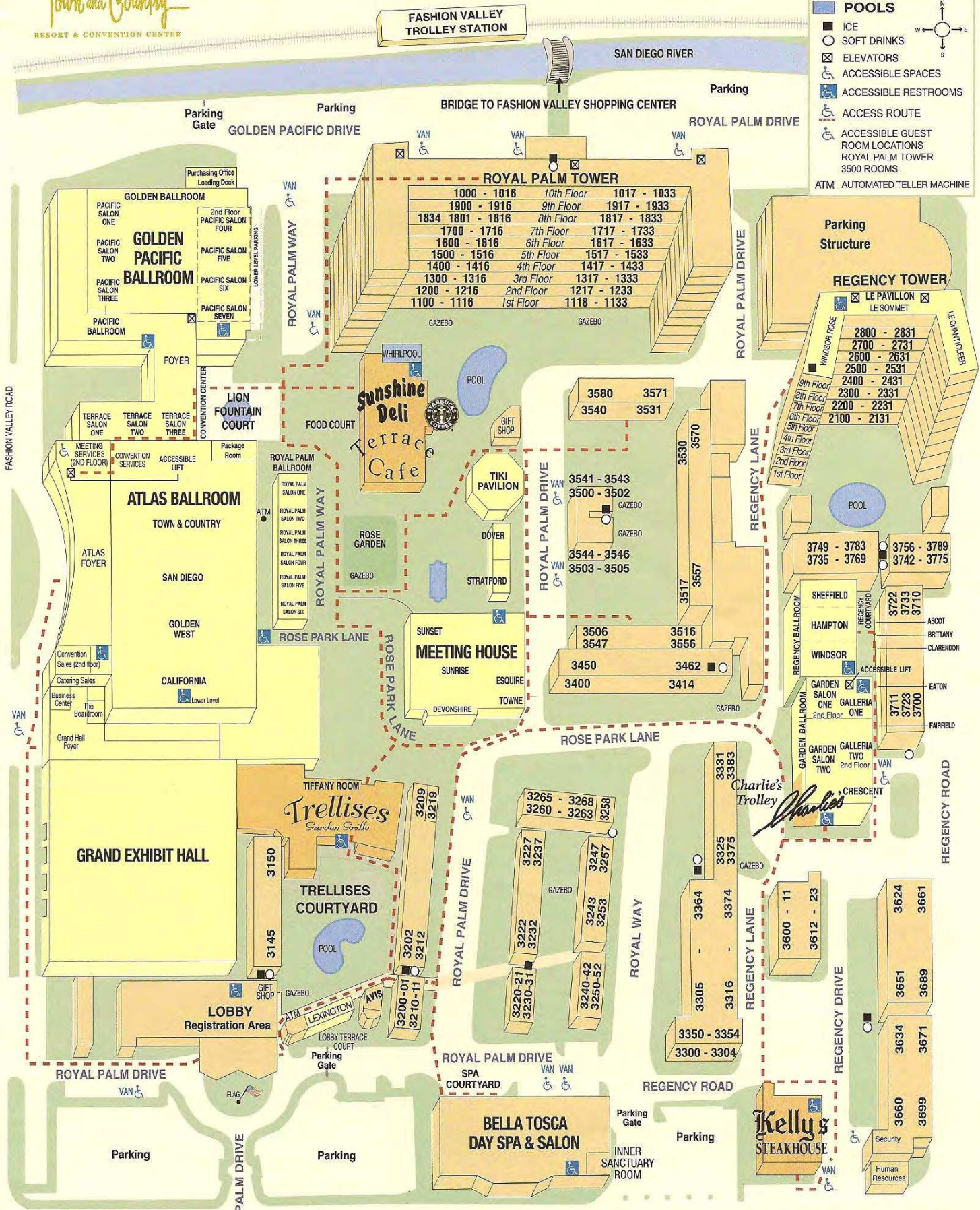
64 - 10' x 10' BOOTHS
11 - 10' x 20' BOOTHS
5 - 20' x 20' BOOTHS
4 - 20' x 30' BOOTHS

Tel: 253 437 0031 Fax: 253 437 0032 www.levyshow.com



asprs 2010/asprs2010.dwg/23/03/09

- RESTAURANTS
- MEETING ROOMS
- GUESTROOMS
- POOLS
- ICE
- SOFT DRINKS
- ELEVATORS
- ACCESSIBLE SPACES
- ACCESSIBLE RESTROOMS
- ACCESS ROUTE
- ACCESSIBLE GUEST ROOM LOCATIONS
- ROYAL PALM TOWER 3500 ROOMS
- ATM AUTOMATED TELLER MACHINE





ASPRS 2010 ANNUAL CONFERENCE

**SERVICE
CONTRACTOR
CONTACTS:**

LEVY EXPOSITION SERVICES INC.
14900 Interurban Avenue S, Suite 271
Seattle, WA 98168
tel: 253 437 0031
fax: 253 437 0032

LOCATION:

Town & Country Resort
500 Hotel Circle North
San Diego, CA 92108

BOOTH EQUIPMENT:

each 10' X 10' booth space comes with the following:

- 8' high drapery backwall - gold/white
- 3' high drapery sidewall - gold
- 1 - 7" x 44" booth identification sign

**DISCOUNT PRICE
DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **April 12, 2010, unless otherwise noted.**

**SHOW SCHEDULE
INSTALLATION HOURS:**

Monday, April 26, 2010	4:00 pm - 6:00 pm
Tuesday, April 27, 2010	8:00 am - 5:00 pm
Wednesday, April 28, 2010	8:00 am - 10:30 am

SHOW HOURS:

Wednesday, April 28, 2010	10:30 am - 7:00 pm
Thursday, April 29, 2010	9:00 am - 5:00 pm
Friday, April 30, 2010	9:00 am - 1:00 pm

DISMANTLE HOURS:

Friday, April 30, 2010	11:00 am - 5:00 pm
------------------------	--------------------

SHIPMENTS:

Please see the Material Handling order form and invoice in this manual for further information and associated costs. Please note concerning outbound shipments at the close of the show, all carriers must be checked in by 5:00 pm on Friday, April 30th. If your carrier is not checked in by this time, the shipment (s) will be re-routed via the official show carrier, Liberty Convention Freight.

SHIPMENTS:

All **ADVANCE** air and ground shipments should arrive at the advanced warehouse between March 22 - April 21, 2010 and should be consigned as follows:

ASPRS 2010
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS / YRC
9525 Padgett St.
San Diego, CA 92126

All **DIRECT** shipments should not arrive prior to 12:00 pm on Monday, April 26, 2010 and should be consigned as follows:

ASPRS 2010
COMPANY NAME & BOOTH #
Town & Country Resort
c/o Levy Exposition Services Inc..
500 Hotel Circle North
San Diego, CA 92108

FACTS
QUICK

UNION REGULATIONS FOR SAN DIEGO, CALIFORNIA

To assist you in planning your participation in the show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following.

SIGN, DISPLAY AND ALLIED CRAFT UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. **You may set up your exhibit display only if one person can accomplish the task in less than ½ hour without the use of tools.**

TEAMSTER UNION

This local union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. **An exhibitor may only move material that is hand-carryable by one person in one trip. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks or other mechanical equipment. This includes, but is not limited to, I&D employees, hotel employees and facility employees.**

TIPPING

Levy Exposition Services requests that exhibitors do not tip our employees. They are paid an excellent wage, denoting a professional status, and we feel that tipping is not necessary. This applies to all Levy Exposition Services employees.



2006 XPO/carpet-drape9X10.cdr



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USA 98168
Telephone: 253 437 0031
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CUSTOM CARPET ORDER FORM

Custom Carpet can also be ordered on the regular Carpet Order Form.

Deluxe Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

- | | | | | | |
|---|--------------------------|------------|---|--------------------------|--------------|
| A | <input type="checkbox"/> | Royal Blue | F | <input type="checkbox"/> | Beige |
| B | <input type="checkbox"/> | Navy Blue | G | <input type="checkbox"/> | Grey |
| C | <input type="checkbox"/> | Charcoal | H | <input type="checkbox"/> | Boysenberry |
| D | <input type="checkbox"/> | Red | I | <input type="checkbox"/> | Teal |
| E | <input type="checkbox"/> | Spice | J | <input type="checkbox"/> | Hunter Green |

(CHECK BOX OF COLOR DESIRED)
SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
Orders must be received by **April 12, 2010** to guarantee availability.

		DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size	_____ ft. x _____ ft. = _____ sq. Ft. at	\$4.45 per sq. ft.	\$5.79 per sq. ft. =\$_____
Carpet Pad	_____ ft. x _____ ft. = _____ sq. Ft. at	\$1.50 per sq. ft.	\$1.95 per sq. ft. =\$_____

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **April 12, 2010**. We reserve the right to adjust orders calculated incorrectly.

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XPO/carpet-drape-custom100.cdr




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TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
8' x 2' Skirted		133.00	172.90	
6' x 2' Skirted		120.00	156.00	
4' x 2' Skirted		105.00	136.50	
Fourth side of table skirted		48.00	62.40	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		62.00	80.60	

☐ Blue ☐ Red ☐ Teal ☐ Plum ☐ White ☐ Black
☐ Burgundy ☐ Hunter Green

 TABLES 40" COUNTER HEIGHT				
8' x 2' Skirted		156.00	202.80	
6' x 2' Skirted		142.00	184.60	
4' x 2' Skirted		128.00	166.40	
Fourth side of table skirted		52.00	67.60	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		67.00	87.10	

☐ Blue ☐ Red ☐ Teal ☐ Plum ☐ White ☐ Black
☐ Burgundy ☐ Hunter Green


 WHITE PEDESTAL TABLE - 30" DIAMETER				
17" Coffee table height		99.00	128.70	
30" Table height		110.00	143.00	
40" Counter height		140.00	182.00	

TABLE RISERS DRAPED IN WHITE VINYL				
4'L X 8"W X 8"H		68.00	88.00	
6'L x 8"W x 8"H		78.00	101.00	
8'L x 8"W x 8"H		88.00	114.00	




EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		72.00	93.60	
 FABRIC SLED BASE ARMCHAIR - GREY		79.00	102.70	
 FABRIC HIGHBACK STOOL - GREY		91.00	118.30	

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****



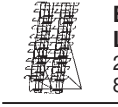
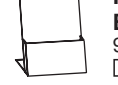

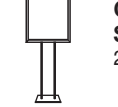

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
2006 XPO/table-chair.cdr

SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE


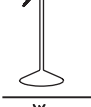

DISPLAY UNITS

	FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical	150.00	195.00	
	POP-UP BOOTH 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Black	1,410.00	1,833.00	
	BLACK WIRE LITERATURE RACK 20 pockets for 8.5" x 11" material	95.00	124.00	
	PLEXIGLASS BROCHURE HOLDER 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount	27.00	35.10	
	ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"	40.00	52.00	
	CHROME SIGN HOLDER 22" x 28"	86.00	111.80	
	OAK BOOK CASE 5' Tall X 36" Wide X 12" Deep	365.00	475.00	

COUNTER UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 WHITE COUNTER Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		295.00	384.00	
 JEWELRY CASE One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		375.00	488.00	
 SHOW CASE Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		410.00	533.00	
 COMPUTER COUNTER 12" keyboard extension Sliding doors & storage shelf base - 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		320.00	416.00	

ACCESSORIES

 TABLE TOP PLEXI DRAW BOX 12" x 12" x 12" tall		70.00	91.00	
 CHROME BAG HOLDER OR CLOTHING STAND		72.00	94.00	
 CHROME COAT TREE		72.00	94.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

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2006 XPO/spec-acces.cdr



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HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

10' x 10' BOOTH PACKAGES

Description	Quantity	Discount Rate	Standard Rate	Total
Base package includes: Aluminum structure, white hardwalls or colored fabric wall panels, company name in block lettering, carpet, 1 pedestal table, 2 chairs, installation and dismantle.				
MODEL 110 Basic - 1 straight header sign Deluxe - Basic plus 2 shelves, 1 white counter		1,553.00 1,889.00	2,019.00 2,456.00	
MODEL 120 Basic - Corner booth with oversize counter, 1 curved header sign Deluxe - Basic plus 1 enclosed corner counter top		1,949.00 2,087.00	2,534.00 2,713.00	
MODEL 130 Basic - 1 straight header sign Deluxe - Basic plus 2 shelves, 1 white counter		1,613.00 1,949.00	2,097.00 2,534.00	
MODEL 140 Basic - 1 oversize curved header sign, 2 built in counters with sliding doors Deluxe - Basic plus 2 shelves, 1 white counter		2,001.00 2,338.00	2,601.00 3,039.00	

10' x 20' BOOTH PACKAGES

MODEL 210 Basic - 2 straight header signs Deluxe - Basic plus 2 shelves, 1 white counter		2,708.00 3,045.00	3,520.00 3,959.00	
MODEL 220 Basic - 1 straight & 2 angled header signs, storage area, front angled counters Deluxe - Basic plus 2 white counters, 1 door with lock for storage		3,122.00 4,019.00	4,059.00 5,225.00	
MODEL 230 Basic - 1 extended straight header sign, angled backwall, 2m wide white centre counter Deluxe - Basic plus 4 shelves, 1 full height panel of white slat wall		3,321.00 3,649.00	4,317.00 4,744.00	
MODEL 240 Basic - 1 oversize curved header, 3 built in counters with sliding doors Deluxe - Basic plus 3 shelves, 1 white curved front display counter		3,856.00 4,753.00	5,013.00 6,179.00	

OPTIONS & INFORMATION

HARDWALL PANEL (non fabric) SELECTION

☐ White ☐ Grey

CARPET COLOR SELECTIONS

☐ Navy Blue ☐ Red ☐ Gray ☐ Black ☐ Teal
☐ Hunter Green ☐ Burgundy

HEADER TO READ (up to 20 characters, black lettering on white)

Header One

Header Two

For more information on counters and other accessories please see the **SPECIALTY ACCESSORIES** Rental Order Form.

