



Dear Exhibitor:

This is your Exhibitor Manual for the **AmCon Denver May 1-2, 2013 in Denver, CO.**

The manual includes all of the information you will need from AmCon, the Decorator and the Convention Center. Order forms for the items listed below are included in the manual.

**Please note: TABLE SIZE AND COLOR MUST BE ORDERED IN ADVANCE. Tables are free of charge (up to 12 ft in length and 30 inches in height). Please note you will be charged for any tables exceeding the 12 ft allowance per 10x10 space or any tables ordered at show site.**

1. Exhibitor badges
2. **Tables (up to 12 ft)** – Please fill out the **Table Order Form** for AmCon.
3. Product ID signs (6)
4. **Service signs (2)** – Must have by **Deadline of April 17, 2013.** (Optional)

### **IMPORTANT EXHIBITOR INFORMATION!**

The above materials are free of charge; however **you must return the corresponding order forms.** You must return these forms to Great Lakes Events on or before **APRIL 12, 2013.**

**Service Signs received after this deadline date of *April 17, 2013* will be produced and shipped at the exhibitor's expense.**

**8' high backdrape and 3' high siderail, two chairs, a company ID sign and a wastebasket are automatically included in your booth package. Order forms for these items are not required.**

The second half of the manual includes information and forms from the Convention Center. Their section of the manual will include electric, internet, etc. **Forms from AmCon, the Decorator and/or the Convention Center must be returned directly to the address or fax number listed on the order forms.**

It is my job to ensure that your exhibiting experience runs smoothly. Please do not hesitate to call or e-mail me if you have any questions.

Sincerely,

*Heather Patterson*  
*Exhibitor Services*

# TABLE OF CONTENTS

<b><u>Contents</u></b>	<b><u>Page</u></b>
Rules and Regulations	3
Show Schedule	4
Lead Retrieval	5
Site and Hotel Information	6
Driving Directions	7
<b>AMCON Order Forms</b>	<b>8-14</b>
*12 feet of 30 inch Tables	
*Badges	
*Signs	
Decorator Forms	15-36
*Transportation	
*Shipping addresses	
*Material handling	
Convention Center Forms	37-49
*Electric/Internet	
*Audio Visual	

# RULES AND REGULATIONS

## GENERAL RULES

Each Exhibitor must return two copies of this contract, properly executed by an authorized company representative. Management will assign space according to individual applicant requirements, available space, and application date. Management reserves the right to rearrange the floor plan and/or relocate exhibits in the best interests of the total exhibit.

## QUALIFICATIONS OF EXHIBITORS

Exhibitors must be contract manufacturers, or divisions of manufacturing companies that provide custom work to specification or blueprint. Companies providing both custom services and products may include their products as a minor part only of their exhibit.

Management reserves the right to rent and license space for any exhibit of interest to industry or of educational value.

## USE OF SPACE

Except in certain limited circumstances involving parent corporations, their wholly owned subsidiaries, and sister corporations, when approved in advance by Show Management, no exhibitor shall assign, sublet or share the space allotted. Exhibitors must show only samples of goods manufactured by them in the regular course of business. Only firms or organizations assigned exhibit space may solicit business within the exhibit area.

Booths or display structures must be self-supporting and not anchored to walls or floors. All displays must be fireproofed to conform to applicable Federal, State, and City codes or laws. Displays and booth structures must not extend into the aisle in such a way as to obstruct traffic or visibility of adjacent booths. In the rear one third of the booth, display material may be placed up to but not exceeding eight feet from the exhibit floor. In all other portions of the booth, no display material shall exceed a height of three feet from the exhibit floor.

Management reserves the right to restrict exhibits which are objectionable because of noise, method of operation, materials, or for any other reason; and also to prohibit or to evict for any reason with or without giving cause, any exhibit which in the opinion of management may detract from the general character of the Exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that Management determines is objectionable. In the event of such restrictions or eviction, Management shall not be liable for any refunds or other exhibit expenses.

All demonstrations or other promotional activity must be confined to the limits of the assigned exhibit space. Attention-getting devices such as noisemakers, operating machinery and hired models are prohibited.

## RESTRICTIONS ON BOOTH PERSONNEL

All personnel in attendance in booths must be regular employees or sales representatives of the Exhibitor. The official AmCon Exhibitor badge must be worn whenever a representative is on the exhibit floor.

## LOTTERIES/CONTESTS

The operation of games of chance, lottery devices, or giving of prizes must be authorized by show management.

## FOOD AND BEVERAGE POLICY

Each show facility has its own regulations for dispensing of food and beverages by exhibitors. Any dispensing of food or beverages must be authorized by the facility.

## SHOW HOURS

The hours established for installation of display, exhibit, and dismantling of display will be strictly enforced. Exhibitor agrees to staff the booth consistently during the open exhibit hours of the show. Dismantling shall not be permitted before the official close of the show. The exact schedule will be included in the Exhibitors Manual preparation kit.

## LIABILITY

Exhibitor agrees to make no claim for any reason whatsoever against Management, or its employees, for loss, theft, damage or destruction of goods; nor for any injury to himself or his employees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof.

Furthermore, Management assumes no liability for Exhibitor information or listings published in show promotional literature, advertisements, press releases, or directory. Any information provided by the Exhibitor is subject to interpretation and editing at Management's discretion.

## POSTPONEMENT OR CHANGE OF LOCATION

Should any contingency beyond the control of the Management prevent holding the show at the location or on the dates specified, the show may be postponed or moved to another location and date at the sole discretion of Management. Management shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of Management.

## CANCELLATION

All payments toward the cost of booth space are non-refundable. In the event of cancellation by an Exhibitor, Management reserves the right to reassign cancelled booth space at its sole discretion.

All matters and questions not covered by the Provisions are subject to the decision of show Management. Management reserves the right to make amendments or additions to these provisions which shall be equally binding on all parties affected by them.

# DENVER EXHIBIT SCHEDULE

**DATES OF EXHIBITION:** May 1-2, 2013

**SET-UP:** Tuesday, April 30 12:00 noon to 6:00 p.m.  
Wednesday, May 1 7:30 a.m. to 9:30 a.m.

**SHOW HOURS:** Wednesday, May 1 9:30 a.m. to 3:30 p.m.  
Thursday, May 2 9:30 a.m. to 3:00 p.m.

Exhibitors will have access to the Hall at 8:45 a.m. on Thursday.

**DISMANTLING:** Thursday, May 2 3:00 p.m. to 8:00 p.m.

**\*\*Carriers must be checked in by 5:00pm\*\***

Arrangements for outbound shipping must be made on show site at the Great lakes Service Desk. It is the exhibitor's responsibility to arrange carrier pick-up, clearly label each piece of freight and provide Great Lakes Transportation with a completed Bill of Lading for each shipment. **All carriers must be checked in by 5:00 p.m. on May 2, 2013.**

**\*\*BOOTH TEAR-DOWN IS STRICTLY PROHIBITED BEFORE 3:00 P.M.\*\***

As a professional courtesy to your fellow exhibitors and to the buyers who have taken the time to visit the show, please do not begin tearing down your booth display until the official close of the show. The Decorator will not deliver any packing materials until that time. If you must leave prior to the close of the show, you may hire the Decorator to dismantle, pack, and ship your display after 3:00 p.m.

**THERE WILL BE NO EXCEPTIONS MADE.  
PLEASE PLAN YOUR ITINERARY ACCORDINGLY.**

## **PROTECTION OF DISPLAYS**

Show Management takes every precaution to secure the exhibit area during the off-show hours. There will be building security however; we recommend you remove any confidential or valuable material when your booth is unattended.

## **AmCon Lead Retrieval**

In order to simplify lead retrieval for exhibitors each booth will receive a “sales lead pad.” Additional lead pads can be obtained at the Show Manager’s office.

All pre-registered attendees will receive a sheet of pre-printed adhesive labels i.e. instant business cards. These labels can be attached to the sales lead sheets which eliminates the need for business cards or handwriting contact information. Attendees registering on-site can have labels printed at the registration counter free of charge.

Please encourage attendees who register on-site to obtain printed labels at the registration counter.

# AMCON DENVER SITE AND HOTEL INFORMATION

## SHOW LOCATION

Colorado Convention Center  
Hall B2  
700 14<sup>th</sup> Street  
Denver, CO 80202  
denverconvention.com

## HOST HOTEL

Hilton Garden Inn  
Denver Downtown  
1400 Welton Street  
Denver, CO 80202  
Phone: 303-603-8000

## HOTEL INFORMATION

Experience the thrill of the Rockies and downtown Denver from the gracious comfort of your guest room at Hilton Garden Inn Denver Downtown Hotel. From the tranquil guest rooms and full range of amenities to the unmatched convenience to downtown Denver attractions, no downtown Denver hotels compare. We promise you won't be disappointed when you stay at Hilton Garden Inn Denver Downtown. The Hilton Garden Inn is conveniently located right across the street from the **Colorado Convention Center**.

**The AmCon show rate is \$159.00 Single/Double occupancy.**

Be sure to mention "AmCon Rate" to receive the discounted show rate.

**\*\*Reservations must be made by APRIL 10, 2013 to receive the discounted rate. \*\***

Note: Reservations received after the cut-off date will be accepted on a space-available basis only.

**HOTEL PARKING** – \$22.00 per night

## **CONVENTION CENTER PARKING**

The Colorado Convention Center provides onsite parking in their 1,000 space parking garage. The garage provides direct access to the Colorado Convention Center. Enter the parking garage via Northbound Speer Boulevard, just after Stout Street and before Champa Street. Parking rates are \$12.00 a day

## **INTERNET**

In Hall Wifi: \$79.99 per day. See Smart City form in back of manual.

You will be able to order this service at show site when you try to connect to the internet. Credit Card is necessary for payment.

## **CONVENTION CENTER LOADING DOCK**

Move-in will be permitted through the loading dock for **Hall B2**. At no time is move-in permitted through the facility's lobby or pre function spaces. This rule will be strictly enforced by Security.

**The facility is a UNION facility; there is no use of carts permitted on the show floor by an Exhibitor.** There is no marshalling yard, first come first served.

# DRIVING DIRECTIONS

## **To Colorado Convention Center:**

### **From Denver International Airport**

Go North on TERMINAL RETURN towards PENA Boulevard.

Take PENA Boulevard to I-70 WEST.

I-70 West to I-25 SOUTH, take Speer Blvd. South (EXIT 212B)

Turn left at Stout St. From Stout Street, turn right on 14th Street and proceed to the facility entrances located on 14th Street between Stout and California Street.

The entrance to our parking garage is located on northbound Speer Blvd. between Stout Street and Champa.

### **From Boulder or Northern Colorado**

(From Boulder) Take the US-36 East ramp towards DENVER.

Take I-25 SOUTH/I-76 WEST/US 87 SOUTH RAMP towards Denver.

Merge onto I-25 SOUTH/US 87 SOUTH RAMP.

Take I-25 SOUTH, take Speer Blvd. South (EXIT 212B)

From Speer Blvd. South, turn left at Stout St. From Stout Street, turn right on 14th Street and proceed to the facility entrances located on 14th Street between Stout and California Street.

The entrance to our parking garage is located on northbound Speer Blvd. between Stout Street and Champa.

### **From Southern Colorado or the Denver Tech Center:**

Take I-25 NORTH.

Take the US-40/Colfax AVE East exit, exit number 210A.

Merge onto COLFAX AVE going EAST.

Merge into the left hand lane. Turn left at Kalamath Street. Kalamath Street becomes Stout St as it crosses over Speer Blvd. From Stout Street, turn right on 14th Street and proceed to the facility entrances located on 14th Street between Stout and California Street.