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
Wall shelf, .25m deep x 1m long		35.00	46.00	
Angled shelf, .25m deep x 1m long		46.00	60.00	
150 watt chrome arm light, power NOT included		48.00	62.00	
2m white curve counter WITH inside shelf, NO doors		362.00	471.00	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		81.00/m	105.00/m	

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)	
25% CANCELLATION FEE (OFFICE USE ONLY)	
SUBTOTAL	
7.75% SALES TAX	
TOTAL US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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HARDWALL SYSTEM 10' x 10' EXHIBITS

MODEL 110 - 10'x10' CORNER OR INLINE



BASE PACKAGE:

1 - straight header (with copy)

DELUXE PACKAGE: (as shown)

2 - .25m(10") deep shelves

1 - .5m(20") x 1m(39") x 1m(39") white counter

MODEL 120 - 10'x10' CORNER



BASE PACKAGE:

1 - curved header (with copy)

1 - curved front display counter

DELUXE PACKAGE: (as shown)

1 - enclosed corner counter

MODEL 130 - 10'x10' CORNER OR INLINE



BASE PACKAGE:

1 - straight header (with copy)

DELUXE PACKAGE: (as shown)

2 - .25m(10") deep shelves

1 - .5m(20") x 1m(39") x 1m(39") white counter

MODEL 140 - 10'x10' CORNER OR INLINE



BASE PACKAGE:

1 - oversize curved header (with copy)

2 - .5m(20") x 1m(39") x 1m(39") white counters

DELUXE PACKAGE: (as shown)

2 - .25m(10") deep shelves

1 - .5m(20") x 1m(39") x 1m(39") white counter

STANDARD HARDWALL PACKAGE INCLUDES

- Aluminum structure
- White hardwall or colored fabric backwalls
- White hardwall sidewalls
- Carpet
- Please fill in carpet color selection on order form

- Furniture
- One pedestal table & two chairs
- Header assembly
- Graphics - block lettering only (logo extra)
- Please fill in header sign info. on order form



HARDWALL SYSTEM 10' x 20' EXHIBITS

MODEL 210 - 10'x20' CORNER OR INLINE



BASE PACKAGE:

2 - straight headers (with copy)

DELUXE PACKAGE: (as shown)

2 - .25m(10") deep shelves

1 - .5m(20") x 1m(39") x 1m(39") white counter

MODEL 220 - 10'x20' CORNER OR INLINE



BASE PACKAGE:

1 - straight & 2 angled headers (with copy)

1 - storage area with drupe door

2 - white front corner counters

DELUXE PACKAGE: (as shown)

2 - .5m(20") x 1m(39") x 1m(39") white counters

1 - door with lock for storage area

MODEL 230 - 10'x20' CORNER OR INLINE



BASE PACKAGE:

1 - straight header (with copy)

2 - .5m(20") X 1m(39") x 1m(39")

built-in white counters

DELUXE PACKAGE: (as shown)

1 - full height panel of white slat wall

4 - .25m(10") deep shelves

MODEL 240 - 10'x20' CORNER OR INLINE



BASE PACKAGE:

1 - oversize curved header (with copy)

3 - .5m(20") X 1m(39") x 1m(39")

built-in white counters

DELUXE PACKAGE: (as shown)

3 - .25m(10") deep shelves

1 - 2m curved front display counter

STANDARD HARDWALL PACKAGE INCLUDES

- Aluminum structure
- White hardwall or colored fabric backwalls
- White hardwall sidewalls
- Carpet
- Please fill in carpet color selection on order form

- Furniture
- One pedestal table & two chairs
- Header assembly
- Graphics - block lettering only (logo extra)
- Please fill in header sign info. on order form





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GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	31.00	40.00	
	7" x 44"	37.00	48.00	
	11" x 14"	47.00	61.00	
	14" x 22"	63.00	82.00	
	22" x 28"	79.00	103.00	
	28" x 44"	113.00	147.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text **MUST** be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate)	\$17.25	\$25.90	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

INDICATE YOUR SIGN COPY HERE

ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

CHOOSE YOUR LAYOUT

☐ Vertical ☐ Horizontal

Levy Exposition Services Inc.
to design layout

LETTER COLOR SELECTIONS

☐ Blue ☐ Red ☐ Green ☐ Teal ☐ Black ☐ Purple
Black lettering will be provided unless otherwise specified.

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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XPO/sign.cdr



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PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	40.00	52.00	
	Boston fern	46.00	60.00	
	Hanging green plant	46.00	60.00	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	69.00	90.00	
	4' - 5' tall floor plant	86.00	112.00	
	6' tall floor plant	113.00	147.00	

COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	69.00	90.00	
	Large floral arrangement	109.00	142.00	

Please indicate color preference here, if any: _____

The above items are priced on a rental basis only. Price includes container, delivery, installation and removal at the end of show.
Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.75% SALES TAX		
TOTAL	US DOLLARS	

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EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

SERVICES

OUR SERVICES INCLUDE THE FOLLOWING:

EXHIBIT VACUUMING

EMPTYING OF WASTEBASKETS

GENERAL HOUSEKEEPING

DISCOUNT RATE

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After Second Day	<input type="checkbox"/> After First Day <input type="checkbox"/> After Third Day	
100 Square Feet Minimum Order	X	\$0.48	=
	Total Number of Days		

STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After Second Day	<input type="checkbox"/> After First Day <input type="checkbox"/> After Third Day	
100 Square Feet Minimum Order	X	\$0.54	=
	Total Number of Days		

ADDITIONAL INFORMATION

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

A surcharge may be applied for any damage and or staining of exhibit space.

SPECIAL INSTRUCTIONS

Please indicate on the lines below any special cleaning requests or instructions you may have.

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
TOTAL	US DOLLARS	

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LABOR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY EXPOSITION SERVICES INC. SUPERVISED

☐ MOVE IN ☐ MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A **35% (\$50.00 minimum) Surcharge** will be added to the labor rates below for this professional supervision.

EXHIBITOR SUPERVISED

☐ MOVE IN ☐ MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name _____
Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (½) hour before time requested.

LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$96.00 per Hour
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday, and holidays.	\$159.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$96.00 per Hour	\$_____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$159.00 per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$96.00 per Hour	\$_____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$159.00 per Hour	\$_____ Total	

INBOUND FREIGHT INFORMATION

Carrier	Date Shipped
Number of Pieces	Weight
Pro Number	Arrival Date (Target)
<input type="checkbox"/> Loose Display	<input type="checkbox"/> Crated Display
Quantity of Ladders Required (Optional)	

EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 35% (\$50.00 min.)		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

TERMS & CONDITIONS Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

CANCELLATION FEE A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.



Fax: 253 437 0032 Tel: 253 437 0031
14900 Interurban Avenue South, Ste. 271
Seattle, WA
USA 98168

Questions about this form?
E-mail us at operations@levyshow.com
Please include name of show.

Booth Labor (I&D) Part 2 - Outbound Shipping Instructions

Order Deadline:
April 12, 2010

ASPRS 2010

April 26 - 30, 2010 Town & Country Resort San Diego, CA

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1

Outbound Shipping Instructions

*Please complete
this section if
Levy will
be supervising
booth labor.*

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address:
If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company/Show:	Booth #:
Address:	
City/State/Zip:	
Attention:	

■ Select Shipping Method:

Select
carrier

- ☐ Ship via carrier of **exhibitor's choice**.

Name of Carrier:

- ☐ Ship via **official show freight carrier**.

Select
shipping
method

- ☐ Ground

<input type="checkbox"/> Air	Select Service Preferred
------------------------------	--------------------------

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the **official** show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

2

Billing Information

*Please
indicate billing
information for
carrier charges if
different than
above.*

Bill Shipping Charges to (if different from above):

Shipper (signature):	Shipper (print name):
Freight Charges Billed To (Company/Show):	
Address:	
City/State/Zip:	
Telephone:	Attention:

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Levy Exposition Services Inc. before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

DEFINITIONS

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. 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 (E.A.C.).

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 LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR's booth. In case of 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, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services 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, LES 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. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services places at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF CALIFORNIA. In the event of any dispute between EXHIBITOR and LES 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 LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES 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. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

INDEMNIFICATION

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

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES 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 LES 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 LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES 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 LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO LES'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 LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.

TERMS & CONDITIONS





Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyshow.com

ASPRS 2010 Annual Conference
Opportunities for Emerging Geospatial Technologies
April 26 - 30, 2010
Town & Country Resort, San Diego, CA

MATERIAL HANDLING ORDER FORM & INVOICE

MATERIAL HANDLING SERVICES

Crated: material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments.

Federal Express and UPS are included in this category due to their delivery procedures.

Normal Warehouse Hours for Receiving Freight: 8:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.

Uncrated: material that is shipped loose or pad-wrapped, and/ or unskidded machinery without proper lifting bars or hooks.

Straight Time - 8:00 A.M. To 4:00 pm Monday through Friday

Overtime - 4:00 P.M. To 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays.

**** Please be advised that overtime charges may apply during move-in or move-out.****

DESCRIPTION	CWT Price	Minimum
Showsite Shipment		
Crated or Skidded Shipment.....	\$ 82.00	\$ 164.00
Special Handling Shipment.....	102.50	205.00
Uncrated or Pad Wrapped Shipment.....	109.00	218.00
Advance Shipment		
Crated or Skidded Shipment.....	\$ 86.00	\$ 172.00
Special Handling Shipment.....	107.50	215.00
Late to Warehouse.....	112.00	224.00
Overtime Charge (Inbound)(In addition to above rates)		
Crated or Skidded Shipment.....	\$ 39.00	\$ 78.00
Special Handling Shipment.....	39.00	78.00
Uncrated or Pad Wrapped Shipment.....	39.00	78.00
Overtime Charge (Outbound)(In addition to above rates)		
Crated or Skidded Shipment.....	\$ 39.00	\$ 78.00
Special Handling Shipment.....	39.00	78.00
Uncrated or Pad Wrapped Shipment.....	39.00	78.00
PLEASE NOTE: Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.		

Description	Weight	CWT	Unit Price	Estimated Total Charges
Crated or Skidded Shipment	1200 LBS	÷ 100 = 12	\$86.00	\$1,032.00
PLEASE NOTE: Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.	RATE ADJUSTMENT (OFFICE USE ONLY)			
	SUBTOTAL			
	TOTAL		U. S. DOLLARS	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****



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ASPRS 2010 Annual Conference
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SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

ASPRS 2010
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS / YRC
9525 Padgett St.
San Diego, CA 92126

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **March 22, 2010** and no later than **April 21, 2010**. **Shipments that arrive prior to March 22nd or after April 21st will incur a surcharge.**

Shipments must include an official weight ticket or bill of lading.

SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show



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SHIPPING INSTRUCTIONS (CONT'D.)

SHOW-SITE RECEIVING (CONT'D.)

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

ASPRS 2010
COMPANY NAME & BOOTH #
Town & Country Resort
c/o Levy Exposition Services Inc.
500 Hotel Circle North
San Diego, CA 92108

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE TOWN AND COUNTRY RESORT PRIOR TO 12:00 PM ON MONDAY, APRIL 26, 2010. ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTOR; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated 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. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** 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. LES 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 SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions 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. LES 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. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES 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 LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
 - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
 - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF CALIFORNIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN SANDIEGO, CALIFORNIA.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or 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 LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
 - EXHIBITOR's 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.
 - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
 - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES 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 enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.

TERMS & CONDITIONS





ADVANCE WAREHOUSE

To: _____

EXHIBITOR NAME

**Levy Exposition Services Inc.
c/o Liberty CFS/YRC
9525 Padgett Street
San Diego, CA 92126**

EVENT: ASPRS 2010

BOOTH NO. _____ # _____ OF _____ PCS.

Cut along line and tape label to shipment



ADVANCE WAREHOUSE

To: _____

EXHIBITOR NAME

**Levy Exposition Services Inc.
c/o Liberty CFS/YRC
9525 Padgett Street
San Diego, CA 92126**

EVENT: ASPRS 2010

BOOTH NO. _____ # _____ OF _____ PCS.