The entrance to our parking garage is located on northbound Speer Blvd. between Stout Street and Champa.

### **From West Metro Denver:**

Take I-70 East.

Merge onto I-25 South

Take I-25 SOUTH, to Speer Blvd. South (EXIT 212B)

Take Speer Blvd. South and turn left at Stout St. From Stout Street, turn right on 14th Street and proceed to the facility entrances located on 14th Street between Stout and California Street.

The entrance to our parking garage is located on northbound Speer Blvd. between Stout Street and Champa.

# AmCon Show Order Forms

**You can now process your order forms online!**

Using the information listed below you can complete the AmCon order forms directly at [www.amconshows.com](http://www.amconshows.com). No need to fax or mail these forms.

You will need to respond to specific Decorator and Convention Center services using the forms provided and fax or mail them back directly to the appropriate company.

To gain access to our online order form process please start at our homepage: <http://www.amconshows.com>. The exhibitor log-in is located in the blue box toward the right corner of the page.

You will need to enter the **USER ID/Name: DENVER** and the **PASSWORD: 2013** when prompted. Use the log-in button to proceed. Next you will be asked to enter your **ID CODE**.

**THIS CODE HAS BEEN PROVIDED TO YOU IN THE BODY OF THE EMAIL.** This code is yours and yours alone. Do not share it with anyone. If you lose the access code, please call our office at 585-458-2200 or send an email to: [hpatterson@greatlakeevents.com](mailto:hpatterson@greatlakeevents.com)



<b>EXHIBITOR BADGE ORDER FORM</b>	<h1 style="margin: 0;">AmCon</h1>	<b>Denver Colorado Convention Center</b>
	<i>Mail to:</i> 100 Bickford St • Rochester, NY 14606 Phone: 585-458-2200 <i>Or fax to:</i> 585-458-5087	<b>May 1-2, 2013</b>

This form is to be used to order name badges for the booth representatives that will be working at the booth. Badges are for employees of exhibiting companies or the manufacturers' reps *only*. Badges will not be printed with any company name except that of the exhibitor.

Please use the lines below to list the names and titles of those people you would like badges prepared for. Due to limited space on the badges, the lines must be limited to 23 characters, including spaces and punctuation.

Photocopy this page for additional badges.

**Pick up all badges at AmCon Show Management on set-up day.**

Please type or print clearly the exhibitors' names and titles:

<b>Name</b>	<b>Title</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please print clearly or type:

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address (not a P.O. Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

*Attention*  
*AmCon Exhibitors*

***Tables***

*AmCon allows up to \*12 FEET\* of  
30" High Skirted tables with each  
10 X 10 Space at no cost to you!!!  
(Table sizes are 4', 6' or 8')*

*Please see the following page for the  
**AmCon Table Order Form** and  
send back to me at:  
Fax 585-458-5087, thru the online  
ordering, or email  
[hpatterson@greatlakeevents.com](mailto:hpatterson@greatlakeevents.com)*

*Thanks – Heather!  
Great Lakes Events  
Exhibitor Services Manager*

**TABLE  
ORDER FORM**

**AmCon**

**Denver  
Colorado Convention  
Center**

**Deadline: April 12, 2013**

*Mail to:*  
100 Bickford St • Rochester, NY 14606  
Phone: 585-458-2200

*Or fax to:*  
585-458-5087

**May 1-2, 2013**

You can order **up to 12 ft** of 30 inch high skirted tables as part of your booth package (free of charge), use this form to order the tables and skirting you would prefer. However, we suggest that you do not crowd your booth with furnishings that impede the flow of traffic within your booth.

**Tables will not be supplied automatically.**

Please specify your choices of table lengths and skirting color below.

Skirting is available in **red, white, blue, gray, or black**. Tables are 24" wide and 30" high. Tabletops are white.

*Note: the 3' side rails are draped in blue and the back drape is blue & white.*

<b>Quantity</b>	<b>Size</b>	<b>Color Skirting</b>
	4 ft	
	6 ft	
	8 ft	

Please type or print clearly:

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address (not a P.O. Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>PRODUCT ID SIGN ORDER FORM</b>	<b>AmCon</b>	<b>Denver Colorado Convention Center</b>
<b>Deadline: April 12, 2013</b>	<i>Mail to:</i> 100 Bickford St • Rochester, NY 14606 Phone: 585-458-2200 <i>Or fax to:</i> 585-458-5087	<b>May 1-2, 2013</b>

Use this form in order to receive Product ID signs. They will be delivered to your booth on set-up day.

Product ID signs are 11" x 8 1/2" countertop easel cards used to identify parts, literature or to describe services etc.

Maximum 6 signs.

**Please type or print clearly:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Please type or print clearly:

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address (not a P.O. Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**SERVICE SIGN  
ORDER FORM (1)**

**AmCon**

**Denver  
Colorado Convention  
Center**

**Deadline: April 17, 2013**

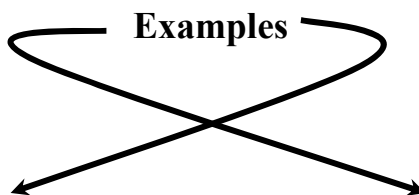
*Mail to:*  
100 Bickford St • Rochester, NY 14606  
Phone: 585-458-2200  
*Or fax to:*  
585-458-5087

**May 1-2, 2013**

**\*\*ORDERS RECEIVED AFTER APRIL 17, 2013 WILL BE BILLED DIRECTLY TO THE EXHIBITOR AT \$50.00 EACH PLUS SHIPPING\*\***

You must order your service sign using this form in order to receive it on set-up day.  
The Service Sign is approximately 22" x 28"

**Prototypes  
Machining  
Forming  
Fabrication  
Assembly**



**Large  
Capacity  
5-Axis  
Precision  
Machining**

**ATTENTION:**

**M A X I M U M 5 W O R D S O N L Y  
O N E W O R D P E R L I N E**

Please, supply a **5 word (or less)** description of your company's services. Sorry but we can not reproduce logos:

-----  
-----  
-----  
-----  
-----

Please type or print clearly:

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address (not a P.O. Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**SERVICE SIGN  
ORDER FORM (2)**

**AmCon**

**Denver  
Colorado Convention  
Center**

**Deadline: April 17, 2013**

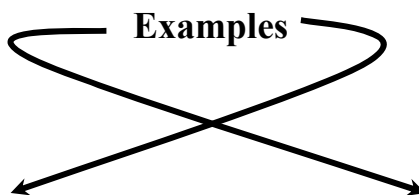
*Mail to:*  
100 Bickford St • Rochester, NY 14606  
Phone: 585-458-2200  
*Or fax to:*  
585-458-5087

**May 1-2, 2013**

**\*\*ORDERS RECEIVED AFTER APRIL 17, 2013 WILL BE BILLED DIRECTLY TO THE EXHIBITOR AT \$50.00 EACH PLUS SHIPPING\*\***

You must order your service sign using this form in order to receive it on set-up day.  
The Service Sign is approximately 22" x 28"

**Prototypes  
Machining  
Forming  
Fabrication  
Assembly**



**Large  
Capacity  
5-Axis  
Precision  
Machining**

**ATTENTION:**

**M A X I M U M 5 W O R D S O N L Y  
O N E W O R D P E R L I N E**

Please, supply a **5 word (or less)** description of your company's services. Sorry but we can not reproduce logos:

-----  
-----  
-----  
-----  
-----

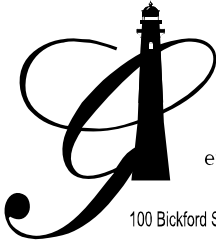
Please type or print clearly:

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address (not a P.O. Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_



**GREAT LAKES EVENTS**  
 event decorating & trade shows • exhibit displays & graphics  
 freight transportation • rentals

100 Bickford Street Rochester, NY 14606, Phone: 585.458.2200, Fax: 585.458.5087, www.greatlakesevents.com

**WELCOME TO  
 AMCON DENVER**

*Great Lakes Events has been chosen as the official Decorator and Service Contractor for AMCON DENVER to be held MAY 1-2, 2013 at THE COLORADO CONVENTION CENTER. In this packet we have enclosed our forms regarding services and equipment that you may require for your booth. We have also included additional forms offered by different companies for services that Great Lakes Events does not provide. Please submit the additional vendor orders to the contact information provided on each form.*

**THE FOLLOWING EQUIPMENT IS INCLUDED WITH YOUR BOOTH**

8' HIGH BACKDRAPE (BLUE / WHITE)

3' HIGH SIDERAIL (BLUE)

UP TO 12' SKIRTED TABLES

**\*\*MUST PRE ORDER PLEASE SEE THE AMCON TABLE ORDER FORM\*\***

2 – FOLDING CHAIRS

1 – WASTEBASKET

1 – 7" X 44" ID SIGN

GRAY BOOTH CARPET

**MOVE – IN DATES & TIMES**

TUESDAY	APRIL 30, 2013	12:00 PM – 6:00 PM
WEDNESDAY	MAY 1, 2013	7:30 AM – 9:30 AM

**SHOW DATES & TIMES**

WEDNESDAY	MAY 1, 2013	9:30 AM – 3:30 PM
THURSDAY	MAY 2, 2013	9:30 AM – 3:00 PM

**MOVE – OUT DATES & TIMES**

THURSDAY	MAY 2, 2013	3:00 PM – 8:00 PM
----------	-------------	-------------------

*The entire hall must be cleared by 8:00 PM on MAY 2, 2013. To assure this, please notify your carrier to be checked in at the COLORADO CONVENTION CENTER by 5:00 PM on MAY 2, 2013 to guarantee pick – up. If your carrier has not checked in by 5:00 PM, your materials will be rerouted onto Great Lakes Transportation. To avoid this please make the necessary arrangements.*

**PREFERRED CARRIER:**

*Ground & Air Freight: Great Lakes Transportation  
 For rate quotes please EMAIL:  
 hpatterson@greatlakesevents.com*

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT EXHIBITOR SERVICES**

Phone: 585-458-2200  
 Fax: 585-458-5087  
 www.greatlakesevents.com

**SHOW INFORMATION**

**Great Lakes Events LLC**  
100 Bickford Street Rochester, New York 14606  
Phone: 585-458-2200 Fax: 585-458-5087

**AMCON DENVER**  
MAY 1-2, 2013  
**THE COLORADO CONVENTION CENTER**  
**HALL B2**

Great Lakes Events would like to make your ordering process a simple one. Complete all of the necessary forms for the services your company will require.

Be sure to make note of the **ADVANCE ORDER DEADLINE DATE (APRIL 12, 2013)** located at the top of each form. To qualify for Advance Pricing, order forms and payment must be returned to Great Lakes Events by the specified date. **NO EXCEPTIONS WILL BE MADE.**

Please use the following guidelines when placing your order:

- ◆ Complete all necessary Great Lakes Events forms and calculate the cost of each order. Record the cost at the bottom of each form.
- ◆ Complete the Method of Payment form and submit with all orders. Payment can be made in the form of cash, check, credit card or third party payment. Purchase orders are not a form of payment.
- ◆ Complete the Order Forms Recap sheet. Be sure to include the applicable sales tax.
- ◆ Mail, air courier or fax your order forms to us. Be sure to photocopy a set for your files.
- ◆ If your order is tax exempt, please forward a copy of your tax exempt certificate with your order for the state in which services will be used.
- ◆ All material and equipment remain the sole property of Great Lakes Events and are considered on a rental basis for the duration of the show. Pricing includes delivery, installation, and removal from your booth.
- ◆ If a color selection is not made on rental materials prior to the show, Great Lakes Events reserves the right to provide you with show colors.
- ◆ Great Lakes Events is not responsible for injuries or falls caused by the improper use of furniture. If assistance is required assembling your booth, please complete the Installation & Dismantle Order Form.
- ◆ **Cancellations:** There are NO refunds for items that have already been delivered to your booth. All cancellations for booth furnishings must be made at least 2 days prior to exhibitor move-in. For labor cancellations there is a one hour, one person charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to both Exhibitor and Great Lakes Events supervision.

Great Lakes Events  
100 Bickford Street  
Rochester, NY 14606

If faxing your order, please do not mail in order to avoid duplication  
Fax: 585-458-5087

**FOR ADDITIONAL ONSITE ORDERS VISIT US AT THE  
GREAT LAKES EVENTS SERVICE DESK**

**PRE SHOW ORDER**



**Mail or Fax to:**  
**Great Lakes Events LLC**  
100 Bickford Street  
Rochester, NY 14606  
Phone: (585) 458-2200  
Fax: (585) 458-5087

**AMCON DENVER**  
**MAY 1-2, 2013**  
**THE COLORADO CONVENTION CENTER**  
**HALL B2**

*AMCON has selected **Great Lakes Events LLC** as the Exclusive Service Contractor. If your company plans to use a firm who is not the Exclusive Contractor, i.e., Great Lakes Events LLC, please complete this form and mail to the address listed below.*

**EXHIBITING COMPANY INFORMATION**

EXHIBITING CO. NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_

**SERVICE CONTRACTOR INFORMATION**

SERVICE CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

TYPE OF SERVICE TO BE PERFORMED: \_\_\_\_\_

**EXHIBITOR'S RESPONSIBILITIES**

- ◆ *It is your responsibility to inform your Service Contractor that they are required to send a copy of their General Liability Insurance Certificate no later than **30 days** prior to show date. If the Contractor fails to do so, they will not be permitted to service your exhibit.*
- ◆ *It is the responsibility of the exhibitor to see that each representative of the Service Contractor abides by the official rules and regulations of this event.*
- ◆ *This form must be returned Great Lakes Events LLC no later than **APRIL 12, 2013**.*

**RETURN TO:**  
**Great Lakes Events LLC**  
**100 Bickford Street**  
**Rochester, NY 14606-2298**

**EXHIBITOR APPOINTED CONTRACTOR**

Mail or Fax to:  
Great Lakes Events LLC  
100 Bickford Street Rochester, New York 14606  
Phone: 585-458-2200 Fax: 585-458-5087

2013 SPRING AMCON SHOWS

**\*\*\*My Company is Exhibiting in Multiple AmCon Shows  
Please keep this payment information on file for the following shows. \*\*\***

\_\_\_\_\_ORLANDO \_\_\_\_\_SEATTLE (BELLEVUE) \_\_\_\_\_DENVER  
\_\_\_\_\_AUSTIN \_\_\_\_\_KANSAS

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

**CREDIT CARD INFORMATION**

**CREDIT CARD:** A Credit Card is required to be on file if you will be using any services provided by GREAT LAKES EVENTS. This Credit Card can be used as payment for all services if you include the cardholder's authorization signature. If you fail to provide payment on your invoice at the close of the show, GREAT LAKES EVENTS reserves the right to charge the remaining balances to this credit card. Please be sure to arrange for complete payment by the close of the show.

\_\_\_\_\_ AMEX \_\_\_\_\_ MASTERCARD \_\_\_\_\_ VISA  
PERSONAL CARD \_\_\_\_\_ COMPANY CARD \_\_\_\_\_  
ACCOUNT #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ CVC: \_\_\_\_\_  
AUTHORIZATION SIGNATURE: \_\_\_\_\_  
CARDHOLDERS BILLING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**FORM OF PAYMENT**

**Please indicate your form of payment:**

*\*FOR THIRD PARTY PLEASE USE THE FOLLOWING THIRD PARTY PAYMENT FORM\**

**COMPANY CHECK**

CHECK NUMBER: \_\_\_\_\_  
MAKE CHECKS PAYABLE TO Great Lakes Events LLC

**CREDIT CARD**

FILL IN ABOVE INFORMATION

**\*A \$25.00 CHARGE WILL BE APPLIED FOR ALL RETURNED CHECK\*.**

**PAYMENT TERMS & CONDITIONS**

- ◆ **Full Payment**, including applicable sales tax is due in full with advance orders and/ or at show site for onsite orders. Purchase orders are not considered payment.
- ◆ **Unpaid balances:** Should there be any pre-approved unpaid balances after the close of the show terms will be due upon receipt of invoice. Effective 30 days after invoice date a 2.0% finance charge will be applied. Annual rate of 24%.
- ◆ **Adjustment:** It is the exhibitor's responsibility to bring any discrepancies for services provided and/or listed on an invoice to the attention of a Great Lakes Events Exhibitor Service Representative before the close of the show. Discrepancies after the show will not be honored.

**Mail or Fax to:**  
**Great Lakes Events LLC**  
**100 Bickford Street Rochester, New York 14606**  
**Phone: 585-458-2200 Fax: 585-458-5087**

**ADVANCE PRICE DEADLINE**

**APRIL 12, 2013**

**AMCON DENVER**  
**MAY 1-2, 2013**  
**THE COLORADO CONVENTION CENTER**  
**HALL B2**

**THIS FORM MUST ACCOMPANY**  
**THE METHOD OF PAYMENT FORM**

**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE :#** \_\_\_\_\_

**RECAP OF SERVICES ORDERED**

*Payment is due upon ordering*

**Taxable Items:**

**Order Totals:**

*Furniture & Skirting* \$ \_\_\_\_\_

*Additional Items* \$ \_\_\_\_\_

*Carpet* \$ \_\_\_\_\_

*Modular Exhibits* \$ \_\_\_\_\_

*Taxable Subtotal:* \$ \_\_\_\_\_

**7.72% CO State Sales Tax:** \$ \_\_\_\_\_

*Taxable Total:* \$ \_\_\_\_\_

**Non-Taxable Items:**

**Order Totals:**

*Cleaning* \$ \_\_\_\_\_

*Installation & Dismantle Labor* \$ \_\_\_\_\_

*Material Handling* \$ \_\_\_\_\_

*Non-Taxable Total:* \$ \_\_\_\_\_

**Grand Total:** \_\_\_\_\_

**ORDER FORM RECAP**

Mail or Fax to:  
**Great Lakes Events LLC**  
 100 Bickford Street Rochester, New York 14606  
 Phone: 585-458-2200 Fax: 585-458-5087

**ADVANCE PRICE DEADLINE**

**APRIL 12, 2013**

**AMCON DENVER**  
**MAY 1-2, 2013**  
**THE COLORADO CONVENTION CENTER**  
**HALL B2**

THIS FORM MUST ACCOMPANY  
 THE METHOD OF PAYMENT FORM

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**SKIRTED DISPLAY TABLES 30" HIGH BY 24" WIDE**

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	67.75	84.00	_____		
_____	6' Skirted	80.00	99.75	_____		
_____	8' Skirted	93.50	117.00	_____		
_____	4 <sup>TH</sup> Side Skirted	30.00	35.00	_____		

**SKIRTED DISPLAY TABLES 42" HIGH BY 24" WIDE**

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	89.25	107.75	_____		
_____	6' Skirted	97.75	122.25	_____		
_____	8' Skirted	110.25	138.00	_____		
_____	4 <sup>TH</sup> Side Skirted	45.00	50.00	_____		

**CHAIRS**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Folding Chair	22.00	25.00	_____
_____	Straight Chair	45.00	50.00	_____
_____	Arm Chair	44.00	64.00	_____
_____	Bar Stool w/ Back	65.00	75.00	_____

**ROUND TABLES**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	36" Round	65.00	75.00	_____
_____	42" High Cocktail draped white	70.00	75.00	_____

**UNSKIRTED 30" HIGH TABLES**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	37.00	45.00	_____
_____	6'	42.00	50.00	_____
_____	8'	47.00	55.00	_____

**UNSKIRTED 42" HIGH TABLES**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	45.00	55.00	_____
_____	6'	55.00	65.00	_____
_____	8'	60.00	75.00	_____

**TABLE SKIRTS ONLY**

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	30"	45.00	55.50	_____		
_____	42"	45.00	55.50	_____		

**SPECIAL DRAPING**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	3' H DRAPE	14.25 LF.	15.00	_____
_____	8' H DRAPE	16.20 LF.	17.50	_____

**ADDITIONAL FURNITURE & SKIRTING**

Mail or Fax to:  
**Great Lakes Events LLC**  
 100 Bickford Street Rochester, New York 14606  
 Phone: 585-458-2200 Fax: 585-458-5087

**ADVANCE PRICE DEADLINE**

**APRIL 12, 2013**

**AMCON DENVER**  
**MAY 1-2, 2013**  
**THE COLORADO CONVENTION CENTER**  
**HALL B2**

THIS FORM MUST ACCOMPANY  
 THE METHOD OF PAYMENT FORM

**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**ACCESSORIES**

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Wastebasket	\$ 8.50	\$ 11.00	_____
_____	Coat Tree	\$ 20.50	\$ 27.00	_____
_____	Bagstand	\$ 22.50	\$ 29.25	_____
_____	Easel	\$ 18.00	\$ 23.50	_____
_____	Free Standing Literature Stand	\$ 45.00	\$ 60.00	_____
_____	Chrome Stanchion	\$ 26.00	\$ 34.00	_____
_____	Roping (8' Sections)	\$ 26.00	\$ 34.00	_____
_____	Sign Frame 22" x 28"	\$ 45.00	\$ 65.00	_____

**PEGBOARDS & TACKBOARDS (NOT AVAILABLE ON-SITE)**

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4' X 8' Horizontal Pegboard	\$ 115.00	\$ 149.50	_____
_____	4' x 8' Horizontal Tackboard	\$ 115.00	\$ 149.50	_____
_____	3' x 8' Vertical Pegboard	\$ 115.00	\$ 149.50	_____
_____	3' x 8' Vertical Tackboard	\$ 115.00	\$ 149.50	_____
_____	3' x 8' Velcro Panels (Single Side)	\$ 175.00	\$ 227.50	_____
_____	3' x 8' Velcro Panels (Double Side)	\$ 225.00	\$ 292.00	_____

**CABINETS & SHOWCASES (NOT AVAILABLE ON-SITE)**

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	White Locking Cabinet (22" W x 42" L x 42" H)	\$ 310.00	\$ 337.50	_____
_____	Standard Locking Showcase (22" W x 62" L x 40" H)	\$ 390.00	\$ 437.50	_____
_____	Standard Lit Locking Showcase (electric service not included)	\$ 410.00	\$ 462.50	_____
_____	Mini Locking Showcase (22" W x 40" L x 40" H)	\$ 315.00	\$ 343.75	_____
_____	Mini Lit Locking Showcase (electric service not included)	\$ 330.00	\$ 362.50	_____

Additional Items Total = \$ \_\_\_\_\_ Taxable Service  
 Please enter total on Order Forms Recap Sheet

**ADDITIONAL ITEMS**

**Mail or Fax to:**  
**Great Lakes Events LLC**  
**100 Bickford Street Rochester, New York 14606**  
**Phone: 585-458-2200 Fax: 585-458-5087**