Cut along line and tape label to shipment

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE

If more labels are needed, copies are acceptable.



SHOWSITE

To: _____

EXHIBITOR NAME

Town & Country Resort
c/o Levy Exposition Services Inc.
500 Hotel Circle North
San Diego, CA 92108

EVENT: ASPRS 2010

BOOTH NO. _____ # _____ OF _____ PCS.

----- Cut along line and tape label to shipment -----



SHOWSITE

To: _____

EXHIBITOR NAME

Town & Country Resort
c/o Levy Exposition Services Inc
500 Hotel Circle North
San Diego, CA 92108

EVENT: ASPRS 2010

BOOTH NO. _____ # _____ OF _____ PCS.

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.
Place one on each piece shipped to SHOWSITE.

If more labels are needed, copies are acceptable.



1 - 8 8 8 - 9 3 3 - 4 2 2 8

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Shipper Contact

Phone # / Fax #

E-mail

FROM		TO	
Company:		Company:	
Event Name:		Event Name:	
Facility Name:		Facility Name:	
Booth #:		Booth #:	
Address:		Address:	
City, St., Zip		City, St., Zip	
Contact:		Contact:	
Phone:	Fax:	Phone:	Fax:
Pick Date: / /	Time:	Delivery Date: / /	Time:
Special Instructions:			

Pieces	Description of Articles, Special Marks and Exceptions	Weight (Subject to change)	Length x Width x Height	All Risk Insurance
	Crates			
	Cartons			
	Fiber Cases/Trunks			
	Skids (Please provide piece count per skid)			
	Carpet			
	Carpet Padding			
	TOTALS			

Important Insurance Information **PLEASE READ NOW!**

Minimum cargo liability agreed to be not more than \$0.50/lb. or \$50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact ICAT Expo sales rep to discuss the benefits of purchasing additional insurance.

Service Requested

Check One:

- ☐ Next Day
☐ Second Day
☐ 3-5 Day Deferred
☐ Van Line Service
☐ Other:

- ☐ Request pre-printed address
 Labels and shipping form
☐ Schedule return shipment

Payment:

- ☐ ICAT Account number
☐ American Express
☐ MasterCard
☐ Visa
☐ Discover

Cardholder's Name
Signature

Account Number

Exp. Date

Comments:

For your convenience, this authorization to charge your credit card is provided for advance orders and any additional amounts incurred as a result of show site orders placed by your ICAT Expo account rep. Please complete the information above.
ICAT Terms & Conditions apply to all shipments.

LibertyCFS Inc.

Tel: 905-338-3993 ♦ Fax: 905-338-1092

Official Transportation and Customs Service Provider

The Liberty Advantage

Heading off to a tradeshow? Whether you are a seasoned professional or a first timer, LibertyCFS Inc., the ***Official Transportation and Customs Service Provider***, is there to help you with any of your logistical needs. Let our team of customs and transportation experts guide and support you through the entire process. LibertyCFS Inc. offers complete worldwide land, sea and air freight forwarding and customs services that are 100 % devoted to tradeshow and conventions. We design solutions, tailored to fit your shipping and customs needs, be it across town, or across the continent

Transportation

At Liberty, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- *Overnight / 2nd Day Service*
- *Economy Air*
- *Liberty Saver – Express or Regular Ground*
- *Exclusive Use Full Trailer*
- *International Freight Forwarding*
- *Dedicated Advanced Warehouse*

Customs Solutions

Whether you are shipping to Canada, the United States or anywhere around the world, the experts at LibertyCFS Inc. will make your customs experience as transparent as possible.

- *Documentation*
- *On-site Canadian Customs Clearance*
- *On-site Representation at the Show*
- *Return Documentation*
- *Seamless Freight Management*
- *Canadian & US Customs Clearance*

Exhibitor Services

Pre-Show Support

- Liberty will help you choose the most effective customs and shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the show-site
- On-call freight and customs professionals, every day, all day, answering your questions and giving you peace of mind

Show-time Support

- Liberty people are on-site supervising the loading and un-loading of your freight, making sure it is on-site, on time.
- On-site freight and customs experts throughout the event, keeping you informed and prepared for the journey home

Post-Show Support

- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

Complete the Order Form on the reverse side of this page or download it at www.libertycfs.com to order your freight or customs services now. You may also speak to your LibertyCFS Exhibitor Services Representative at 905-338-3993

“Delivering Freedom”



Please accept this form as your authority to provide Customs and/or Transportation services.
We wish to use LibertyCFS Inc. for the following: (Pick One)

☐ Customs & Transportation☐ Customs Only☐ Transportation Only

Shipper	Company Name			Consignee	Exhibitor		Booth
	IRS #		Booth		Show Name		
	Address 1				Address 1		
	Address 2				Address 2		
	City	State	Zip		Address 3		
	Contact				City	State	Zip
	Phone		Fax		Contact		Phone
Bill to	Company Name			Return Freight to	Company Name		
	Address 1				Address 1		
	Address 2				Address 2		
	City	State	Zip		City	State	Zip
	Contact				Contact		
	Phone		Fax		Arrive by Date		
Credit Card	Charge to:	<input type="checkbox"/> Visa		<input type="checkbox"/> Master Card		<input type="checkbox"/> AMEX	
	Card Number				Expiry Date		
	I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.				Card Holder Name		
					Signature		
Transportation Info				Service Requested:			
Pick up	Date	Time		<input type="checkbox"/> Express 2 Day <input type="checkbox"/> Economy 3-5 Day			
Delivery	Date	Time		<input type="checkbox"/> Other (Specify below)			
Description of Packages/Contents							
	Cartons or Boxes	Dimensions		Declared Value for Carriage The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below. Enter Amount \$ _____			
	Vinyl Cases						
	Wooden Crates						
	Flat Pieces	Description of Goods					
	Skids or Pallets						
	Trunks			FAA/DOT Security Approval: Known/Unknown Shipper Security and Hazardous Material Declaration I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT Signature _____			
	Tubes	Weight					
	Other						
	Total						



Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyshow.com

ASPRS 2010 Annual Conference
Opportunities for Emerging Geospatial Technologies
April 26 - 30, 2010
Town & Country Resort, San Diego, CA

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than April 12, 2010.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with **Town & Country Resort.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., AMERICAN SOCIETY FOR PHOTOGRAMMETRY & REMOTE SENSING, ASPRS 2010 and the TOWN & COUNTRY RESORT as additional insured's by April 12, 2010.** These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than April 12, 2010. If this form and the certificate of insurance from the non-official contractor is not received by April 12, 2010, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.

**ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____

Estimated Arrival at Show _____ Number of Workers: _____

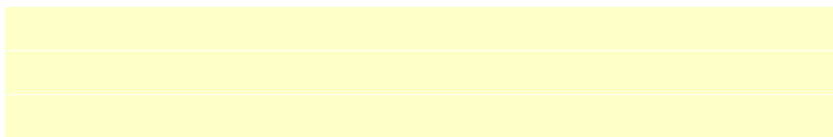
Authorized By: _____ Title: _____
(Sign & Print Name)

Electrical Rental Information

Electrical Order Checklist

- ☐ **Save money!** Place your order before the advance rate deadline date and save up to one-third on your electrical order.
- ☐ Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- ☐ Order 24-Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- ☐ Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form. **Listed rates do not include labor and material for hookups, disconnects, and/or distribution.**
- ☐ If distribution is required, include a detailed electrical floor plan. Indicate **both** main power location(s) and distribution location(s). You may use the Outlet Location Grid Form for this purpose, or provide your own floorplan. **Labor must be ordered for all under carpet distribution of electrical wiring.**
- ☐ You may provide your own power panel distribution system, grounded extension cords, grounded plug strips and/or grounded cube taps within your display area.
- ☐ You may pre-wire your equipment to match our receptacles. Plug configuration information is available on the back of the Electrical Rental Order Form. **Labor is required to inspect equipment pre-wired to plug into our system / one half-hour minimum.**
- ☐ Avoid code violations. Check the electrical code requirements on the back of the Electrical Rental Order Form.
- ☐ Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- ☐ **Payment must be included with your order to secure the advance rate. Include check or credit card authorization.**
- ☐ **If you require electrical labor, you must provide your credit card information on the electrical rental order form before labor will be performed.**

▶ **If you have any questions, please call us at: 800/842-2517**



Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
Please leave all 2-wire cords at home!

Use Timesaving Wiring Methods and a Distribution System

Whenever possible, in conformance with the electrical code, use multiconductor interconnecting cables with approved quick-connect plugs or fittings. Here is a list of the plugs that match our equipment receptacles:

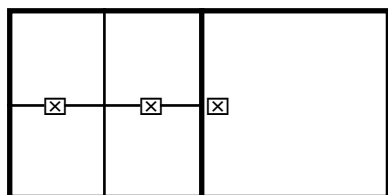
- 15 amp 120 volt: Standard U-ground plug
- 20 amp 208 volt 1Ø or 3Ø: Leviton 3521 plug or equivalent
- 60 amp 208 volt 1Ø or 3Ø: Aero J560P plug or equivalent
- 100 amp 208 volt 1Ø or 3Ø: J-Tech J5100P plug or equivalent

Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact our staff if you need more information. **Labor is required to inspect equipment pre-wired to plug into our system.**

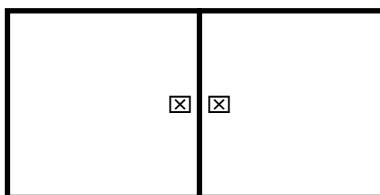
Commonly Asked Questions

Where will my outlet be located?

There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol ☒ represents the approximate location of power outlets:

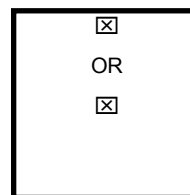


Line Booths



Peninsula Booths

Back-to-Back Peninsula Booths



Island Booths

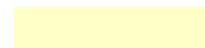
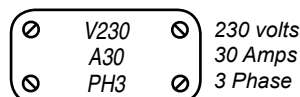
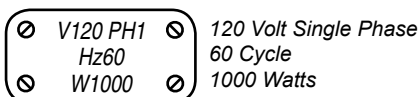
One drop within booth when power source is in ceiling or one location on perimeter when power is in the floor.

Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths: Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

Island Booths: You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and materials basis. If you fail to provide us with a floorplan, we will bring your power to one location at our discretion.

How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.





Electrical Rental Order Form

E-3

RETURN TO: Trade Show Electrical • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.842.2517 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520

ADVANCE RATE DEADLINE DATE:

COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER	
STREET		CITY		STATE	
PHONE		FAX		PURCHASE ORDER NUMBER	
AUTHORIZED CONTACT		DATE		<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> DINERS CLUB <input type="checkbox"/> AMERICAN EXPRESS	

AUTHORIZED CARDHOLDER SIGNATURE AUTHORIZED CARDHOLDER - PLEASE PRINT EXPIRATION DATE

X

BY SIGNING AND DELIVERING THIS FORM TO TRADE SHOW ELECTRICAL, CUSTOMER AGREES TO ALL TERMS & CONDITIONS PRINTED ON THIS FORM. TO RECEIVE THE ADVANCE RATE, WE MUST RECEIVE YOUR ORDER, WITH FULL PAYMENT, BY THE DEADLINE DATE ABOVE. ALL OTHER ORDERS WILL BE PROCESSED AT THE REGULAR RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED.

ITEM #	QUANTITY	*QUANTITY 24 HR/DED.	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL PRICE
--------	----------	-------------------------	-------------	-----------------	-----------------	-------------

MOTOR & EQUIPMENT OUTLETS

120V	6001		5 Amp/500 Watts	\$ 150.00	\$ 200.00	
	6002		10 Amp/1000 Watts	\$ 210.00	\$ 280.00	
	6003		15 Amp/1500 Watts	\$ 260.00	\$ 335.50	
	6004		20 Amp/2000 Watts	\$ 310.00	\$ 400.50	
	6005		30 Amp	Call For Quote		
208V 1Ø	6006		10 Amp	\$ 344.50	\$ 459.00	
	6007		20 Amp	\$ 475.00	\$ 633.50	
	6008		30 Amp	\$ 619.50	\$ 826.00	
	6009		60 Amp	\$ 826.00	\$ 1,101.50	
	6010		100 Amp	\$ 1,067.00	\$ 1,422.50	
208V 3Ø	6012		200 Amp	\$ 1,720.50	\$ 2,294.00	
	6013		10 Amp	\$ 461.50	\$ 615.00	
	6014		20 Amp	\$ 636.50	\$ 848.50	
	6015		30 Amp	\$ 830.00	\$ 1,107.00	
	6016		60 Amp	\$ 1,107.00	\$ 1,475.50	
208V 3Ø	6017		100 Amp	\$ 1,429.50	\$ 1,906.00	
	6019		200 Amp	\$ 2,305.50	\$ 3,074.00	

TRANSFORMER(S) TO BOOST 208V TO 230V

6020	TOTAL AMPS	TOTAL AMPS	Circle Outlets Requiring Boost	@ \$4.00/AMP (20 AMP MIN.)	
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MOTOR & EQUIPMENT OUTLETS

480V 3Ø	6021		20 Amp	\$ 764.00	\$ 1,018.50	
	6022		30 Amp	\$ 996.00	\$ 1,328.00	
	6023		60 Amp	\$ 1,328.00	\$ 1,771.00	
	6024		100 Amp	\$ 1,715.50	\$ 2,287.50	
	6025		200 Amp	\$ 2,767.00	\$ 3,689.00	

Also Available: 380V/220V 3Ø MOTOR & EQUIPMENT OUTLETS**CALL FOR QUOTE****LIGHTS** Price includes Outlet & Labor for Light Only.

6026			150 Watt ¹	\$ 150.00	\$ 200.00	
6027			Dbl. 150 Watt ¹	\$ 255.00	\$ 340.00	
6028			250 Watt Krypton ¹	\$ 195.00	\$ 260.00	
6029			Overhead Quartz ²	\$ 600.00	\$ 800.00	

Payment Enclosed

¹ON STANCHION, IN-LINE BOOTHS ONLY.²MAY REQUIRE LABOR AND/OR LIFT AT ADDITIONAL CHARGE
NOT AVAILABLE AT SOME LOCATIONS.

- PLEASE READ CAREFULLY**
- *Dedicated and 24-hour power will be at double the listed price. Please indicate these requirements in the 24 hour column at double the appropriate rate.
 - Trade Show Electrical (TSE) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by a TSE electrician. TSE will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by person other than a TSE electrician.
 - Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.
 - OUTLET LOCATION & DISTRIBUTION** — All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. **Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.**
 - TSE JURISDICTION** (Requires labor and/or material) — All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
 - All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.**
 - ELECTRICAL LABOR** (See Electrical Labor Order Form) — Labor rates are subject to labor contract effective at time of show. Labor before 8:00 a.m. and after 4:30 p.m. and Saturdays, Sundays, and holidays will be at the Overtime Rate. A 25% supervision fee will be charged for all electrical labor when exhibitor or exhibitor's supervisor is not present, with a \$50.00 minimum. Starting time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (½) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.



TRADE SHOW
ELECTRICAL®

Electrical Labor Order Form

E-4

RETURN TO: Trade Show Electrical • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.842.2517 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520

ADVANCE RATE DEADLINE DATE:

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

YOU MUST INCLUDE YOUR CREDIT CARD INFORMATION ON THE ELECTRICAL RENTAL ORDER FORM BEFORE LABOR WILL BE PERFORMED.

PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.

TO DETERMINE IF YOU NEED ELECTRICAL LABOR, PLEASE READ THIS FORM CAREFULLY.

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. **Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.**

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. **Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per electrician. If exhibitor fails to use the electricians at the time confirmed, a one (1) hour "No-Show" charge per electrician will apply.**

The minimum charge for labor and equipment is one (1) hour per electrician and equipment. Labor thereafter is charged in half (1/2) hour increments per electrician and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY TSE.** All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Electrician, Per Hour	Advance	Regular	Show-Site
Straight Time	\$ 92.00	\$ 115.00	\$ 138.00
Overtime	\$ 184.00	\$ 230.00	\$ 276.00

Electrician w/Lift, Per Hour	Advance	Regular	Show-Site
Straight Time	\$ 344.00	\$ 430.00	\$ 516.00
Overtime	\$ 436.00	\$ 545.00	\$ 654.00

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays.
- Advance Rate: Rate applies to orders placed on or before the above advance deadline date.
- Regular Rate: Rate applies to orders placed after the above advance deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

Please Indicate Service

☐ TSE SUPERVISED (OK TO PROCEED)

Requires floor plan. Please complete "Outlet Location Grid" form (E-5), or provide your own detailed floor plan, including drop and outlet locations and orientation to adjacent booths.

TSE will supervise labor to:

- Distribute power under carpet.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ EXHIBITOR SUPERVISED (DO NOT PROCEED)

Exhibitor will supervise.

- Indicate electricians needed for installation and dismantling

TSE IS RESPONSIBLE FOR THE FOLLOWING. PLEASE SPECIFY, AS REQUIRED, IN THE "LABOR TYPE" COLUMN ABOVE:

Power Distribution

- E1 - Concealed wiring in walls, headers, or displays
- E2 - In front of hard walls at the back of booth
- E3 - Above tile floor
- E4 - Distribution from outlets to equipment

Equipment Connections

- E5 - Electrical motors and/or controls
- E6 - Breaker panels or power distribution panels
- E7 - Interconnection between equipment
- E8 - Electrical apparatus equipment wiring

Lights

- E9 - Separately attached light tracks
- E10 - Track light heads

General Lighting

- E11 - Fluorescent/Incandescent
- E12 - Overhead
- E13 - Lighting mounted separate to exhibit structure
- E14 - Light boxes
- E15 - Neon

Other Electrical

- E19 - Specify:

Place Order Here

LABOR TYPE	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	# OF HOURS	# OF ELECTRICIANS	LABOR RATE/HR	TOTAL
		AM PM	AM PM				\$
		AM PM	AM PM				\$
		AM PM	AM PM				\$
		AM PM	AM PM				\$
		AM PM	AM PM				\$
		AM PM	AM PM				\$
I AGREE TO ALL TERMS & CONDITIONS PRINTED ON THE ELECTRICAL RENTAL AND LABOR ORDER FORMS (E-3 & E-4).				1. Total Labor Ordered		\$	
				2. 25% (\$50.00) TSE Supervision		\$	
				3. Payment Enclosed		\$	
Authorized Signature: X							
				AUTHORIZED NAME - PLEASE PRINT		DATE	

Please estimate the number of electricians and hours per electrician needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

RETURN TO: Trade Show Electrical • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.842.2517 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520

FORM DEADLINE DATE:

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE X	AUTHORIZED CONTACT—PLEASE PRINT	DATE

If you have an island booth and/or require electrical distribution, you must submit a booth floor plan with your Electrical Service Order Form to ensure that your outlets and lighting are properly placed. If you do not have a booth floor plan, please use the grid on this page and submit it with your electrical order. (See the Electrical Service Information Sheet for additional information).

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (e.g. 1 square = 10 feet) or indicate the dimensions of your booth.
- **Mark the adjacent booth numbers or aisle numbers.** This will help us orient your service correctly.
- Mark outlet locations, expressed in watts or amps and voltage in each location.
- Mark main power location.
- Detach this form and send it with your prepaid Electrical Service Order Form.
- Credit card information must be provided on the electrical rental order form before labor will be performed.

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

RETURN TO: Trade Show Electrical • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.842.2517 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520

FORM DEADLINE DATE:

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

You may arrange for a third party to handle your display and be billed for services. TSE will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including **Third Party Credit Card Charge Authorization below**. Return form by the deadline date. **TSE reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. TSE Terms & Conditions apply to both the Exhibiting Firm and Third Party Representative.

Exhibiting Firm

EXHIBITING FIRM		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

The items checked below are to be invoiced to the Exhibiting Firm:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Outlets | <input type="checkbox"/> Material |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Labor |
| <input type="checkbox"/> All Items | |
| <input type="checkbox"/> Other (Please Specify) _____ | |

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions.

PLEASE SIGN	X	_____
		AUTHORIZED SIGNATURE

		AUTHORIZED NAME - PLEASE PRINT DATE

Exhibiting Firm Credit Card Charge Authorization (All Information Must Be Provided)

PROVIDE EXPIRATION DATE	EXPIRATION DATE	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Diners Club <input type="checkbox"/> Discover <input type="checkbox"/> American Express
	<input type="checkbox"/> Corporate <input type="checkbox"/> Personal	
Account Number	_____ - _____ - _____ - _____	
CARDHOLDER'S NAME PLEASE PRINT		
CARDHOLDER'S BILLING ADDRESS CITY		
STATE	ZIP	COUNTRY

PLEASE SIGN	X	_____
		CARDHOLDER'S SIGNATURE

		DATE

Third Party

THIRD PARTY		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

The items checked below are to be invoiced to the Third Party:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Outlets | <input type="checkbox"/> Material |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Labor |
| <input type="checkbox"/> All Items | |
| <input type="checkbox"/> Other (Please Specify) _____ | |

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions.

PLEASE SIGN	X	_____
		AUTHORIZED SIGNATURE

		AUTHORIZED NAME - PLEASE PRINT DATE

Third Party Credit Card Charge Authorization (All Information Must Be Provided)

PROVIDE EXPIRATION DATE	EXPIRATION DATE	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Diners Club <input type="checkbox"/> Discover <input type="checkbox"/> American Express
	<input type="checkbox"/> Corporate <input type="checkbox"/> Personal	
Account Number	_____ - _____ - _____ - _____	
CARDHOLDER'S NAME PLEASE PRINT		
CARDHOLDER'S BILLING ADDRESS CITY		
STATE	ZIP	COUNTRY

PLEASE SIGN	X	_____
		CARDHOLDER'S SIGNATURE

		DATE



Technology Express

A nationwide leader in audiovisual and computer rental

(314) 291-7200 • (800) 704-3655 • (314) 291-0636 • www.techexprss.com



ASPRS Equipment Order Form

April 26th – 30th • San Diego, CA

Orders received after April 16th is subject to a \$75.00 late fee.
For equipment requests not listed below
please contact Mike Coultas at the phone, fax or email listed below.

Equipment	Full Show Price	Qty	Total
Laptop w/1 Gig Ram/Windows XP	\$195.00ea	_____	_____
17" Flat Panel Monitor	\$ 95.00ea	_____	_____
19" Flat Panel Monitor	\$125.00ea	_____	_____
26" LCD Monitor	\$250.00ea	_____	_____
32" LCD Monitor	\$395.00ea	_____	_____
42" LCD/Plasma w/Post Stand	\$595.00ea	_____	_____
50" LCD/Plasma w/Post Stand	\$695.00ea	_____	_____
DVD Player	\$ 95.00ea	_____	_____

Call for pricing on any equipment not listed

Equipment Total	_____
Tax 7.325%	_____
Delivery/Set up/Strike/Pick	\$110.00
Delivery/Set up/Strike/Pick (42" & 50" Only)	\$150.00
Service Charge 5% of Total Order	_____
Total:	_____

Payment must be made before delivery of equipment. NO EXCEPTIONS

Company Name: _____

Booth Number: _____

On Site Contact: _____

Cell Number: _____

**American Society for Photogrammetry
and Remote Sensing**

**Credit Card Authorization Form
(April 26th – 30th)**

I hereby certify that I am the Card member or Authorized User with signature rights to the credit card referenced below. I acknowledge receipt of audio visual/computer goods and/or services from Technology Express, Inc. I authorize Technology Express, Inc. to charge all costs associated with these goods and/or services to the below referenced credit card. Itemization of all charges made to this card will be sent to billing address provided below. I agree to perform all the obligations set forth in the Card member's agreement with issuer.

Signature _____

Printed Name _____

Please provide the information below exactly as it appears on the card.

Credit Card Number _____

Expiration Date _____ V Code (On Signature Line) _____

Card members Name _____

Credit Card Billing Address

Phone Number _____

Fax Number _____

Company Name _____

Email, Fax or Mail this form to:

Technology Express
118 Rock Industrial Park Drive, Bridgeton, MO 63044
Fax: (314) 291-0636

Contact: Mike Coultas • Voice: (800) 704-3655 • Email:
mikec@techexprss.com

Rigging and Communications

Facility Policies and Procedures
Town and Country Resort & Convention Center

RIGGING REGULATIONS

In an effort to ensure life safety and maintain the aesthetic and structural integrity of our ceiling, the following policies and regulations regarding rigging apply. The policies and regulations set forth in this document are meant as guidelines for appropriate rigging within the facilities at the Town and Country Resort & Hotel, and may not be all inclusive:

- **Meeting Services, Inc. (MSI)** is the exclusive rigger for the Town and Country Resort & Convention Center.
- All equipment above the truss including, but not limited to, motors and hardware must be supplied and installed by MSI
- Rigging is permitted in designated areas (see attached diagram) in the Grand Exhibit Hall, Atlas Ballroom, Golden Pacific Ballroom and the Regency Ballroom (air wall only).
- Rigging from any lighting fixture, pipe, plumbing, sprinkler fixture, air duct, or electrical conduit is strictly prohibited.
- Cable runs that consist of more than 4 (four) cables and that are more than 10' away from their final destination require the use of a motor cable pick or truss bridge.
- Any trusses or other flown element that will be accessed by wire rope ladder or lift for focus, repair or any other reason, must have proper vertical AND horizontal fall protection. All climbers are required to wear a full body harness and be attached to proper fall protection from the time they leave the ground until the time they return.
- Rigging points and/or motors will be installed by MSI at a cost of \$125.00 per point, plus labor, lift, motor and other equipment rental. See additional rigging supplies and labor costs below.
- Additional equipment / weight cannot be added or applied to previously flown rig without MSI riggers present.
- Air wall hangers will be installed by MSI at a cost of \$50.00 per point, plus labor and lift rental. See additional rigging supplies and labor costs below.
- Aisle signs, banners or other direction signage under 50 pounds (and which need no additional equipment such as truss or pipes to hang) will be installed by MSI at a cost of \$75.00 per sign, plus lift rental and labor. See additional rigging supplies and labor costs below.
- A detailed rigging plot will be due to MSI ten days prior to the first load-in date. Plots not received ten days prior to load-in may result in additional surcharges. The submitted rigging plot must include every planned rigging point with its load factor and function, including cable picks, signs, etc. This rigging plot must be submitted electronically in an edit able CAD format (MCD, DXF, DWG). If assistance is needed in completing the rigging plot, MSI can provide a quote to complete the needed drawings. Full Production Services are also available through MSI Production Services. Please contact Ron Krum, Director of Sales, at (619) 291-8770 or tc@msiprod.com.
- The riggers performing the work are responsible for insuring that the load limitations are not exceeded and the proper equipment is used to ensure life safety at all times.
- Any alterations to the facility with regards to rigging must be approved in advance by the facility. Requests for facility alterations (e.g., installation of eye bolts, anchors, etc.) must be submitted to MSI with the aforementioned rigging plan at least 10 days prior to the first load-in date.
- Prices do not include lift rental. In the Golden Pacific and Atlas Ballroom, a 19' scissor lift is required for all overhead rigging. In the Grand Exhibit Hall, a 25' scissor or boom lift is required for all overhead rigging.
- See attached information sheet for details and load restrictions for each room.