<b>ADVANCE PRICE DEADLINE</b>
<b>APRIL 12, 2013</b>

**AMCON DENVER**  
**MAY 1-2, 2013**  
**THE COLORADO CONVENTION CENTER**  
**HALL B2**

*THIS FORM MUST ACCOMPANY  
THE METHOD OF PAYMENT FORM*

**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE :#** \_\_\_\_\_

**STANDARD BOOTH CARPET**

*Exact color match is not guaranteed for basic booth carpets ordered in multiple of two or more.  
The following prices include delivery, labor, carpet tape, and removal.*

*CIRCLE COLOR CHOICE:*

	BLUE	RED	GREEN	BLACK	
<i>QTY</i>	<i>ITEM</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>	
_____	9' X 10'	100.00	205.00	_____	
_____	9' X 20'	200.00	240.00	_____	

**MISCELLANEOUS**

<i>ITEM</i>	<i>ADVANCE PRICE</i>	<i>TOTAL</i>
Carpet Padding: _____ ft. x _____ ft. = _____ sq. ft. x \$1.00 / sq. ft.	=	_____
Plastic Covering: _____ ft. x _____ ft. = _____ sq. ft. x \$1.00 / sq. ft.	=	_____

*Not Available on Site*

**CARPET VACUUMING**

*Vacuuming is provided the evening before the specified date. Carpet vacuuming will begin on the first day of the show.*

*Vacuuming Service: Prices are per square foot.*

<i>TOTAL</i>
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x \$.35/ day = _____

List Date(s) needed: \_\_\_\_\_

**Carpet & Cleaning Total = \$ \_\_\_\_\_ Taxable Service**  
**Please enter total on Order Form Recap Sheet**

**CARPET & CLEANING**

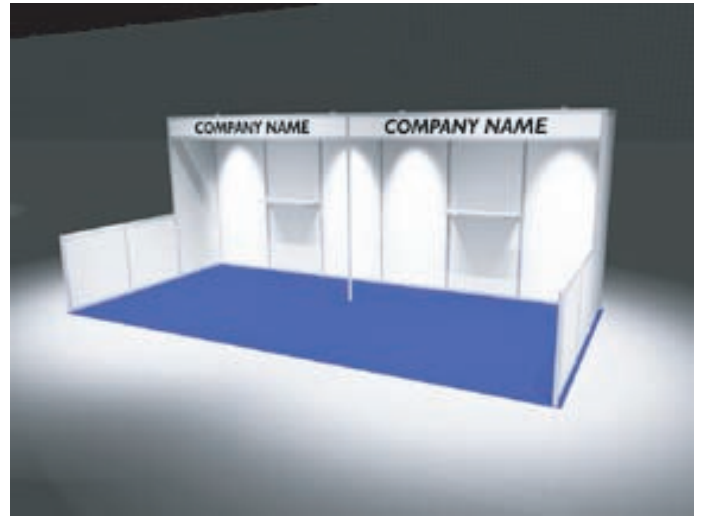


# GREAT LAKES EVENTS

event decorating & trade shows • exhibit displays & graphics  
freight transportation • rentals



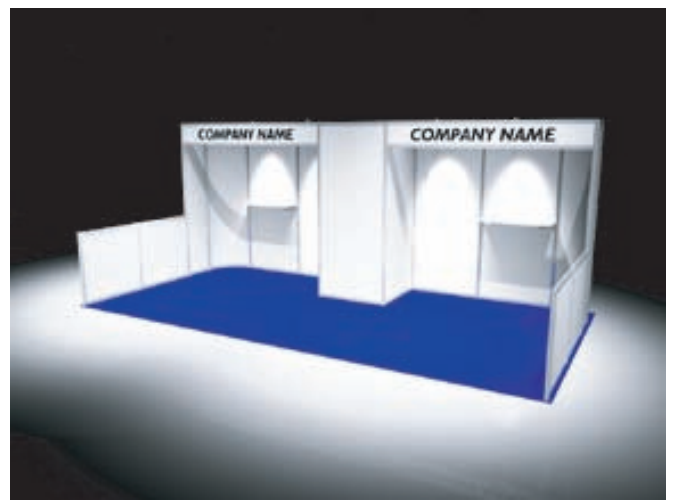
GLE 100



GLE 200



GLE 201



GLE 202



GLE 204

*For Pricing,  
See previous page*

**Mail or Fax to:**  
**Great Lakes Events LLC**  
**100 Bickford Street Rochester, New York 14606**  
**Phone: 585-458-2200 Fax: 585-458-5087**

**ADVANCE PRICE DEADLINE**

**APRIL 12, 2013**

**AMCON DENVER**  
**MAY 1-2, 2013**  
**THE COLORADO CONVENTION CENTER**  
**HALL B2**

*THIS FORM MUST ACCOMPANY  
THE METHOD OF PAYMENT FORM*

**COMPANY** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**CONTACT** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**MODULAR EXHIBITS**

**Standard Modular Exhibits Include:** Choice of standard panels, header copy (one color), standard booth carpet, first time vacuuming (night before show opens), shipping and material handling of exhibit, set-up and dismantle.

**Standard Modular Exhibits Do Not Include:** Daily booth cleaning, electrical service, furniture, special drape or accessories. Please us the proper forms enclosed in your manual to order these additional items.

**\*Header Copy:** One color header copy is included with standard exhibits. If header copy sections below is not filled in, then we will provide you with your company name in black standard font. Additional colors and logos will increase cost.

Full payment, including tax, must be received by the Advance Order Deadline Date or a late charge of 30% will be added to the rental Price. A late charge of 50% will be applied to all orders received 1 week prior to move-in. Orders received after the deadline date are subject to availability. Orders received without payment cannot be processed.

<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>PRICE</b>	<b>TOTAL</b>
_____	GLE 100 – 10’ x 10’ Exhibit with 10’ Header Sign	\$ 1,150.00	_____
_____	GLE 200 – 10’ x 20’ Exhibit with (2) 10’ Header Signs	\$ 1,300.00	_____
_____	GLE 201 – 10’ x 20’ Exhibit with (2) 10’ Header Signs	\$ 2,550.00	_____
_____	GLE 202 – 10’ x 20’ Angled Exhibit with (2) 8’ Header Signs	\$ 2,000.00	_____
_____	GLE 204 – 10’ x 20’ Exhibit with (3) 6’ Header Signs and raised Logo Sign	\$ 2,950.00	_____
_____	Shelves (12” D x 39” W)	\$ 35.00	_____
_____	Colored Panels (Price per Panel) Red, Yellow, Green, Blue, Dark Blue, Beige	\$ 40.00	_____
_____	Cloth Panels (Price per Panel) Blue, Burgundy, Black (additional colors available)	\$ 70.00	_____
_____	Stemlights (50 watt halogen) electrical service not included	\$ 46.00	_____

**Circle Standard Panel Choice:**      *White*                                  *Light Gray*                                  *Light Gray Fabric*

**Circle Carpet Color Choice:**      *Blue*      *Red*      *Gray*      *Purple*      *Black*      *Hunter Green*

**Header Copy: Please Print**

**Modular Exhibit Rentals Total = \$ \_\_\_\_\_ Taxable Service**  
**Please enter total on Order Forms Recap Sheet**

**MODULAR EXHIBIT RENTALS**



**Mail or Fax to:**  
**Great Lakes Events LLC**  
**100 Bickford Street Rochester, New York 14606**  
**Phone: 585-458-2200 Fax: 585-458-5087**

**AMCON DENVER**  
**MAY 1-2, 2013**  
**THE COLORADO CONVENTION CENTER**  
**HALL B2**

**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**LABOR FUNCTIONS & RATES**

**LABOR FUNCTIONS:** Install, dismantle, unskid, reskid, unpack, and repack displays as well as positioning of machinery.

**LABOR RATES:** One hour minimum charge per person for Carpenter, Decorator & Rigger.

**Straight Time:** 8:00 A.M. – 4:30 P.M Monday through Friday..... \$ 79.00

**Overtime:** 4:30 P.M. – 12:00 A.M. Monday through Friday, 8:00 A.M. – 12:00 A.M. Saturday.....\$123.00

**Double Time:** 12:00 A.M. – 8:00 A.M. Monday through Saturday, All hours on Sunday..... \$149.00

**Banding Service Available @ \$35.00 per skid**

**Shrink Wrap Service Available @ \$25.00 per skid**

**Skirting for skids & crates Available @ \$4.00/linear foot, plus one hour minimum labor.**

**INSTALLATION & DISMANTLE WITH GREAT LAKES SUPERVISION**

Exhibits are installed prior to Exhibitor's arrival and dismantled after Exhibitor's departure under the direction of Great Lakes Event's I & D Supervisor. When requesting this service, send set-up instructions and packing list .

**Please calculate the hourly rate plus 30% Supervision Charge/Minimum \$30.00.**

**SUPERVISION FORM REQUIRED**

	NUMBER OF MEN		HOURS (APPROX.)		TOTAL HOURS		RATE		30% (see above)		TOTAL
INSTALL:	_____	x	_____	=	_____	x	_____	+	_____	=	_____
DATE:	_____	TIME:	_____	WORK TO BE DONE:	_____						
EQUIPMENT TYPE:	_____	COST:	_____	PLUS LABOR:	_____	=TOTAL:	_____				
DESCRIBE WORK TO BE DONE: _____											
DISMANTLE:	_____	x	_____	=	_____	x	_____	+	_____	=	_____
EQUIPMENT TYPE:	_____	COST:	_____	PLUS LABOR:	_____	=TOTAL:	_____				

**INSTALLATION & DISMANTLE WITH EXHIBITOR SUPERVISION**

Supervisor must check in at the Great Lakes Events Exhibitor Service Center to pick up laborers. When work is complete, supervisor must return to service center to release laborers. Start time is only guaranteed when labor is requested at 8:00 A.M., unless the official set up time begins later in the day.

	NUMBER OF MEN		HOURS (APPROX.)		TOTAL HOURS		RATE		TOTAL
INSTALL:	_____	x	_____	=	_____	x	_____	=	_____
DATE:	_____	TIME:	_____	WORK TO BE DONE:	_____				
EQUIPMENT TYPE:	_____	COST:	_____	PLUS LABOR:	_____	=TOTAL:	_____		
DISMANTLE:	_____	x	_____	=	_____	x	_____	=	_____
DATE:	_____	TIME:	_____	WORK TO BE DONE:	_____				
EQUIPMENT TYPE:	_____	COST:	_____	PLUS LABOR:	_____	=TOTAL:	_____		

**Installation & Dismantle Total: \$** \_\_\_\_\_ **Labor is Non-Taxable**

**INSTALLATION & DISMANTLE LABOR**

**Mail or Fax to:**  
**Great Lakes Events LLC**  
**100 Bickford Street Rochester, New York 14606**  
**Phone: 585-458-2200 Fax: 585-458-5087**

**AMCON DENVER**  
**MAY 1-2, 2013**  
**THE COLORADO CONVENTION CENTER**  
**HALL B2**

**This form is mandatory if you will be  
using any labor supervised by  
Great Lakes Events**

**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **WEEKEND/AFTER HOURS PHONE #:** \_\_\_\_\_

**INBOUND SHIPPING INFORMATION**

*Shipment 1:*

*Carrier:* \_\_\_\_\_ *Arrival Date:* \_\_\_\_\_ *No. of Pieces* \_\_\_\_\_

*Weight:* \_\_\_\_\_ *Pro Number:* \_\_\_\_\_

*Shipment 2:*

*Carrier:* \_\_\_\_\_ *Arrival Date:* \_\_\_\_\_ *No. of Pieces* \_\_\_\_\_

*Weight:* \_\_\_\_\_ *Pro Number:* \_\_\_\_\_

*Shipment 3:*

*Carrier:* \_\_\_\_\_ *Arrival Date:* \_\_\_\_\_ *No. of Pieces* \_\_\_\_\_

*Weight:* \_\_\_\_\_ *Pro Number:* \_\_\_\_\_

**UTILITY INFORMATION**

*Did you order electrical service?* \_\_\_\_\_ *Should electrical lines lie under carpet?* \_\_\_\_\_  
*Please send electrical order forms and drawings directly to the official electrical contractor.*