TELEPHONE / INTERNET REGULATIONS

- **Meeting Services, Inc. (MSI)** is the exclusive provider of all data and communication services for the Town and Country Resort & Convention Center.
- Servers and/or routers may be provided by client only on dedicated internet packages (listed on price schedule). No servers, routers or switches may be provided by client on shared ethernet packages.
- Wireless devices not provided by MSI and/or FACILITY are strictly prohibited. MSI and/or FACILITY retain the right to disconnect a client-provided wireless access point if it is found to be causing interference with existing wireless networks or found to be causing overall network problems, without offering any refunds for services that have been disconnected.
- Every device connected to the internet / network is required to have an IP address issued by MSI, whether the address is used or not.
- Service Location ("Drop") is defined as a booth or room, as designated by client. Service extended beyond 50' from the drop point will require an additional drop location and incur an additional fee.
- The price of services listed on pricing schedule do not include custom booth or room cabling. If you require installation in a specific location within your booth, a diagram must be provided, or drop will be placed at the discretion of MSI installation technician. Relocation of drop at the request of exhibitor may result in additional charges.
- MSI is not responsible for cable and/or other equipment provided by exhibitor or any third party.
- Client agrees not to resell, extend, bridge, or otherwise misuse MSI connections and/or services. MSI reserves the right to disconnect any client if they are found to have violated this usage agreement.
- It is illegal for any party to download or transmit copyrighted material. Under state and federal laws, Internet Service Providers may be prosecuted for any material that is transmitted over their network. In order to protect our company and ISP, MSI will take action against any customer found to be violating copyright laws.
- Telephone usage will be billed at current hotel rates, and will appear on master account.



Rigging Services

Exhibitor Order Form

Town and Country Resort & Convention Center

SHOW NAME: _____ ROOM NAME: _____
 SHOW DATES: _____ BOOTH NAME: _____
 DELIVERY DATE: _____ TIME: _____ BOOTH CONTACT: _____
 PICKUP DATE: _____ TIME: _____ CONTACT INFO: _____

EQUIPMENT RENTALS

RIGGING SERVICES					RIGGING NOTES
_____	Rigging Point Fee (over 50 lbs.)		125.00	_____	
_____	Small Aisle Sign / Banner <i>Self-supporting and under 50 pounds.</i>		150.00	_____	
_____	Large Aisle Sign / Banner <i>Truss or pipe supported and over 50 pounds .</i>		300.00	_____	
_____	Chain Motor (1 Ton, 1/2 Ton, 1/4 Ton)		150.00	_____	
_____	Chain Fall / Hoist		75.00	_____	
_____	Airwall Hanger		50.00	_____	
_____	Daily 12" Box Truss	days _____ x	10.00/ft	_____	
_____	Daily 24" Box Truss	days _____ x	10.00/ft	_____	
_____	Daily Genie ST-25/ST-24	days _____ x	100.00	_____	
_____	Daily 19' Scissor Lift	days _____ x	150.00	_____	
Required when rigging in Golden Pacific and Atlas Ballroom					
_____	Daily 25' Scissor Lift	days _____ x	250.00	_____	
Required when rigging in Grand Exhibit Hall.					

RIGGING RATES		
_____	Monday - Friday, 8am - 5pm	70.00/ hr
_____	Monday - Friday, 5pm - 12am	105.00 / hr
_____	Saturday - Sunday, 8am - 5pm	105.00 / hr
_____	Monday - Friday, 12am - 8am	140.00 / hr
_____	Saturday - Sunday, 5pm - 8am	140.00 / hr
_____	Holidays	140.00 / hr
<i>Minimum of 2 riggers (4 hr. minimum) required for all rigging work, not included in surcharge.</i>		

MSI is pleased to be the official in-house partner of the
 Town and Country Resort & Convention Center



PAYMENT INFORMATION

Name of Company _____
 Address _____
 City _____ State _____ Zip _____
 Phone (____) _____
 Email Address _____

PAYMENT INFORMATION

☐ Check Enclosed (Payable to MSI)
☐ VISA ☐ Mastercard ☐ American Express ☐ Discover

Cardholder's Name: _____

Card# _____ Exp. Date _____

CVV2# _____ (3 digits on back of visa/mc / 4 digits on front of AMEX)

Signature: _____ Date: _____

1. DAILY SUBTOTAL OF CHARGES: \$ _____
2. CALCULATE SALES TAX
MULTIPLY **LINE 1** x **8.75%**: \$ _____
3. CALCULATE SERVICE CHARGE*
MULTIPLY **LINE 1** x **19%**: \$ _____
4. RIGGING LABOR: \$ _____

TOTAL CHARGES:

(Line 1 + Line 2 + Line 3 + Line 4)

(*) Note: 19% service charge covers: Equipment Preparation, Setup, and Removal. If you have additional equipment needs or need an operator is needed, please contact us for a quote.

ALL CHARGES ARE PAYABLE IN ADVANCE
 Cancellation Policy
 Cancellation of equipment and services must be received 72 hours prior to delivery date to avoid a one day minimum charge.



Please email, mail or fax this form to:
MEETING SERVICES, INC.

500 Hotel Circle North
 San Diego, CA 92108
 619.291.8770 • FAX 619.574.6712 • tc@msiprod.com

Internet and Telephone Services

Exhibitor Order Form

Town and Country Resort & Convention Center

SHOW NAME: _____ ROOM NAME: _____
 SHOW DATES: _____ BOOTH NAME: _____
 DELIVERY DATE: _____ TIME: _____ BOOTH CONTACT: _____
 PICKUP DATE: _____ TIME: _____ CONTACT INFO: _____

EQUIPMENT RENTALS

INTERNET SERVICE			
Standard Shared Internet Drops (Show Rate)			
_____	Shared Ethernet Package (128 Kbps) <i>Includes 1 DHCP device connection</i>	350.00	_____
_____	Shared Ethernet Package (256 Kbps) <i>Includes 2 DHCP device connections</i>	700.00	_____
_____	Shared Ethernet Package (512 Kbps) <i>Includes 5 DHCP device connections</i>	1,500.00	_____
_____	Shared Ethernet Package (768 Kbps) <i>Includes 10 DHCP device connections</i>	3,000.00	_____
Dedicated Internet Drops (Show Rate)			
_____	Dedicated Ethernet Package (1.5 Mbps) <i>Includes 29 DHCP device connections</i>	5,900.00	_____
_____	Dedicated Ethernet Package (3.0 Mbps) <i>Includes 50 DHCP device connections</i>	7,500.00	_____
_____	Dedicated Ethernet Package (5.0 Mbps) <i>Includes 100 DHCP device connections</i>	9,000.00	_____
Wireless Packages (Show Rate)			
_____	Wireless Booth Package (1.5 Mbps) <i>Includes 50 DHCP device connections</i>	5,000.00	_____
_____	Wireless Show Package (5.0 Mbps) <i>Includes 200 DHCP device connection</i>	10,000.00	_____
Internet Options			
_____	Public IP Address (instead of DHCP)	150.00	_____
_____	Daily Patch Fee - Fiber days _____ x	850.00	_____
_____	Daily Patch Fee - Cat 5 days _____ x	500.00	_____
_____	12 Port 10/100 Switch	200.00	_____
_____	Wireless Access Point	250.00	_____
<i>Please contact us for greater bandwidth needs and/or other custom options.</i>			

TELEPHONE SERVICES			
Telephone Service			
_____	In-house Direct Telephone Line <i>In-house lines require user to dial "9" first.</i>	200.00	_____
_____	Direct Dedicated Telephone Line <i>For use with credit card machines or computer data</i>	350.00	_____
_____	Fax / Modem Telephone Line <i>Direct dial line with no prefix required.</i>	350.00	_____
Telephone Service Rentals			
_____	Basic Telephone Instrument	50.00	_____
_____	Conference Telephone Instrument	125.00	_____
_____	Cordless Phone <i>Use with direct dedicated phone line only</i>	125.00	_____
_____	Fax Machine <i>Use with direct dedicated phone line only.</i>	125.00	_____
_____	Polycom Speaker Phone days _____ x	100.00	_____

MSI is pleased to be the official in-house partner of the
 Town and Country Resort & Convention Center



PAYMENT INFORMATION

Name of Company _____
 Address _____
 City _____ State _____ Zip _____
 Phone (____) _____
 Email Address _____

PAYMENT INFORMATION

- ☐ Check Enclosed (Payable to MSI)
☐ VISA ☐ Mastercard ☐ American Express ☐ Discover

Cardholder's Name: _____

Card# _____ Exp. Date _____

CVV2# _____ (3 digits on back of visa/mc / 4 digits on front of AMEX)

Signature: _____ Date: _____

- SUBTOTAL OF CHARGES: \$ _____
- CALCULATE SALES TAX
MULTIPLY **LINE 1** x **8.75%**: \$ _____
- CALCULATE SERVICE CHARGE*
MULTIPLY **LINE 1** x **19%**: \$ _____
- ADDITIONAL LABOR: \$ _____

TOTAL CHARGES:

(Line 1 + Line 2 + Line 3 + Line 4)

(*) Note: 19% service charge covers: Equipment Preparation, Setup, and Removal. If you have additional equipment needs or need an operator is needed, please contact us for a quote.

ALL CHARGES ARE PAYABLE IN ADVANCE
 Cancellation Policy
 Cancellation of equipment and services must be received 72 hours prior to delivery date to avoid a one day minimum charge.



Please email, mail or fax this form to:
MEETING SERVICES, INC.

500 Hotel Circle North
 San Diego, CA 92108
 619.291.8770 • FAX 619.574.6712 • tc@msiprod.com

Audio Visual Services

Exhibitor Order Form

Town and Country Resort & Convention Center

SHOW NAME: _____ ROOM NAME: _____
 SHOW DATES: _____ BOOTH NAME: _____
 DELIVERY DATE: _____ TIME: _____ BOOTH CONTACT: _____
 PICKUP DATE: _____ TIME: _____ CONTACT INFO: _____

EQUIPMENT RENTALS

VIDEO			
_____	1/2" VHS Videocassette Player	70.00	_____
_____	DVD Player	125.00	_____
_____	42" Plasma w/ Stand	400.00	_____
_____	50" Plasma w/ Stand	500.00	_____
_____	26" LCD Flat TV w/ Table Stand	125.00	_____
_____	32" LCD Flat TV w/ Table Stand	225.00	_____
_____	52" LCD Flat TV w/ Table Stand	400.00	_____
_____	Video Presentation Unit	140.00	_____
_____	(VHS w/20" Screen & repeat)		
_____	Dual Pole Plasma/LCD Stand	50.00	_____
_____	54" Monitor Cart with Drape	20.00	_____
_____	Other _____		

VIDEO PROJECTION & COMPUTER			
_____	Tripod Screen:5', 6', or 8'	100.00	_____
_____	VGA Bang Switcher	75.00	_____
_____	RGB Interface	55.00	_____
_____	Scan Converter	325.00	_____
_____	LCD Projector (2k Lumen)	500.00	_____
_____	LCD Projector (4k Lumen)	600.00	_____
_____	Mac/PC Standard Laptop	225.00	_____
_____	Mac/PC Desktop w/ 17" LCD Monitor	225.00	_____
_____	Color Laser Printer (250 Pages)	250.00	_____
_____	B&W Laser Printer (1000 Pages)	100.00	_____

AUDIO			
_____	Sound System for Plasma	100.00	_____
_____	4 Channel Audio Mixer	45.00	_____
_____	CD Player	25.00	_____
_____	Audio Interface for PC or Mac	35.00	_____
_____	Set of 2 Computer Speakers	40.00	_____
_____	Package Sound System:		
_____	(1) Wired Mic, (1) Mixer, (2) Speakers		
_____	___ Hand ___ Lavalier ___ Headset	150.00	_____
_____	Self Amplified Speaker	75.00	_____
_____	Wireless Microphone: (requires system)		
_____	___ Hand ___ Lavalier ___ Headset	150.00	_____
_____	ADA Assistive Listening System - 6 Drop	250.00	_____
_____	Other _____		

MSI is pleased to be the official in-house partner of the
 Town and Country Resort & Convention Center



PAYMENT INFORMATION

Name of Company _____
 Address _____
 City _____ State _____ Zip _____
 Phone (____) _____
 Email Address _____

PAYMENT INFORMATION

☐ Check Enclosed (Payable to MSI)
☐ VISA ☐ Mastercard ☐ American Express ☐ Discover

Cardholder's Name: _____

Card# _____ Exp. Date _____

CVV2# _____ (3 digits on back of visa/mc / 4 digits on front of AMEX)

Signature: _____ Date: _____

1. DAILY SUBTOTAL OF CHARGES: \$ _____
2. NUMBER OF SHOW DAYS: _____
3. MULTIPLY **LINE 1** x **LINE 2**: \$ _____
4. CALCULATE SALES TAX
 MULTIPLY **LINE 3** x **8.75%**: \$ _____
5. CALCULATE SERVICE CHARGE*
 MULTIPLY **LINE 3** x **19%**: \$ _____

TOTAL CHARGES:

(Line 3 + Line 4 + Line 5)

(*) Note: 19% service charge covers: Equipment Preparation, Setup, and Removal. If you have additional equipment needs or need an operator is needed, please contact us for a quote.

ALL CHARGES ARE PAYABLE IN ADVANCE
 Cancellation Policy
 Cancellation of equipment and services must be received 72 hours prior to delivery date to avoid a one day minimum charge.



Please email, mail or fax this form to:
MEETING SERVICES, INC.
 500 Hotel Circle North
 San Diego, CA 92108
 619.291.8770 • FAX 619.574.6712 • tc@msiprod.com



Meeting Services, Inc.

Town & Country Resort

500 Hotel Circle North

San Diego, CA. 92108

Phone (619) 291-8770

Fax (619) 574-6712

Credit Card Authorization

Cardholder Name: _____

Company: _____

Billing Stmt Address: _____

City, State, ZIP: _____

Billing stmt phone: _____

Credit Card Number: _____

Credit Card Type: _____

Expiration Date: _____

Cardholder Signature: _____



AGILE

TRADE SHOW & EVENT FURNISHINGS, INC.

your vision. our focus.



TRIBECA



LC-614



LC-615



LC-616

Tribeca			W x D x H
LC - 614	Sectional	Black Micro Fiber	34" x 24" x 18"
LC - 615	Corner	Black Micro Fiber	35" x 24" x 18"
LC - 616	Bench	Black Micro Fiber	61" x 20" x 17"



LC-803



LC-804



LC-805



LC-800



LC-801



LC-802

Malibu - Red

			W x D x H
LC - 803	Sofa	Red Leather	77" x 34" x 32"
LC - 804	Chair and a Half	Red Leather	53" x 34" x 32"
LC - 805	Bench	Red Leather	53" x 27" x 16"

Malibu - White

			W x D x H
LC - 800	Sofa	White Leather	77" x 34" x 32"
LC - 801	Chair and a Half	White Leather	53" x 34" x 32"
LC - 802	Bench	White Leather	53" x 27" x 16"

MALIBU



LC-601



LC-603



LC-602



LC-604



LC-605



LC-606



LC-613



LC-612



Barcelona			W x D x H
LC - 601	Club Chair	Red Leather	30.5" x 35" x 18"
LC - 602	Ottoman	Red Leather	24" x 24" x 17"
LC - 603	Club Chair	White Leather	30.5" x 35" x 18"
LC - 604	Ottoman	White Leather	24" x 24" x 17"
LC - 605	Club Chair	Black Leather	30.5" x 35" x 18"
LC - 606	Ottoman	Black Leather	24" x 24" x 17"

Paloma			W x D x H
LC - 613	Chair	Charcoal	39" x 30" x 17"
LC - 612	Chair	Red	39" x 30" x 17"



LC-611



LC-610



LC-609



LC-618



TO-201



TO-202



TL-102

Sausalito

			W x D x H
LC - 611	Sofa	Black Micro Suede	83" x 32" x 32"
LC - 610	Loveseat	Black Micro Suede	59" x 32" x 32"
LC - 609	Club Chair	Black Micro Suede	39" x 32" x 32"
TL - 102	Table Lamp	Chrome/Frosted Glass	24" H

Sausalito

			W x D x H
LC - 618	Club Chair	Cobalt Blue Swirl Fabric	39" x 32" x 32"
Princeton			W x D x H
TO - 201	Coffee Table	Black-Glass	45" x 21" x 16"
TO - 202	End Table	Black-Glass	21" x 22" x 21"

SAUSALITO





LC-403



LC-402



LC-401



TO - 303



TO - 302



TO - 301

Cambridge			W x D x H
LC - 403	Sofa	Champagne Velour Fabric	76" x 30" x 30"
LC - 402	Love Seat	Champagne Velour Fabric	66" x 30" x 30"
LC - 401	Club Chair	Champagne Velour Fabric	32" x 30" x 30"
Metropolitan			W x D x H
TO - 303	Console Table	Cherry Wood/Brushed Nickel Foot	52" x 17" x 30"
TO - 302	End Table	Cherry Wood/Brushed Nickel Foot	26" x 22" x 24"
TO - 301	Coffee Table	Cherry Wood/Brushed Nickel Foot	48" x 30" x 19"
Corona			H
TL - 100	Table Lamp	Brushed Nickel-White Fabric Shade	24" H
FL - 100	Floor Lamp	Brushed Nickel-White Fabric Shade	65" H



TL-100



FL-100



LC-608



LC-607



LC-617



FL-102

Pacifica

			W x D x H
LC - 608	Sofa	Soft Plum Velour	77" x 30" x 17"
LC - 607	Club Chair	Soft Plum Velour	39" x 30" x 17"
LC - 617	Bench	Soft Plum Velour	61" x 20" x 17"

Touchier

			H
FL - 102	Floor Lamp	Black	65" H

PACIFICA





KOBE/CUBES



LC-706



LC-707



LC-708



LC-709



LC-703



LC-701



LC-704



LC-702

Kobe

			W x D x H
LC - 706	Kobe	Black Micro Suede	34" x 21" x 17"
LC - 707	Kobe	Soft Plum Micro Suede	34" x 21" x 17"
LC - 708	Kobe	Citrus Micro Suede	34" x 21" x 17"
LC - 709	Kobe	Tangerine Micro Suede	34" x 21" x 17"

Cubes

			W x D x H
LC - 703	Cubes	Black Micro Suede	17" x 17" x 17"
LC - 701	Cubes	Concentric Print Red Fabric	17" x 17" x 17"
LC - 704	Cubes	Sunflower Fabric	17" x 17" x 17"
LC - 702	Cubes	Red Micro Suede	17" x 17" x 17"



LC-303



LC-302



LC-301



TO-601



TO-602



TL-101



TO-501



TO-502

Princeton

			W x D x H
LC - 303	Sofa	Black Leather	77" x 34" x 32"
LC - 302	Love seat	Black Leather	54" x 34" x 32"
LC - 301	Club Chair	Black Leather	34" x 34" x 32"

Sterling

			W x D x H
TO - 601	Coffee Table	Glass/ Silver	36"D x 16"
TO - 602	End Table	Glass/Silver	25"D x 21"

Rialto

			H
TL - 101	Table Lamp	Brushed Chrome	24" H

Hampton

			W x D x H
TO - 501	Coffee Table	Maple/ Silver	48" x 24" x 17"
TO - 502	End Table	Maple/ Silver	24"D x 21"

PRINCETON





LC-203



LC-202



LC-201



FL-101



TO-700



TO-701



TO-702

Manhattan

		W x D x H
LC - 203	Sofa	Grey Velour Fabric
LC - 202	Loveseat	Grey Velour Fabric
LC - 201	Club Chair	Grey Velour Fabric

Westport

		W x D x H
TO - 700	Coffee Table	Espresso Wood/Brushed Nickel
TO - 701	End Table	Espresso Wood/Brushed Nickel
TO - 702	Console Table	Espresso Wood/Brushed Nickel

Up Light

		H
FL - 101	Floor Lamp	Chrome/Frosted Glass



LC-103



LC-102



LC-101



TO-101



TO-102



LC-705



TO-401



TO-402

Westchester

			W x D x H
LC - 103	Sofa	Cognac Leather	88" x 38" x 37"
LC - 102	Loveseat	Cognac Leather	67" x 38" x 37"
LC - 101	Club Chair	Cognac Leather	47" x 38" x 37"
LC - 705	Ottoman	Cognac Leather	24" x 24" x 19"

Westchester

			W x D x H
TO - 101	Coffee Table	Antique Silver/Gold-Glass	52" x 26" x 18"
TO - 102	End Table	Antique Silver/Gold-Glass	24" x 24" x 22"

Hamilton

			W x D x H
TO - 401	Coffee Table	Cherry Wood/Black-Glass	50" x 28" x 18"
TO - 402	End Table	Cherry Wood/Black-Glass	24" x 22" x 21"

WESTCHESTER





LENNOX/SILK BACK



SB-201



TB-103



SB-202



TB-206
TB-207

Lennox			W x D x H
SB - 201	Bar Stool	Mahogany Wood-Cream	19" x 17" x 45.5"
TB - 103	Bar Table	Mahogany Wood	36" x 36" x 41"
Silk Back			W x D x H
SB - 202	Bar Stool	Clear/Black/Chrome Frame	18" x 17" x 41.5"
TB - 206	Bar Table	30" Black /Chrome Base	30"D x 42"
TB - 207	Bar Table	36" Black /Chrome Base	36"D x 42"



SB-208



TB-100



TB-102



SB-203

Trave			W x D x H
SB - 208	Bar Stool	Red Leather/Chrome	18.5" x 18.5" x 32.5"
TB - 100	Bar Table	Glass/Truss Base	26"D x 42"
Bombe			W x D x H
TB - 102	Bar Table	Two Tier Black/Chrome	28"D x 42"
SB - 203	Bar Stool	Black/Chrome	18.5" x 34"

TRAVE/BOMBE





CARMEL



SB-200



TB-101



BC-121

Carmel			W x D x H
SB - 200	Bar Stool	Maple/Nickel Cream	18" x 17" x 43"
TB - 101	Bar Table	Maple/Nickel	30"D x 42"
BC - 121	Étagère	Maple/Silver 4 Glass Shelves	26" x 22" x 58"



TG-400



TG-401



TG-402



TG-403



CH-308



CH-307

Chrome & Glass Tables

			W x D x H
TG - 400	Table	5' Chrome/Glass	60" x 36" x 29"
TG - 403	Table	42" Chrome/Glass	42" D x 29"

Trestle Table

			W x D x H
TG - 401	Table	4' Chrome/Glass	48" x 32" x 29"

Trestle Table

			W x D x H
TG - 402	Table	32" Chrome/Glass	32" x 32" x 29"

Silk Back Chairs

			W x D x H
CH - 308	Chair	Clear/Black/Chrome w/Arms	20.5" x 17" x 34"
CH - 307	Chair	Clear/Black/Chrome w/out Arms	17" x 17" x 34"





SB-204



CH-301



CH-302



TC-504
TC-505
TC-108



TC-502
TC-503
TC-107



TB-204
TB-205

Euro Black

			W x D x H
SB - 204	Barstool	Black Vinyl	21" x 23" x 43"
CH - 301	Chair	Black Fabric w/out Arms	19" x 17"
CH - 302	Chair	Black Fabric w/Arms	22" x 17"
TC - 504	Café Table	30" Black/Chrome Base	30"D x 29"
TC - 505	Café Table	36" Black/Chrome Base	36"D x 29"
TC - 108	Café Table	42" Black/Chrome Base	42"D x 29"
TC - 502	Café Table	30" Black/Black Base	30"D x 29"
TC - 503	Café Table	36" Black/Black Base	36"D x 29"
TC - 107	Café Table	42" Black/Black Base	42"D x 29"
TB - 204	Bar Table	30" Black/Black Base	30"D x 42"
TB - 205	Bar Table	36" Black/Black Base	36"D x 42"



CH-309



CH-311



SB-209



TC-102



TC-500
TC-501



TB-200
TB-201

Euro Maple

			W x D x H
CH - 309	Chair	Maple/Black/Chrome	20" x 20" x 30"
TC - 102	Café Table	42" Maple/Chrome	42" D x 29"

Park Ave.