*Did you order telephone service?* \_\_\_\_\_  
*Please send telephone order forms and drawings directly to the official telephone contractor.*

**SET – UP INSTRUCTIONS**

*Are the set-up drawings attached?* \_\_\_\_\_ *Are the set-up drawings sent with exhibit?* \_\_\_\_\_

*Special Instructions:* \_\_\_\_\_  
\_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

*Consigned to:* \_\_\_\_\_

*Attention:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Zip:* \_\_\_\_\_

*Method of shipping:*  Air Freight  Next Day  2<sup>nd</sup> Day  Deferred

Motor Freight  Van Line  Other

*Number of pieces:* \_\_\_\_\_ *Weight:* \_\_\_\_\_

*Carrier:* \_\_\_\_\_

**Great Lakes Transportation invites you to check our service and rates for outbound shipping.**

**LABOR SUPERVISION**

# *AmCon Exhibitors*

## If you are SHIPPING MATERIALS to the *Advance Warehouse*

Make sure the following forms are returned to  
*Great Lakes Events:*

*\*Method of Payment Form*

*\*Material Handling Order form  
(Filling in the Advance Freight information)*

**\*\*There is a Material Handling Charge for shipping to the Advance Warehouse \*\***

**\*\* Please see the *Material Handling* and/or *Advance Shipping Form* for details of those charges\*\***

**ADVANCE WAREHOUSE MATERIAL HANDLING SERVICES**

**RATES INCLUDE THE FOLLOWING:**

- ◆ Unloading of crated material (uncrated materials will not be accepted at the warehouse)
- ◆ Storage at warehouse for up to 30 days
- ◆ Delivery to your booth at show site
- ◆ Storage and return of empty containers
- ◆ Reloading of material on to your carrier at the close of the show

**ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS**

- ◆ All shipments must arrive to the advance warehouse by **APRIL 12, 2013**. If your shipment arrives after this date you will be charged an additional late fee (rate listed below). **There are no exceptions to this fee!**
- ◆ The absolute latest date for shipments to arrive to the advance warehouse is **APRIL 26, 2013** with late fee applied. Any shipments sent to the advance warehouse after **APRIL 26, 2013** will be refused!
- ◆ Delivery hours at advance warehouse are 8am – 4pm M-F. No shipments will be accepted on weekends or holidays.
- ◆ **Mandatory Documentation:** Shipment received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS and Fed-Ex, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at booth for reloading at the close of the show. Please take all necessary precautions.

**ADVANCE WAREHOUSE SHIPPING INFORMATION**

**LABEL EACH CRATE OR PACKAGE AS FOLLOWS:**

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)  
FOR: AMCON DENVER  
C/O GREAT LAKES EVENTS  
COAST TO COAST TRADE SHOW SERVICES, INC.  
4195 ONEIDA STREET, UNIT 1  
DENVER, CO 80216

**ADVANCE WAREHOUSE RATES**

**ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.**

**ADVANCE CRATED SHIPMENT: Rate: First 1,000 lbs. \$32.00 per cwt. Rate: After 1,000lbs. \$60.00 per cwt.**

**ADVANCE CRATED SHIPMENTS ARRIVING AFTER APRIL 20, 2012: Advance rate plus additional \$5.00 per cwt.**

**Place order on Material Handling Order Form**

**ADVANCE SHIPMENTS**

Great Lakes Events LLC  
100 Bickford Street Rochester, New York 14606  
Phone: 585-458-2200 Fax: 585-458-2200

AMCON DENVER  
MAY 1-2, 2013  
THE COLORADO CONVENTION CENTER

**PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO THE ADVANCE WAREHOUSE**

**\*Shipments will be refused if payment information is not sent in prior to arrival!**

*Deliveries must arrive on or before APRIL 12, 2013 to avoid late fee charge.*

**TO:**

**BOOTH:**

**FOR:**

AMCON DENVER  
C/O GREAT LAKES EVENTS  
COAST TO COAST TRADE SHOW  
SERVICES, INC.  
4195 ONEIDA STREET, UNIT 1  
DENVER, CO 80216

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE  
APRIL 12, 2013**

**TO:**

**BOOTH:**

**FOR:**

AMCON DENVER  
C/O GREAT LAKES EVENTS  
COAST TO COAST TRADE SHOW  
SERVICES, INC.  
4195 ONEIDA STREET, UNIT 1  
DENVER, CO 80216

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE  
APRIL 12, 2013**

**TO:**

**BOOTH:**

**FOR:**

AMCON DENVER  
C/O GREAT LAKES EVENTS  
COAST TO COAST TRADE SHOW  
SERVICES, INC.  
4195 ONEIDA STREET, UNIT 1  
DENVER, CO 80216

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE  
APRIL 12, 2013**

**TO:**

**BOOTH:**

**FOR:**

AMCON DENVER  
C/O GREAT LAKES EVENTS  
COAST TO COAST TRADE SHOW  
SERVICES, INC.  
4195 ONEIDA STREET, UNIT 1  
DENVER, CO 80216

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE  
APRIL 12, 2013**

**ADVANCE SHIPPING LABELS**

**DIRECT MATERIAL HANDLING SERVICES**

**RATES INCLUDE THE FOLLOWING:**

- ◆ Unloading of material at convention facility and delivery to your booth
- ◆ Storage and return of empty containers at the close of the show. Due to Fire Marshall Regulations, empties may be stored outdoors.
- ◆ Reloading of material on to your carrier at the close of the show

**DIRECT SHIPPING INSTRUCTIONS**

- ◆ Shipment will only be received during the move in period, **APRIL 30, 2013 AND MAY 1, 2013**. As an exhibitor it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility. **Any shipments arriving prior to the first day of move in will be refused and returned to the local trucking terminal.**
- ◆ **Mandatory Documentation:** Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS and van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments. Weight tickets or bills of lading indicating weight must accompany all freight. Failure to have proper weight certification will delay unloading. Great Lakes Events reserves the right to estimate the weight of a shipment if no certification is presented upon the time of delivery. Invoicing will be based upon this estimate. The appropriate paperwork must be presented to GLE before the close of the show or the estimate will serve as the billing weight. The driver's signature on the show site receiving reports will verify the total piece count and weight.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at booth for reloading at the close of the show. Please take all necessary precautions.

**DIRECT SHIPPING INFORMATION**

**LABEL EACH CRATE OR PACKAGE AS FOLLOWS:**  
**TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)**  
**FOR: AMCON DENVER**  
**THE COLORADO CONVENTION CENTER-HALL B2**  
**C/O GREAT LAKES EVENTS**  
**700 14<sup>TH</sup> STREET**  
**DENVER, CO 80202**

**DIRECT SHIPPING RATES**  
**ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.**

**DIRECT CRATED SHIPMENT: Rate: First 1,000 lbs. No Charge per cwt. Rate: After 1,000 lbs. \$60.00 per cwt.**

**FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Direct rate plus additional \$7.50 per cwt.**  
*Overtime includes Monday – Friday 4:30 P.M. and beyond, Saturday, and Holidays*

**FREIGHT THAT ARRIVES AFTER THE SHOW OPENS: Direct rate plus additional \$ 7.00 per cwt.**  
*Deliveries accepted during the show days are off-target and will be surcharged.*

**Place order on Material Handling Order Form**

Great Lakes Events LLC  
100 Bickford Street Rochester, New York 14606  
Phone: 585-458-2200 Fax: 585-458-2200

AMCON DENVER  
MAY 1-2, 2013  
THE COLORADO CONVENTION CENTER  
HALL B2

**PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO  
THE COLORADO CONVENTION CENTER**

*\*Please complete the method of payment form prior to the show (if shipment exceeds 1000 lbs)  
as freight WILL NOT be released if payment information has not been completed!\**

*Deliveries accepted during the show days are off-target and will be surcharged*

**TO:**

**BOOTH:**

**FOR:**

AMCON DENVER  
THE COLORADO CONVENTION  
CENTER-HALL B2  
C/O GREAT LAKES EVENTS  
700 14<sup>TH</sup> STREET  
DENVER, CO 80202

**DIRECT SHIPMENTS WILL BE  
ACCEPTED DURING THE MOVE IN  
APRIL 30, 2013 AND MAY 1, 2013**

**TO:**

**BOOTH:**

**FOR:**

AMCON DENVER  
THE COLORADO CONVENTION  
CENTER-HALL B2  
C/O GREAT LAKES EVENTS  
700 14<sup>TH</sup> STREET  
DENVER, CO 80202

**DIRECT SHIPMENTS WILL BE  
ACCEPTED DURING THE MOVE IN  
APRIL 30, 2013 AND MAY 1, 2013**

**TO:**

**BOOTH:**

**FOR:**

AMCON DENVER  
THE COLORADO CONVENTION  
CENTER-HALL B2  
C/O GREAT LAKES EVENTS  
700 14<sup>TH</sup> STREET  
DENVER, CO 80202

**DIRECT SHIPMENTS WILL BE  
ACCEPTED DURING THE MOVE IN  
APRIL 30, 2013 AND MAY 1, 2013**

**TO:**

**BOOTH:**

**FOR:**

AMCON DENVER  
THE COLORADO CONVENTION  
CENTER-HALL B2  
C/O GREAT LAKES EVENTS  
700 14<sup>TH</sup> STREET  
DENVER, CO 80202

**DIRECT SHIPMENTS WILL BE  
ACCEPTED DURING THE MOVE IN  
APRIL 30, 2013 AND MAY 1, 2013**

**DIRECT SHIPPING LABELS**

**Mail or Fax to:**  
**GREAT LAKES EVENTS LLC**  
100 Bickford Street  
Rochester, NY 14606  
Phone: (585) 458-2200  
Fax: (585) 458-5087

**AMCON DENVER**  
**MAY 1-2, 2013**  
**THE COLORADO CONVENTION CENTER**  
**HALL B2**

**\*\*PLEASE RETURN THE "METHOD OF PAYMENT" FORM ALONG WITH THIS FORM\*\***

**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**MATERIAL HANDLING RATES**

*For complete information, descriptions and rates, please refer to the Advance or Direct Shipment forms.*

**HOW TO CALCULATE**

**When recording your weight, round up to the next 100 lbs.**

*Example: We will ship 125 lbs. (round up to 200 lbs.)*

*200 lbs. x \$22.00 per cwt. = \$ 44.00*

**ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.**  
**ALL MATERIAL HANDLING CHARGES MUST BE PREPAID**

**ADVANCE SHIPMENTS:**

We will ship \_\_\_\_\_ lbs. @ \$ 32.00 per cwt. (first 1000 lbs.) = \$ \_\_\_\_\_ (min charge of \$64.00 per shipment)

Our freight will arrive after **APRIL 12, 2013:** \_\_\_\_\_ lbs @ \$5.00 per cwt = \$ \_\_\_\_\_ (min charge of \$10.00 per shipment plus advanced rate)

We will ship \_\_\_\_\_ lbs. @ \$ 60.00 per cwt. (1001 lbs. and over) = \$ \_\_\_\_\_

**DIRECT SHIPMENTS:**

We will ship \_\_\_\_\_ lbs. @ \$ 0 per cwt. (first 1000 lbs.) = \$ 0.00

We will ship \_\_\_\_\_ lbs. @ \$ 60.00 per cwt. (1001 lbs. and over) = \$ \_\_\_\_\_

**CART SERVICE: \*\* UNION FACILITY\*\* "Please Mark One Way or Two Way"**  
**(This fee applies if you require a cart to move your materials in and/or out of the Hall)**

- One Way Cost: \$50.00
- Two Way Cost: \$100.00

*We understand your calculation may only be an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Exhibitor Services Department*

**Material Handling Total = \$ \_\_\_\_\_**  
**Please enter total on Order Forms Recap Sheet**

**MATERIAL HANDLING ORDERS**



Mail or Fax to:  
Great Lakes Events LLC  
100 Bickford Street Rochester, New York 14606  
Phone: 585-458-2200 Fax: 585-458-5087

AMCON DENVER  
MAY 1-2, 2013  
THE COLORADO CONVENTION CENTER  
HALL B2

THIS FORM MUST ACCOMPANY  
THE METHOD OF PAYMENT FORM

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE :# \_\_\_\_\_

**GREAT LAKES TRANSPORTATION GUIDELINES**

- ◆ Please complete this form only if shipping exhibit material with Great Lakes Transportation
- ◆ **Credit card information must be on file prior to freight pick-up.**
- ◆ Clearly label all shipments with the destination address. At show site you must complete an outbound Bill of Lading before leaving the facility. Complimentary shipping labels and Bill of Lading are available at the Great Lakes Events Exhibitor Service Desk.
- ◆ Any organization using Great Lakes Transportation must have the proper insurance coverage for shipping.

INSURANCE COVERAGE: \_\_\_\_\_

**FOR SHIPMENTS OVER 200 POUNDS GREAT LAKES TRANSPORTATION IS AVAILABLE FOR SHIPPING INBOUND TO ADVANCE WAREHOUSE OR SHOW SITE**

**PICK UP INFORMATION:**

PICK UP DATE: \_\_\_\_\_ HOURS OF PICK UP: \_\_\_\_\_

Shipper Name: \_\_\_\_\_

Shipper Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**INBOUND AVAILABLE FOR SHIPMENTS OVER 200 POUNDS**

Inbound Destination: \_\_\_\_\_ Advance Warehouse \_\_\_\_\_ Showsite Facility

Service Type: Circle Type

Standard Ground      Speedy Ground      Next Day      Second Day      Specific Day  
3-5 Business Days      2-3 Business Days      Next Business Day      2<sup>nd</sup> Business Day      \_\_\_\_\_

Description of Shipment: Piece Count and Weight Required **\*\*Dimensions may be required\*\***

\_\_\_\_\_ Crates      \_\_\_\_\_ Cartons      \_\_\_\_\_ Fiber Cases      \_\_\_\_\_ Carpet      \_\_\_\_\_ Other

Total Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Does Pickup Location have a loading dock? YES NO  
\*if NO additional charges may apply

**OUTBOUND AFTER SHOW CLOSING**

Be sure to come to the Great Lakes Events Service Center to pick up your Bill of Lading

Consigned to: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Service Type: Circle Type

Standard Ground      Speedy Ground      Next Day      Second Day      Specific Day  
3-5 Business Days      2-3 Business Days      Next Business Day      2<sup>nd</sup> Business Day      \_\_\_\_\_

Description of Shipment: Piece Count and Weight Required **\*\*Dimensions may be required\*\***

\_\_\_\_\_ Crates      \_\_\_\_\_ Cartons      \_\_\_\_\_ Fiber Cases      \_\_\_\_\_ Carpet      \_\_\_\_\_ Other

Total Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Does Delivery Location have a loading dock? YES NO  
\*if NO additional charges may apply

**Mail or Fax to:**  
**Great Lakes Events LLC**  
**100 Bickford Street Rochester, New York 14606**  
**Phone: 585-458-2200 Fax: 585-458-5087**

**Limits of Liability and  
Responsibility for  
Material and Labor**

The consignment or delivery of shipments to Great Lakes Events by an exhibitor, or by any shipper to/or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth below

**INSURANCE**

Great Lakes Events is not an insurer, the exhibitor should obtain insurance. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the closing of the show. Please indicate in the space below what your Exhibition Booth Insurance plans are for this event:

**MANDATORY INSURANCE NOTIFICATION  
PLEASE RETURN TO GREAT LAKES EVENTS**

**COMPANY:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**SHOW NAME:** AMCON DENVER

**WE HAVE CHOSEN THE FOLLOWING AS OUR INSURANCE COVERAGE (CHOOSE ONE)**

**SELF – INSURED (INCLUDE COMPANY NAME)** \_\_\_\_\_

**OTHER (INCLUDE COMPANY NAME)** \_\_\_\_\_

1. Great Lakes Events and its subcontractors shall not be responsible for damage or loss resulting from any act of the exhibitor or any shipper, including, but not limited to, improper packing or loading of materials, neglect to describe materials sufficiently, and neglect to mark materials properly.
2. Great Lakes Events and its subcontractors shall not be responsible for damage to/or loss of uncrated materials, or damage concealed from Great Lakes Events.
3. There may be a period of time between the delivery of the materials to the exhibitor's booth by Great Lakes Events and the arrival at the booth of a representative during which the materials will be left unattended. Great Lakes Events and its subcontractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials during this period or at any time following delivery to exhibitor's booth.
4. Likewise, there may be a period of time between the packing of materials and pick-up by Great Lakes Events during which the materials will be left unattended. Great Lakes Events and its subcontractors shall not be responsible for loss, theft, damage or disappearance of materials during this period or at any time prior to reloading after the show. Bills of lading covering outgoing shipments, which are furnished by Great Lakes Events to exhibitors, will be checked at time of actual pick-up from the booth and corrections will be made where discrepancies occur.
5. Empty labels will be available at the Great Lakes Events Service Center. It is the responsibility of the exhibitor or his representative to affix these labels to each empty container. All previous labels should be removed or obliterated. Great Lakes Events assumes no responsibility for the following: Not following procedures above, removal of empties with old labels and without Great Lakes Events labels, improper information on empty labels, the security of empties while in storage, the condition of empties upon return, materials stored in containers with empty labels, or damage to containers stored outside due to inclement weather.
6. Great Lakes Events and exhibitors subcontractors shall not be responsible for damage caused by inclement weather to storage crates that are stored outside.
7. Claims for loss or damage, while on premises, must be reported immediately to Great Lakes Events. An incident report must be completed and submitted to your insurance company or Great Lakes Events within 24 hours. No claim or dispute will be accepted any later than 30 days after such claim or dispute arises. No suit or action shall be brought against Great Lakes Events or its subcontractors more than one year after the accrual of the cause of action.
8. Great Lakes Events and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit those materials. The liability of Great Lakes Events and its subcontractors shall be limited to their negligence in the actual physical handling of the materials in its shipments. If the exhibitor and/or representative is supervising the handling and/or spotting of exhibit, machinery or display, the exhibitor and/or representative will assume responsibility.
9. In the event that Great Lakes Events or its subcontractors are liable for negligence, any recovery against Great Lakes Events shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event, the maximum liability of Great Lakes Events or its subcontractors shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1000.00 per shipment, whichever is less, unless the exhibitor or other shipper discloses or declares that the goods have a greater value.

**LIMITS OF LIABILITY**

**Mail or Fax to:**  
**Great Lakes Events LLC**  
**100 Bickford Street Rochester, New York 14606**  
**Phone: 585-458-2200 Fax: 585-458-5087**

**Limits of Liability and  
Responsibility for  
Material and Labor**

**Continued....**

10. Great Lakes Events and its subcontractors shall not be liable for damage to or loss of materials of unusual or special value unless their true character and value is stated at the time of the shipment.
11. The provisions limiting the liability of Great Lakes Events and its subcontractors shall be fully severable, and if any such provision shall be unenforceable under the laws of any jurisdiction, that provision shall be considered deleted, without affecting any other provision of this section, and in its place shall be submitted a provision as alike as possible in tenor and effect as shall be enforceable.
12. Great Lakes Events and its subcontractors shall not be responsible for any loss, damage, or delay due to thievery, defective equipment, breakage, leakage, dangers of the sea or lake, weather, fire, Acts of God, acts of a public enemy, acts or mandates of a public authority, the inherent nature or propensities of any material to be handled, strikes, lockout or work stoppages of any kind, delay caused in transportation or delivery other than delay caused by the negligence of Great Lakes Events or its subcontractors, or to any other cause beyond the control of Great Lakes Events or its subcontractors.
13. In the event that the carrier, designated by the EXHIBITOR, does not pick up materials within the allotted time, Great Lakes Events will have the authority to reroute the exhibitor's materials onto the house carrier. Great Lakes Events will not be responsible for any loss from such rerouting and/or handling. Great Lakes Events will not be held liable for any failure to provide these terms and conditions to the exhibitor and/or representative.
14. If a dispute between Great Lakes Events and the exhibitor occurs, and is relative to a loss, damage, or claim, the exhibitor shall not withhold any payment for any services provided by Great Lakes Events. All claims against Great Lakes Events will be considered a separate instance, and shall be resolved on its own.
15. If Great Lakes Events is found liable for any loss or damage, the maximum liability to an exhibitor's materials is limited to repairing or replacing, with relative likeness and quality. The dollar amount will be limited to the amount paid by the exhibitor to Great Lakes Events for material handling services.
16. Great Lakes Events and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
17. Great Lakes Events and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Great Lakes Events or its subcontractors except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Great Lakes Events.
18. Great Lakes Events and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the exhibitor's materials.
19. Claims for loss, injury or damage which are not submitted to Great Lakes Events within thirty (30) days of the close of the show on which loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Great Lakes Events or its subcontractors more than one year after the accrual of the cause of action therefore.
20. Great Lakes Events and its subcontractors shall not be responsible for improper packing of exhibitor material and its products or incorrect labeling if working under the supervision of the exhibitor.
21. Great Lakes Events and its subcontractors shall not be responsible for improperly packed or concealed damages to exhibits.
22. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in numbers 16 through 21 above.

**IMPORTANT SHOW CLOSING GUIDELINES**

Carefully read the following move out procedures to allow for an organized and safe move out.