			W x D x H
CH-311	Café Chair	Maple/Chrome	16" x 18" x 31"
SB-209	Barstool	Maple/Chrome	16" x 19" x 43"

Park Ave.

			D x H
TC - 500	Café Table	30" Maple/Chrome Base	30" D x 29"
TC - 501	Café Table	36" Maple/Chrome Base	36" D x 29"
TB - 200	Bar Table	30" Maple/Chrome Base	30" D x 42"
TB - 201	Bar Table	36" Maple/Chrome Base	36" D x 42"





CH-404



CH-405



CH-201



CH-200



TC-600
TC-601



TC-312



Also Available In:



Black Grey

TC-300
TC-301
TC-309
TC-303
TC-307
TC-302

Conference Tables & Chairs

			W x D x H
CH - 404	Chair	High Back Executive Blue/Black Fabric	22" x 20" x 39"
CH - 405	Chair	High Back Executive Black/Chrome/Poly	23" x 22" x 40"
CH - 201	Chair	High Back Executive Black Fabric	25" x 27" x 45"
CH - 200	Chair	Mid-Back Executive/Black Fabric	25" x 27" x 39"
TC - 600	Table	6' Maple Rectangle	72" x 36"
TC - 601	Table	8' Maple Rectangle	96" x 48"
TC - 312	Table	6' Black Racetrack Oval Special T	72" x 36"

Conference Tables

			W x D x H
TC - 300	Table	10' Grey Racetrack Oval	120" x 48"
TC - 301	Table	10' Black Racetrack Oval	120" x 48"
TC - 309	Table	6' Black Racetrack Oval	72" x 36"
TC - 303	Table	8' Black Racetrack Oval	96" x 48"
TC - 307	Table	6' Mahogany Racetrack Oval	72" x 36"
TC - 302	Table	8' Mahogany Racetrack Oval	96" x 48"



CH-102



CH-101



CH-100



CH-907



CH-202



CH-203



CH-400
CH-401



SD-100
SD-101

Conference Chairs

			W x D x H
CH - 102	Chair	Guest Black Leather-Sled Base	24" x 25" x 36"
CH - 101	Chair	High Back Executive Black Leather	26" x 25" x 46"
CH - 100	Chair	Mid-Executive Black Leather	26" x 25" x 35"
CH - 907	Chair	Parsons Black Fabric	25" x 18.5" x 39"
CH - 202	Chair	Guest Black Fabric/Sled Base	25" x 22" x 36"

Conference Chairs

			W x D x H
CH - 203	Chair	High Back Executive Grey Fabric	25" x 23" x 46"
Task Chairs			W x D x H
CH - 400	Chair	Black/Casters w/Arms	24" x 24" x 36"
CH - 401	Chair	Black/Castersw/out Arms	22" x 24" x 36"
SD - 100	Stool	Black Fabric/Casters w/Arms	24" x 24" x 36"
SD - 101	Stool	Black Fabric/Casters w/out Arms	20" x 24" x 36"





OFFICE



DE-131
DE-136



CR-212



LF-206



DE-206
DE-201



CR-205



DE-102



CR-100



BC-103

Contemporary Maple

			W x D x H
DE - 131	Desk	Double Pedestal	60" x 30" x 29"
DE - 136	Desk	Single Pedestal	60" x 30" x 29"
CR - 212	Credenza	Storage	72" x 20" x 29"
LF - 206	Lateral File	2 Drawer w/Lock	36" x 20" x 29"

Transitional Walnut

			W x D x H
DE - 206	Desk	Double Pedestal	60" x 30" x 29"

Transitional Walnut

			W x D x H
DE - 201	Desk	Executive-Double Pedestal	72" x 36" x 29"
CR - 205	Credenza	Storage	72" x 20" x 29"

Contemporary Grey

			W x D x H
DE - 102	Desk	Double Pedestal	60" x 30" x 29"
CR - 100	Credenza	Storage	60" x 20" x 29"
BC - 103	Bookcase	5 Shelves	36" x 12" x 72"



DE-300



CR-301



LF-204



CH-908



CH-904
CH-905



BC-107



BC-109



TC-104



CH-900



DE-601

Traditional Mahogany

			W x D x H
DE - 300	Desk	Double Pedestal	72" x 36" x 29"
CR - 301	Credenza	Storage	72" x 21" x 29"
CH - 908	Chair	High Back Burgundy Leather	29" x 30" x 44.5"
BC - 107	Bookcase	5 Shelves	36" x 12" x 72"
CH - 904	Chair	Guest	25" x 22.5" x 31"
CH - 905	Chair	Guest w/Casters	25" x 22.5" x 31"

Transitional Walnut

			W x D x H
LF - 204	Lateral File	2 Drawer w/Lock	36" x 20" x 29"
BC - 109	Bookcase	5 Shelves	36" x 12" x 72"
Queen Anne			W x D x H
TC - 104	Table	42" Mahogany	42" D x 29"
CH - 900	Chair	Mahogany/Cream	18" x 19" x 37"
DE - 601	Writing Desk	Mahogany 1 Drawer	42" x 21" x 29"



LF-106



VF-202
VF-203
VF-200
VF-201

Also Available In:
Grey



LF-101



AC-111



AC-112

Also Available In:
White Grey



PE-103 PE-108 PE-113
PE-102 PE-107 PE-112
PE-101 PE-106 PE-111



Also Available In:
White Grey
PE-104
PE-109
PE-114



TO-605



TO-603
TO-604

Accessories

			W x D x H
LF - 106	Lateral File	2 Drawer Black	36" x 20" x 29"
VF - 202	Vertical File	4 Drawer Black-Legal	26" x 18" x 52"
VF - 203	Vertical File	4 Drawer Grey-Legal	26" x 18" x 52"
VF - 200	Vertical File	2 Drawer Black-Legal	26" x 18" x 29"
VF - 201	Vertical File	2 Drawer Grey-Legal	26" x 18" x 29"
LF - 101	Lateral File	2 Drawer Grey	36" x 20" x 29"
AC - 111	Refrigerator	Compact 4 cu ft	19" x 21" x 33.5"
AC - 112	Bar	Black 2 Shelves	48" x 16" x 42"
PE - 103	Pedestal	Black	14" x 14" x 30"
PE - 102	Pedestal	Black	14" x 14" x 36"
PE - 101	Pedestal	Black	14" x 14" x 42"

Accessories

			W x D x H
PE - 108	Pedestal	Grey	14" x 14" x 30"
PE - 107	Pedestal	Grey	14" x 14" x 36"
PE - 106	Pedestal	Grey	14" x 14" x 42"
PE - 113	Pedestal	White	14" x 14" x 30"
PE - 112	Pedestal	White	14" x 14" x 36"
PE - 111	Pedestal	White	14" x 14" x 42"
PE - 104	Pedestal	Black	24" x 24" x 36"
PE - 109	Pedestal	Grey	24" x 24" x 36"
PE - 114	Pedestal	White	24" x 24" x 36"
TO - 605	Pedestal	Table Black	24" x 24" x 21"
TO - 603	Pedestal	Table Black	24" x 24" x 16"
TO - 604	Pedestal	Table Black	30" x 30" x 16"



Also Available In:
☐ White
☐ Grey

PE-100
PE-105
PE-110



Accessories

			W x D x H
AC - 100	Coat Tree	Black	70" H
ES - 100	Easel	Wood/Oak	36" W x 72" H
AC - 104	Literature Rack	Black Metal	9" x 14" x 54.5"
SR - 100	Stanchion	Chrome	36" H
SR - 101	Stanchion Rope	Red Velour	6'

Accessories

			W x D x H
PE - 100	Storage Pedestal	Black w/ keyboard tray-w/Casters	24" x 24" x 42"
PE - 105	Storage Pedestal	Grey w/keyboard tray-w/Casters	24" x 24" x 42"
PE - 110	Storage Pedestal	White w/keyboard tray-w/Casters	24" x 24" x 42"
TC - 700	Computer Counter	Walk-up-Graphite	48" x 24" x 42"
TC - 701	Computer Desk	Graphite	48" x 24" x 29"

ACCESSORIES



Our Locations

NEW YORK-Corporate Office

310 Fifth Avenue
New York, NY 10001
(212) 736-4200 Phone
(212) 736-4205 Fax

NEW JERSEY

107 Trumbull Street
Bldg. S-10
Elizabeth, NJ 07206
(908) 289-7399 Phone
(908) 289-7393 Fax

CHICAGO-National Sales Office

770 N. Halsted Street
Suite 101
Chicago, IL 60622
(877) 244-5357 Toll Free
(312) 421-4399 Phone
(312) 421-9622 Fax

DARIEN, ILLINOIS

8251 Lemont Road
Darien, IL 60561
(630) 985-6296 Phone
(630) 985-6298 Fax

LAS VEGAS

4320 N. Lamb Blvd. #300
Las Vegas, NV 89115
(702) 643-6207 Phone
(702) 643-7518 Fax





Order Form

Phone: 212-736-4200 Fax 212-736-4205

EVENT INFORMATION

Show / Event Name: _____
 Opening Date: _____ Time: _____ Closing Date: _____ Time: _____
 Facility / Room: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Show Contractor: _____

BILLING INFORMATION

Company Name: _____
 Order Contact: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () - Fax: () -
 E-mail: _____

EXHIBITOR INFORMATION

Exhibitor Name: _____
 Booth #: _____ Booth Size: _____ X _____
 Delivery Date: _____ Time: _____
 Pick-up Date: _____ Time: _____
 On-Site Contact: _____
 Cell Phone: () - _____

Item No.	Quantity	Description	Unit Price	Amount

PAYMENTS:
 - In order to guarantee delivery, all orders must be received and full payment made no later than 10 days prior to the event.
 - If you do not receive confirmation within 7 days, please contact us at 212-736-4200.
 - Payment must be made by credit card or check drawn on a U.S. bank
LATE ORDERS:
 - Orders received within 10 days prior to the event opening are subject to a 20% late fee.
ON-SITE ORDERS:
 - Order received on show site will be subjected to a 30% late fee.
CANCELLATIONS:
 - If canceled within 5 days prior to move-in a 50% restocking fee will be charge.
 - If canceled within 36 hours or less before move-in, no refund will be processed

Subtotal	
Adjustments	
Delivery / Pick-up	
Subtotal	
___ % Sales Tax	
TOTAL	

Authorized Signature: **X** _____ Date: _____

PAYMENT INFORMATION

☐ American Express ☐ Master Card ☐ Visa

Credit Card #: _____
 Print Name on Card: _____
 Signature of Card Holder: **X** _____