- ◆ *All aisle carpet must be removed before any empty containers will be returned. Please allow ample time for this to be done.*
- ◆ *It is the Exhibitor's responsibility to arrange for shipment of outbound freight from the show. Please notify your carrier of the designated carrier check in date and time.*
- ◆ *A bill of lading must be filled out and returned to the Great Lakes Events Exhibitor Service Desk for all shipments leaving the facility (including UPS and FedEx). Be sure to fill out one per destination.*
- ◆ *Be sure all outbound freight is clearly labeled. Complimentary shipping labels are available at the Great Lakes Events Service Desk. Any materials being shipped out FedEx, UPS or DHL must have the appropriate shipping labels, these will not be provided for you.*
- ◆ *All exhibitors must settle their account with Great Lakes Events before receiving a bill of lading.*
- ◆ *Great Lakes Transportation has been chosen as the recommended carrier of outbound freight for this show. A representative will be on-site to answer questions and arrange shipments.*
- ◆ *In the event that your carrier fails to pick up your shipment by the designated carrier check in deadline (MAY 2, 2013 BY 5:00 PM) Great Lakes Events reserves the right to reroute your shipment via Great Lakes Transportation. Please note: After the deadline Great Lakes Events assumes responsibility for these shipments and the exhibitor assumes the responsibility for the shipping charges.*
- ◆ *Great Lakes Events strongly recommends that you stay with your materials until they are loaded onto your designated outbound carrier. Great Lakes Events is not responsible for any materials left unattended in your booth. Please take all necessary precautions when possible.*

**YOUR COOPERATION DURING MOVE OUT IS GREATLY APPRECIATED**

## SUBMITTING YOUR PAYMENT/ORDER

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO : COLORADO CONVENTION CENTER/SMG**

1. Online at [www.denverconvention.com](http://www.denverconvention.com)
2. US Mail/ First Class Mail/Couriers or Overnight Express:  
Colorado Convention Center  
Attn: Exhibitor Services  
700 14ths Street, Denver CO 80202
3. Fax To: 303.228.8101  
You may fax your complete order information. The Exhibitor Services Department will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:  
1st Bank of Denver • Denver, CO 80202-1370 • ABA# 502-550-9955 • Routing# 107005047  
Attn: Exhibitor Services  
**All wire transfers must include the following information:**  
•Your Company Name • Event/Show Name • Your Booth/Space Number
5. Federal Tax ID Number : 23-2511871

## CONDITIONS AND REGULATIONS

### GENERAL

1. Wall, column and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment must comply with Federal, State, and local safety codes.
3. **Under no circumstances shall anyone other than CCC Employees enter floor ports to connect to any convention center utility including power, phone or internet lines. A fine of \$100 will be added to individual orders for each occurrence.**
4. **SMG/CCC** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
6. All ground/building connections to such equipment must be installed by SMG/CCC staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **SMG/CCC** reserves the right to disconnect any service for failure to adhere to these published policies.

### ELECTRICAL

1. **SMG/CCC** conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay onsite rates for additional or unauthorized use of services. Services may be disconnected pending full payment.
2. **SMG/CCC** employs licensed electricians who are legally obligated to verify that exhibitor owned electrical material or equipment, including power distribution systems used during an event, comply with the **National Electrical Code** or are **U.L. approved**. Special attention is given to the grounding of equipment. **The electrical department will make the final determination in allowing the use of any electrical material or equipment.**
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, wattage, horsepower, etc. If NO information is available, **SMG/CCC** electricians will compute a rating for the minimum electrical service required.
4. **SMG/CCC** reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the electrical department.
5. All exhibitors' 120-VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Electrical service for exhibitor needs shall be available one (1) hour prior to opening time and until one (1) hour after show close daily. **Equipment requiring continual power supply must order 24-hour power.**
7. The CCC is not responsible for voltage fluctuations or power failure. If your equipment has strict tolerances for voltage you must provide your own regulating device.
8. All electrical equipment exposed to water/liquids must have ground fault circuit interrupters.

# STANDARD 120V ELECTRICAL ORDER FORM



**Order via Mail, Fax or Online at:**

Colorado Convention Center  
 Attn: Exhibitor Services 303.228.8027 Ph  
 700 14th Street 303.228.8101 Fx  
 Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.  
 CCC must have order, maps and full payment by this deadline, to honor online discount pricing.**

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$100.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$115.00	
20 AMPS OR 2000 WATTS (Quad box)		\$155.00	
<b>TOTAL PAYMENT</b>			

**\*\*See Special 120V order form for 24-hour power and overhead drop pricing and ordering.\*\***

ADDITIONAL ITEMS (Electrical Service must be ordered first)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	
LABOR—Special placement, changes or repairs charged in 1 hour minimums.		\$75.00	
<b>TOTAL PAYMENT</b>			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED  
 A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.**

CREDIT CARD NUMBER:  AMEX  MC  VISA

EXPIRATION DATE:

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with your order form.
- **Services are provided in the most convenient manner for center electricians** UNLESS floor plan is submitted prior to first *show* move-in date. Services must be ordered and individually identified on a floor plan.
- **BOOTH LAYOUT DIMENSIONS**—Please submit floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- CCC Electricians **will not split/branch** service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303.228.8027.**

INTERNAL USE ONLY
CHECK NO. _____

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable t.v., compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

**Multiple service orders without a floor plan, will be serviced on a first come, first serve basis.**

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

Note adjacent booth # to left side of your booth

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

\_\_\_\_\_

# INDUSTRIAL 208V ELECTRICAL ORDER FORM



Order via Mail, Fax or Online at:

Colorado Convention Center  
Attn: Exhibitor Services  
700 14th Street  
Denver, CO 80202

303.228.8027 Ph  
303.228.8101 Fx  
www.denverconvention.com

Event Name: \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
Event Dates \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE-IN DATE.  
CCC must have order, maps and full payment by this deadline, to honor online discount pricing.**

SINGLE-PHASE SERVICES	QTY	STANDARD RATE	TOTAL
20 AMPS OR 3,300 WATTS		\$280.00	
30 AMPS OR 4,900 WATTS		\$325.00	
40 AMPS OR 6,500 WATTS		\$575.00	
50 AMPS OR 8,300 WATTS		\$755.00	
60 AMPS OR 10,000 WATTS		\$890.00	
100 AMPS OR 16,600 WATTS		\$1370.00	
THREE-PHASE SERVICE	QTY	STANDARD RATE	TOTAL
20 AMPS OR 5,700 WATTS		\$375.00	
30 AMPS OR 8,600 WATTS		\$435.00	
40 AMPS OR 11,500 WATTS		\$710.00	
50 AMPS OR 14,400 WATTS		\$900.00	
60 AMPS OR 17,200 WATTS		\$1100.00	
100 AMPS OR 28,800 WATTS		\$1615.00	

**\*\*See Special 120V order form for 24-hour power and overhead drop pricing and ordering.\*\***

LABOR Special placement, changes or repairs charged in 1 hour minimums. \$75.00

**TOTAL PAYMENT**

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED  
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.**

CREDIT CARD NUMBER:  AMEX  MC  VISA

EXPIRATION DATE:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- For higher voltage **call Exhibitor Services at 303.228.8027 for quoted power**, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment. Unless noted, services are provided in the most convenient manner. All changes made after services are placed will be charged time and materials.
- **Services are provided in the most convenient manner for center electricians** UNLESS floor plan is submitted prior to first *show* move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

INTERNAL USE ONLY

CHECK NO. \_\_\_\_\_



# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable t.v., compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

**Multiple service orders without a floor plan, will be serviced on a first come, first serve basis.**

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

Note adjacent booth # to left side of your booth

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

\_\_\_\_\_

# TELEPHONE & CABLE T.V. ORDER FORM



**Order via Mail, Fax or Online at:**

Colorado Convention Center  
 Attn: Exhibitor Services 303.228.8027 Ph  
 700 14th Street 303.228.8101 Fx  
 Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE-IN DATE.  
 CCC must have order, maps and full payment by this deadline, to honor online discount pricing.**

TELEPHONE SERVICE—dial 9 for all outside calls	QTY	RACK RATE	TOTAL
STANDARD ANALOG PHONE SERVICE (with instrument)		\$250.00	
FAX, MODEM, CREDIT CARD LINE (no Instrument)		\$250.00	
DIGITAL MULTI-BUTTON PHONE SERVICE (with instrument)		\$450.00	
POLYCOMM SPEAKER PHONE		\$450.00	
EXTENSION (Same Telephone #, additional location)		\$100.00	
VOICEMAIL BOX		\$50.00	
HUNT/ROLLOVER—(If ordering multiple lines, maximum 2 times)		\$50.00	

**LONG DISTANCE SERVICE\*** — Standard service does not include Long Distance Access. Long-distance calls require a credit card authorization form to be on file and calls will be charged to your card.

INITIAL HERE TO ACCESS LONG DISTANCE SERVICE: \_\_\_\_\_

SPECIAL SERVICES	QTY	RACK RATE	TOTAL
EXTEND POTS, ISDN, T1, other		\$250.00	

Ordered by the exhibitor and delivered to the Convention Center Demarc by Exhibitor's carrier of choice.

To ensure delivery to the Convention Center, please order from your carrier a minimum of four weeks prior to the show.

Order # \_\_\_\_\_ Circuit No. \_\_\_\_\_ Carrier Installation Date \_\_\_\_\_

LABOR Special placement, changes or repairs charged in 1 hour minimums.		\$75.00	
---	--	---------	--

CABLE TV SERVICES—(Provided By Comcast)	QTY	RACK RATE	TOTAL
DIGITAL SERVICE (Set top box upgrade) • 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i>		\$250.00	
DIGITAL/HDTV SERVICE (Set top box upgrade) • 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i>		\$300.00	

**TOTAL PAYMENT**

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED  
 A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.**

CREDIT CARD NUMBER:  AMEX  MC  Visa

EXPIRATION DATE:

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Phone Usage Charges:** Usage charges are billed by CCC/SMG at the end of the show. Local and toll-free calls are free. Long distance calls are billed at AT&T retail rates.—Credit card must be on file before long-distance service is activated.
- **Services are provided in the most convenient manner for center technicians** UNLESS floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- Handsets must be picked up by Exhibitor at the Service Desk upon arrival.
- Cable T.V. Set Top Boxes will be delivered to the booth prior to Show Open.

INTERNAL USE ONLY

CHECK NO. \_\_\_\_\_

# COMPRESSED AIR, WATER, & DRAIN ORDER FORM



**Order via Mail, Fax or Online at:**

Colorado Convention Center  
Attn: Exhibitor Services  
700 14th Street  
Denver, CO 80202

303.228.8027 Ph  
303.228.8101 Fx  
www.denverconvention.com

Event Name: \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
Event Dates \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE-IN DATE.  
CCC must have order, maps and full payment by this deadline, to honor online discount pricing.**

COMPRESSED AIR SERVICES — 1/2" NPT Fitting	QTY	RACK RATE	TOTAL
<b>Single Outlet</b> —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. No guarantees can be made of min./max. pressure. If pressure is critical, the exhibitor must arrange to have a pressure regulator valve or pump installed.		\$300.00	
Branch to additional locations		\$200.00	
COLD WATER SERVICES — 1/2" NPT Fitting	QTY	RACK RATE	TOTAL
<b>Single Outlet</b> —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. Building pressure is MIN 45 P.S.I. MAX 60 P.S.I.		\$300.00	
Branch to additional locations		\$200.00	
Fill—per 500 gal. (Pump out included if water contains no additives)		\$170.00	
DRAIN SERVICES — Gravity Flow—1 1/2" Max outlet	QTY	RACK RATE	TOTAL
Standard Drain		\$300.00	
Additional Locations		\$200.00	
JACUZZI/HOT TUBS (Includes (1) 50A electrical service)	QTY	RACK RATE	TOTAL
200 to 400 Gallons		\$750.00	
401 gallons and Up		\$850.00	
<b>Other Fill and Drain Services call 303.228.8027 for quote and requirements.</b>			
<b>LABOR</b> Connections, changes and repairs charged in 1 hour minimums		\$75.00	
<b>ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST <i>SHOW</i> MOVE-IN DAY. TOTAL PAYMENT</b>			

**CREDIT CARD NUMBER:**  AMEX  MC  VISA **EXPIRATION DATE:**

--	--	--	--	--	--	--	--

PRINT CARDHOLDERS NAME: \_\_\_\_\_ CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- **Services are provided in the most convenient manner for center electricians** UNLESS floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- Natural Gas Service available in Exhibit Halls ABC only. PLEASE CALL 303.228.8027 with any questions.
- **ALL CONNECTIONS TO TAP WILL REQUIRE A LICENSED CONTRACTOR WITH A BUILDING PERMIT.**
- Water features that require more than one fill & drain will require the purchase of two separate services.