Expiration Date: _____ / _____

Page No.	Code	Description	Price
Page 2	LC-614	Tribeca - Armless Sectional - Black	\$250.00
	LC-615	Tribeca - Corner - Black	\$275.00
	LC-616	Tribeca - Bench - Black	\$250.00
Page 3	LC-803	Malibu - Sofa - Red Leather	\$575.00
	LC-804	Malibu - Chair and a Half - Red Leather	\$450.00
	LC-805	Malibu - Bench - Red Leather	\$385.00
	LC-800	Malibu - Sofa - White Leather	\$575.00
	LC-801	Malibu - Chair and a Half - White Leather	\$450.00
	LC-802	Malibu - Bench - White Leather	\$385.00
Page 4	LC-601	Barcelona -Club Chair - Red Leather	\$350.00
	LC-602	Barcelona -Ottoman - Red Leather	\$165.00
	LC-603	Barcelona -Club Chair - White Leather	\$350.00
	LC-604	Barcelona -Ottoman - White Leather	\$165.00
	LC-605	Barcelona -Club Chair - Black Leather	\$350.00
	LC-606	Barcelona -Ottoman - Black Leather	\$165.00
	LC-613	Paloma - Swivel Chair - Charcoal Leather	\$200.00
	LC-612	Paloma - Swivel Chair - Red Leather	\$200.00
Page 5	LC-611	Sausalito -Sofa - Black	\$385.00
	LC-610	Sausalito -Loveseat - Black	\$355.00
	LC-609	Sausalito -Club Chair - Black	\$250.00
	LC-618	Sausalito -Club Chair - Cobalt Blue	\$295.00
	TO-201	Princeton -Coffee Table - Black/Glass	\$165.00
	TO-202	Princeton -End Table - Black/Glass	\$150.00
	TL-102	Up Light - Table Lamp - Chrome/Frosted Glass	\$80.00
Page 6	LC-403	Cambridge - Sofa - Champagne	\$435.00
	LC-402	Cambridge - Loveseat - Champagne	\$380.00
	LC-401	Cambridge - Club Chair - Champagne	\$295.00
	TO-303	Metropolitan - Console Table - Cherrywood	\$185.00
	TO-302	Metropolitan - End Table - Cherrywood	\$150.00
	TO-301	Metropolitan - Coffee Table - Cherrywood	\$165.00
	TL-100	Corona - Table Lamp - Brushed Nickel / White Shade	\$80.00
	FL-100	Corona - Floor Lamp - Brushed Nickel / White Shade	\$135.00
Page 7	LC-608	Pacifica - Sofa - Soft Plum	\$480.00
	LC-607	Pacifica - Club Chair - Soft Plum	\$350.00
	LC-617	Pacifica - Bench - Soft Plum	\$250.00
	FL-102	Torchier - Floor Lamp - Black	\$135.00
Page 8	LC-706	Kobe - Ottoman - Black	\$150.00
	LC-707	Kobe - Ottoman - Soft Plum	\$150.00
	LC-708	Kobe - Ottoman - Citrus	\$150.00
	LC-709	Kobe - Ottoman - Tangerine	\$150.00
	LC-703	Cube - Ottoman - Black	\$80.00
	LC-701	Cube - Ottoman - Concentric Print - Red/Sunflower	\$80.00
	LC-704	Cube - Ottoman - Sunflower	\$80.00
	LC-702	Cube - Ottoman - Red	\$80.00
Page 9	LC-303	Princeton - Sofa - Black Leather	\$450.00
	LC-302	Princeton - Loveseat - Black Leather	\$395.00
	LC-301	Princeton - Club Chair - Black Leather	\$325.00
	TO-601	Sterling - Coffee Table - Glass/Silver	\$155.00
	TO-602	Sterling - End Table - Glass/Silver	\$145.00
	TL-101	Rialto - Table Lamp - Brushed Chrome	\$80.00
	TO-501	Hampton - Coffee Table - Maple/Sliver	\$160.00
	TO-502	Hampton - End Table - Maple/Sliver	\$150.00
Page 10	LC-203	Manhattan - Sofa - Grey	\$435.00
	LC-202	Manhattan - Loveseat - Grey	\$380.00
	LC-201	Manhattan - Club Chair - Grey	\$295.00
	FL-101	Up Light - Floor Lamp - Chrome/Frosted Glass	\$135.00
	TO-700	Westport - Coffee Table - Espresso/Brushed Nickel	\$160.00
	TO-701	Westport - End Table - Espresso/Brushed Nickel	\$150.00
	TO-702	Westport - Console Table - Espresso/Brushed Nickel	\$195.00

Page No.	Code	Description	Price
Page 11	LC-103	Westchester - Sofa - Cognac Leather	\$495.00
	LC-102	Westchester - Loveseat - Cognac Leather	\$435.00
	LC-101	Westchester - Club Chair - Cognac Leather	\$335.00
	TO-101	Westchester - Coffee Table - Antique Silver/Gold/Glass	\$165.00
	TO-102	Westchester - End Table - Antique Silver/Gold/Glass	\$155.00
	LC-705	Westchester - Ottoman - Cognac Leather	\$165.00
	TO-401	Hamilton - Coffee Table - Cherrywood/ Black/Glass	\$175.00
	TO-402	Hamilton - End Table - Cherrywood/ Black Glass	\$160.00
Page 12	SB-201	Lenox - Bar Stool - Mahogany Wood-Cream	\$160.00
	TB-103	Lenox - Bar Table - Mahogany Wood-Cream 42" H	\$195.00
	SB-202	Silk Back Bar Stool - Black/Clear/Chrome	\$145.00
	TB-206	Black/Chrome - 30" Bar Table 42" H	\$160.00
	TB-207	Black/Chrome - 36" Bar Table 42" H	\$170.00
Page 13	SB-208	Trave - Bar Stool - Red Leather/Chrome	\$150.00
	TB-100	Trave - Bar Table - Glass/Chrome 42" H	\$250.00
	TB-102	Bombe - Bar Table - Black/Chrome 42" H	\$225.00
	SB-203	Bombe - Bar Stool - Black/Chrome	\$165.00
Page 14	SB-200	Carmel - Bar Stool - Maple/Nickel/Cream	\$145.00
	TB-101	Carmel - Bar Table - Maple/Nickel 42" H	\$185.00
	BC-121	Hampton - Étagère - Maple/Nickel/Glass	\$395.00
Page 15	TG-400	5' Rectangle Conference Table - Chrome/Glass 29" H	\$360.00
	TG-401	Trestle - 4' Rectangle Conference Table - Chrome/Glass 29" H	\$275.00
	TG-402	Trestle - 32" Square Conference Table - Chrome/Glass 29" H	\$250.00
	TG-403	42" Round Conference Table - Chrome/Glass 29" H	\$250.00
	CH-308	Silk Back Chair w/ Arms - Black/Clear/Chrome	\$95.00
	CH-307	Silk Back Chair w/ out Arms - Black/Clear/Chrome	\$90.00
Page 16	SB-204	Euro Black - Bar Stool	\$145.00
	CH-301	Euro Black - Chair w/out Arms	\$80.00
	CH-302	Euro Black - Chair w/ Arms	\$85.00
	TC-504	Black/Chrome - 30" Round Café Table 29" H	\$155.00
	TC-505	Black/Chrome - 36" Round Café Table 29" H	\$165.00
	TC-108	Black/Chrome - 42" Round Café Table 29" H	\$175.00
	TC-502	Euro Black - 30" Round Café Table 29" H	\$155.00
	TC-503	Euro Black - 36" Round Café Table 29" H	\$165.00
	TC-107	Euro Black - 42" Round Café Table 29" H	\$175.00
	TB-204	Euro Black - 30" Round Bar Table 42" H	\$160.00
	TB-205	Euro Black - 36" Round Bar Table 42" H	\$165.00
Page 17	CH-309	Euro Maple - Chair w/ Arms - Maple/Black/Chrome	\$115.00
	TC-102	Euro Maple - 42" Round Café Table 29" H	\$185.00
	CH-311	Park Avenue - Chair - Maple/Chrome	\$135.00
	SB-209	Park Avenue - Bar Stool - Maple/Chrome	\$150.00
	TC-500	Maple-Chrome - 30" Round Café Table 29" H	\$155.00
	TC-501	Maple-Chrome - 36" Round Café Table 29" H	\$165.00
	TB-200	Maple-Chrome - 30" Round Bar Table 42" H	\$160.00
	TB-201	Maple-Chrome - 36" Round Bar Table 42" H	\$170.00
Page 18	CH-404	Conference Chair - High Back - Blue/Black - Gas Lift/Casters	\$175.00
	CH-405	Conference Chair - High Back - Black/Chrome/Poly - Gas Lift/Casters	\$175.00
	CH-201	Conference Chair - High Back - Black - Gas Lift/Casters	\$175.00
	CH-200	Conference Chair - Mid Back - Black - Gas Lift/Casters	\$165.00
	TC-600	6' Maple Conference Table - Rectangle 72" x 36"	\$395.00
	TC-601	8' Maple Conference Table - Rectangle 96" x 48"	\$425.00
	TC-312	6' Black Conference Table - Oval 72" x 36"	\$395.00
	TC-300	10' Grey Conference Table - Oval 120" x 48"	\$495.00
	TC-301	10' Black Conference Table - Oval 120" x 48"	\$495.00
	TC-309	6' Black Conference Table - Oval 72" x 36"	\$395.00
	TC-303	8' Black Conference Table - Oval 96" x 48"	\$425.00
	TC-310	6' Grey Conference Table - Oval 72" x 36"	\$395.00
	TC-304	8' Grey Conference Table - Oval 96" x 48"	\$415.00
	TC-307	6' Mahogany Conference Table - Oval 72" x 36"	\$395.00
	TC-302	8' Mahogany Conference Table - Oval 96" x 48"	\$450.00

Page No.	Code	Description	Price
Page 19	CH-102	Conference Chair - Mid Back - Black Leather - Sled Base	\$175.00
	CH-101	Conference Chair - High Back - Black Leather - Gas Lift/Casters	\$215.00
	CH-100	Conference Chair - Mid Back - Black Leather - Gas Lift/Casters	\$180.00
	CH-907	Side Chair - Parsons - Black	\$135.00
	CH-911	Side Chair - Tulip - Black - Tilt/Casters 26.5"W x 17"D x 33"H (Not Shown)	\$175.00
	CH-202	Conference Chair - Mid Back - Black - Sled Base	\$155.00
	CH-203	Conference Chair - High Back - Black Leather - Gas Lift/Casters	\$175.00
	CH-400	Task Chair w/ Arms - Black - Gas Lift/Casters	\$130.00
	CH-401	Task Chair w/out Arms - Black - Gas Lift/Casters	\$125.00
	SD-100	Task Stool w/ Arms - Black - Gas Lift/Casters	\$165.00
	SD-101	Task Stool w/ out Arms - Black - Gas Lift/Casters	\$160.00
Page 20	DE-131	Maple Contemporary - Desk - Double Pedestal 60" x 30"	\$450.00
	DE-136	Maple Contemporary - Desk - Single Pedestal 60" x 30"	\$425.00
	CR-212	Maple Contemporary - Credenza	\$425.00
	LF-206	Maple Contemporary - Lateral File - 2 Drawer	\$295.00
	DE-206	Walnut Transitional - Desk - Double Pedestal 60" x 30"	\$395.00
	DE-201	Walnut Transitional - Executive Desk Double Pedestal 72" x 36"	\$440.00
	CR-205	Walnut Transitional - Credenza	\$425.00
	DE-102	Grey Contemporary - Desk - Double Pedestal 60" x 30"	\$355.00
	CR-100	Grey Contemporary - Credenza	\$355.00
	BC-103	Grey Contemporary - Bookcase - 5 Shelves	\$310.00
Page 21	DE-300	Mahogany Traditional - Executive Desk Double Pedestal 72" x 36"	\$475.00
	CR-301	Mahogany Traditional - Credenza	\$475.00
	LF-204	Walnut Transitional - Lateral File - 2 Drawer	\$295.00
	CH-908	Conference Chair - High Back - Mahogany Leather	\$215.00
	CH-904	Conference Chair - Traditional Mahogany Leather	\$180.00
	CH-905	Conference Chair - Traditional Mahogany Leather - Casters	\$185.00
	BC-107	Mahogany Traditional - Bookcase - 5 Shelves	\$425.00
	BC-109	Walnut Transitional - Bookcase - 5 Shelves	\$325.00
	TC-104	Mahogany Traditional - 42" Conference Table 29" H	\$350.00
	CH-900	Side Chair - Mahogany/Cream	\$125.00
Page 22	DE-601	Mahogany Traditional - Writing Desk - 1 Drawer	\$275.00
	LF-106	Lateral File - 2 Drawer - Black	\$275.00
	VF-202	Vertical File - 4 Drawer Legal - Black	\$165.00
	VF-203	Vertical File - 4 Drawer Legal - Grey	\$165.00
	VF-200	Vertical File - 2 Drawer Legal - Black	\$135.00
	VF-201	Vertical File - 2 Drawer Legal - Grey	\$135.00
	LF-101	Lateral File - 2 Drawer - Grey	\$275.00
	AC-111	Refrigerator Compact White - 4 CU FT	\$270.00
	AC-112	Bar - 1 Shelf - Black	\$250.00
	PE-103	Pedestal - Black 14" x 14" x 30"	\$175.00
	PE-102	Pedestal - Black 14" x 14" x 36"	\$190.00
	PE-101	Pedestal - Black 14" x 14" x 42"	\$225.00
	PE-108	Pedestal - Grey 14" x 14" x 30"	\$175.00
	PE-107	Pedestal - Grey 14" x 14" x 36"	\$190.00
	PE-106	Pedestal - Grey 14" x 14" x 42"	\$225.00
	PE-113	Pedestal - White 14" x 14" x 30"	\$175.00
	PE-112	Pedestal - White 14" x 14" x 36"	\$190.00
	PE-111	Pedestal - White 14" x 14" x 42"	\$225.00
	PE-104	Pedestal - Black 24" x 24" x 36"	\$275.00
	PE-109	Pedestal - Grey 24" x 24" x 36"	\$275.00
	PE-114	Pedestal - White 24" x 24" x 36"	\$275.00
Page 23	TO-605	Cube - Black 24" x 24" x 21"	\$225.00
	TO-603	Cube - Black 24" x 24" x 16"	\$180.00
	TO-604	Cube - Black 30" x 30" x 16"	\$195.00
	AC-100	Coat Tree - Black	\$85.00
	ES-100	Easel - Oak	\$85.00
	AC-104	Literature Rack - Black	\$125.00
	SR-100	Stanchion - Chrome	\$50.00
	SR-101	Rope - 6' Red Velour	\$40.00
	PE-100	Computer Kiosk - Black w/ keyboard tray - Casters	\$350.00
	PE-105	Computer Kiosk - Grey w/ keyboard tray - Casters	\$350.00
Page 23	PE-110	Computer Kiosk - White w/ keyboard tray - Casters	\$350.00
	TC-700	Computer Stand - Walk-up Graphite Nebula	\$165.00
	TC-701	Computer Table/Desk - Graphite Nebula	\$155.00