INTERNAL USE ONLY  
CHECK NO. \_\_\_\_\_



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



Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: / / To / /	
Billing Address		Incentive Order Deadline:	
City, State / Country, Zip		Email	
Contact	Telephone Number ( ) -	Fax Number ( ) -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expire Date (MM / YY):	Sec Code:
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

**Important!** Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx](http://smartcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #17 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
<b>1. Internet – Networking Services: ( 10 / 100 Base - T )</b>					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,195	\$ 1,495	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5/IP addresses/Devices) - No addl allowed	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses/Devices)	TS-03		\$ 5,900	\$ 7,375	
<b>2. Internet – Networking Services: Equipment</b>					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
<b>3. Special Line Services (For 3<sup>rd</sup> Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)</b>					
a. T-1 Extended Data circuit from Demarc to Booth (See T&C 8)	T2		\$ 2,000	\$ 2,500	
b. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
c. Labor / Floor Work - Fee per hour (See T&C 1)	FW-N		\$ 125	\$ 125	
d. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	MI			(Call 888-446-6911 for quote)	
<b>4. Special Quote – Attachment A or SOW (if applicable)</b>			MI		(Call 888-446-6911 for quote)
<b>5. Move - In / On - Site order fee (if ordering service after show move-in has started).</b>			<b>( 20% ) x ( Base Price )</b>		
<b>6. Distance Fee of \$500 for each Internet / Network line outside the convention venue.</b>			<b>x ( number of lines )</b>		
			<b>SUBTOTAL</b>		
<b>Unused portions of deposits returned with final billing.</b>			<b>ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%</b>		
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001</b>			<b>GRAND TOTAL</b>		

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

**Customer Acceptance of All Smart City Terms and Conditions / Attachments:**

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

<b>Print Authorized Name</b>	<b>Authorized Signature</b>	<b>Date</b>
<b>FOR SMART CITY USE:</b> Payment Rec'd (Amount):	Customer No: <b>2013 - 051 -</b>	

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=051>

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

INTERNET - NETWORK SERVICE CONTRACT

## Terms and Conditions / Payment Options

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. <b>Smart City is the exclusive provider and installer of all Data and Network</b> services (wired and wireless) including communications cabling. This includes <b>all cabling</b> to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 5 and 6), and all other data related cabling.</li> <li>2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and <b>cannot be resold or distributed to other companies</b> or individuals.</li> <li>3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.</li> <li>4. <b>Incentive Price</b> applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. <b>Base Price</b> applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) <b>orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.</b></li> <li>5. <b>Internet / Network</b> – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.</li> <li>6. <b>Shared Internet Services Specific:</b> Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are <b>not allowed with any</b> of our <b>shared Internet / Network services.</b> This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.</li> <li>7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.</li> <li>8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.</li> <li>9. <b>Wireless Specific:</b> (a) Smart City is the exclusive provider of wired and wireless data service(s) for the Facility. <b>Wireless Devices not authorized by Smart City are strictly prohibited.</b> Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.</li> <li>10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.</li> <li>11. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.</li> <li>12. To avoid additional charges, Floor Plans are due 5 days prior to move-in. ▶Orders received prior to the 1<sup>st</sup> day of show move-in should be installed 24 hours prior to show opening. ▶Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply).</li> <li>13. <b>Network Security Declaration:</b> The Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for each Customer.</li> </ol> | <ol style="list-style-type: none"> <li>14. <b>Internet Performance Disclaimer:</b> Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.</li> <li>15. <b>Internet Security Disclaimer:</b> Smart City does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. Customer is agreeing to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.</li> <li>16. <b>Use of Network Connection:</b> (a) Services provided by Smart City are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of Smart City services <b>shall not disrupt</b> any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof</li> <li>17. <b>CANCELLATION</b> – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.</li> <li>18. Service problems must be reported to the Smart City. Service claims will not be considered unless filed in writing by Customer prior to close of show.</li> <li>19. <b>Any additional cost incurred by SMART CITY to:</b> 1) <b>assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY</b> or 2) <b>collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.</b></li> <li>20. <b>Equipment Management:</b> (a) Customers should pick up hubs, wireless devices and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.</li> <li>21. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. <b>Federal Tax ID is 65-0524748.</b></li> <li>22. A per line move fee starting at \$200 (Internet) may apply to relocate the line(s) after it is installed.</li> <li>23. Prices are based upon current rates and are subject to change without notice.</li> <li>24. Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.</li> <li>25. There will be a \$25 service charge for all returned checks.</li> <li>26. Any unpaid balance after close of show will incur a 1.5% / month service charge.</li> </ol> |
|---|--|

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

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>27. <b>A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</b></li> <li>28. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: <b>Smart City.</b></li> <li>29. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.</li> </ol> | <p><b>Mail or Fax Completed Orders with Payment and Floor Plan To</b></p> <p>SMART CITY<br/>         5795 W. BADURA AVENUE, SUITE 110<br/>         LAS VEGAS, NEVADA 89118<br/>         (888) 446-6911 FAX (702) 943-6001</p> |
|---|---|

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=051>



# Network Security Declaration

Center: Colorado CC - (051) - CO Company Name: \_\_\_\_\_  
Show: \_\_\_\_\_ Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2013 - 051 -

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

## Network Security Policy:

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

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

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

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

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

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

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

Device(s) Operating System: \_\_\_\_\_ Total # of Devices: \_\_\_\_\_

Type of Anti-Virus Software Installed:  Norton  McAfee  Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are You Renting Computers?  Yes  No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



# Floor Plan – Communications Cable

Center: Colorado CC - (051) - CO

Company Name: \_\_\_\_\_

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2013 - 051 -

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

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

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

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

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

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

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





**Image Audiovisuals**  
 Colorado Convention Center  
 Denver, CO 80222  
 www.ImageAV.com  
 (800) 818-1857 FAX (303)758-5722

# Exhibitor Rental Form

Any Questions Please Call (303) 228-8047 or email Matt Krumholz: mkrumholz@imageav.com or Scott Cornelius: scornelius@imageav.com

Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Show Name: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_  
 Booth Name: \_\_\_\_\_

Order Date: \_\_\_\_\_  
 Delivery Date: \_\_\_\_\_ Drop Time \_\_\_\_\_  
 Show Dates: \_\_\_\_\_ To: \_\_\_\_\_  
 Pick-up Date: \_\_\_\_\_ Pick up Time \_\_\_\_\_

### Presentation Aids

Qty	Item	Qty	Total
_____	Projection Cart or Safe Lock Stand w/ Drape	\$30 x _____ Days = _____	\$0
_____	Flipchart Stand with Paper Pad w/ Makers	\$55 x _____ Days = _____	\$0
_____	Poster/ Sign Easel	\$15 x _____ Days = _____	\$0
_____	4' x 6' White Board	\$75 x _____ Days = _____	\$0
_____	Wireless Handheld Microphone	\$125 x _____ Days = _____	\$0
_____	Wireless Lapel Microphone	\$125 x _____ Days = _____	\$0
_____	Wired Handheld Microphone	\$25 x _____ Days = _____	\$0
_____	Microphone Mixer (4 Channel)	\$30 x _____ Days = _____	\$0
_____	Small PA System w/ 2 speakers	\$150 x _____ Days = _____	\$0
_____	Large PA System w/ 2 to 4 speakers	\$375 x _____ Days = _____	\$0
_____	Hot Spot Powered Speakers	\$50 x _____ Days = _____	\$0
_____	CD Player	\$35 x _____ Days = _____	\$0
_____	Tripod Projector Screen 5' -8'	\$75 x _____ Days = _____	\$0

### Video/Data Equipment

Qty	Item	Qty	Total
_____	DVD or Blu-ray Player	\$75 x _____ Days = _____	\$0
_____	DVCAM Deck	\$200 x _____ Days = _____	\$0
_____	Laptop Computer	\$125 x _____ Days = _____	\$0
Note: Video Cameras and Accessories Available - Please Call			
<b>Monitors/Projectors</b>			
_____	19" Flat Panel LCD	\$105 x _____ Days = _____	\$0
_____	23" Flat Panel LCD	\$140 x _____ Days = _____	\$0
_____	24" Flat Panel LCD	\$150 x _____ Days = _____	\$0
_____	26" Flat Panel LCD	\$160 x _____ Days = _____	\$0
_____	27" Flat Panel LCD	\$170 x _____ Days = _____	\$0
_____	32" Flat Panel LCD	\$200 x _____ Days = _____	\$0
_____	40" LED Monitor w/ stand	\$300 x _____ Days = _____	\$0
_____	55" LED Monitor w/ stand	\$450 x _____ Days = _____	\$0
_____	70" LED Monitor w/stand	\$700 x _____ Days = _____	\$0
_____	Wall Mount for Monitor	\$25 x _____ Days = _____	\$0
_____	4000 ANSI Lumen Projector	\$300 x _____ Days = _____	\$0
_____	7000 ANSI Lumen Projector	\$600 x _____ Days = _____	\$0

Please fax completed form to **303-758-5722** or email at [dkreutz@imageav.com](mailto:dkreutz@imageav.com)  
 Upon receipt, an order confirmation will be sent back to you.

E-Mail Address: \_\_\_\_\_  
 Fax #: \_\_\_\_\_

A Credit Card Authorization Form will be sent with your order confirmation.

Please contact us for additional equipment needed that is not listed on this form.

- \*A 3% Administration Fee will be added to each order.
- \*Prices subject to change without notice for orders received within 5 days of event.
- \*Additional Labor may apply in some cases.
- \*Payment must be received 48Hrs prior to event.
- \*All applicable Denver and Colorado Sales Taxes will apply

Note: All 19"-32" Monitors come with Table-Top Stands, All 40"-70" Monitors come with Rolling Floor Stands. Labor to mount monitors to be arranged through show General Services Contractor



Labor to be billed at \$55/hr/technician, M-F 8-5, or \$80/hr/technician After 5pm M-F and anytime Saturday/Sunday, Minimum 2-hr charge

<b>Total Rentals*:</b>	_____
<b>Sales Tax @ 7.62%</b>	<b>\$0.00</b>
<b>Administration Fee @ 3%</b>	<b>\$0.00</b>
<b>Total Rental Charges</b>	<b>\$0.00</b>



# BUSINESS CENTER



The In-House Business Center of the Colorado Convention Center  
700 14<sup>th</sup> St, Denver, Colorado 80202 - Tel. 720.904.2300 Fax 720.904.0796|  
[bborgerding@myofficeco.com](mailto:bborgerding@myofficeco.com) [www.myofficeco.com](http://www.myofficeco.com)

## Master Account Authorization

Organization \_\_\_\_\_

Attention: \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card Holder's Name \_\_\_\_\_

**PAYMENT TERMS: Charges will be billed to the above credit card, unless you request to be invoiced. If invoiced, terms are NET 15 Days.** If payment is not received by the due date, the credit card will be charged. Past due balances are subject to a late charge and interest charges of 1.5% per month plus any attorney and collection costs. Office equipment rentals and large jobs, for which specialty items must be purchased, require an advance deposit. Any omissions or quality concerns must be addressed at the time of delivery.

SALES TAX: To be sales tax exempt, both the State of Colorado and the City and County of Denver require separate documentation. For the State of Colorado a generic tax exempt form is acceptable, however, the City and County of Denver requires a separate letter from the Manager of Revenue (720-865-7075).

I authorize the persons listed below, including any additions and updates, to charge to our Master Account for any services ordered from My Office Business Center (B & E Business Center, Inc.) and agree to the above terms and credit card charges.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Persons Authorized to charge to Master Account:

(May be updated at any time) \_\_\_\_\_