

IMPORTANT INFORMATION ENCLOSED
PLEASE DIRECT THIS MANUAL TO THE PERSON
IN CHARGE OF EXHIBITING IN THIS EVENT

EXHIBITOR SERVICE MANUAL



WEST COAST GREEN

SEPTEMBER 28-30, 2006

BILL GRAHAM CIVIC AUDITORIUM
SAN FRANCISCO, CA



AN ENVIRONMENTALLY-RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR.



STETSON

CONVENTION SERVICES, INC.

WEST COAST GREEN

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AN ENVIRONMENTALLY RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR

2900 Stayton Street
Pittsburgh, PA 15212

Phone: 412-223-1090
Fax: 412-223-1094

Email: exhibitorservices@stetsonexpo.com

EVENT DATE:

SEPTEMBER 28-30, 2006

DISCOUNT PRICE DEADLINE:

FRIDAY, SEPTEMBER 1, 2006

Dear Exhibitor:

STETSON CONVENTION SERVICES, INC. (SCS) is pleased to be your Official Service Contractor. The following are some guidelines to ensure a successful and enjoyable show experience. Enclosed are various equipment rental and service order forms for your information and use. If you have any questions or require an item not included in this manual, please contact SCS Customer Service. We look forward to working with you.

OFFICIAL SERVICE CONTRACTOR:

Stetson Convention Services
2900 Stayton Street
Pittsburgh, PA 15212

Phone: 412-223-1090
Fax: 412-223-1094
Email: exhibitorservices@stetsonexpo.com
Website: www.stetsonexpo.com

BOOTH EQUIPMENT:

Show Colors

8' Backdrape Willow/Cream
3' Sidedrape Willow

Booth Furnishings

6' x 30" Table Covered with Butcher Paper/Skirted
2 Folding Chairs
Booth ID Sign on Recycled Cardstock
"Eden" color Booth Carpet

PREFERRED CARRIERS:

Yellow Freight Systems 800-610-6500

(Expedited) ICAT 877-422-8397

IMPORTANT DATES:

Discount Price Deadline	Friday	September 1, 2006	Orders & payments must be received
Advance Warehouse Shipments	Friday	August 11, 2006	Shipments may begin arriving
Advance Warehouse Shipments	Friday	September 15, 2006	Last day to arrive without surcharge
Direct Shipments to Show site	Wednesday	September 27, 2006	See Exhibitor Move-in times
Exhibitor Move-in	Wednesday	September 27, 2006	8:00 am to 8:00 pm

*Please note that there will be no permitted Move-in on Thursday, Friday, or Saturday.

Show Hours	Thursday	September 28, 2006	9:00 am to 7:00 pm
Show Hours	Friday	September 29, 2006	9:00 am to 7:00 pm
Show Hours	Saturday	September 30, 2006	9:00 am to 5:00 pm
Exhibitor Move-out	Saturday	September 30, 2006	5:00 pm to 11:00 pm

FACILITY / SHOW INFORMATION





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CONVENTION SERVICES, INC.

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SEPTEMBER 28-30, 2006

DISCOUNT PRICE DEADLINE:

FRIDAY, SEPTEMBER 1, 2006

EXHIBIT SITE:

Bill Graham Civic Auditorium
99 Grove Street
San Francisco, CA 94102

SHIPPING / FREIGHT HANDLING:

The **BILL GRAHAM CIVIC AUDITORIUM** does not receive or store exhibitor freight. All exhibitor materials entering the Bill Graham Civic Auditorium must be handled through Stetson Convention Services. SCS will unload all trucks and vehicles, deliver the material to your booth, remove empties, and reload at the close of the show. Exhibitors are permitted to bring in material that can be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment. Permissible carry-in items include two-wheeled luggage carts, self contained pop-ups, and exhibit rolling cases. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to the loading dock area. Please see the enclosed shipping instructions form for more information.

INSTALLATION & DISMANTLING:

The Carpenters Union handles the installation and dismantle of display units and exhibit booths. Exhibitors requiring labor services, please complete the enclosed **LABOR ORDER FORM**. Exhibitors may set up their own display units providing the following apply:

1. Exhibit booth space is no larger than 10' x 10' in size.
2. No power tools are used.
3. Display Unit does not exceed a 10' x 10' booth space and installation work can be completed within 30 minutes.

If the individuals performing the installation work are employees of an official display house, or full time employees of the exhibiting company, proper insurance documentation and notification in writing must be mailed to Stetson Convention Services 30 days prior to event move-in.

UTILITIES:

Please mail or fax these forms directly to the address listed on the form.



By Mail:
2900 Stayton Street
Pittsburgh, PA 15212



By Fax:
412-223-1094
Credit Cards Only

FACILITY / SHOW INFORMATION





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BILL GRAHAM CIVIC AUDITORIUM

Union jurisdictions apply for various unions working within the **Bill Graham Civic Auditorium**. Please review each section and if you have any additional questions, please call **STETSON CUSTOMER SERVICE** at 412-223-1090.

HOURS:	<u>Straight time:</u>	Monday through Friday	8:00 am to 4:30 pm
	<u>Overtime:</u>	Monday through Friday	4:31 pm to 7:59 am
		Saturday	12:00 am to 11:59 pm
	<u>Double time:</u>	Sunday & Holidays	12:00 am to 11:59 pm

CARPENTERS:

Carpeting: Exhibitor owned carpet must be installed by the Carpenters Union.

Displays (without tools): Exhibitors may install and remove their own displays that do not require the use of any battery and /or electric tools. "Pop up" displays may be installed by exhibitors, provided they do not exceed a 10' x 10' booth. Only full-time company personnel may be utilized to install and remove displays.

Displays (with tools): Any exhibits that require the use of battery and/or electric tools, ladders, or staple guns in the assembly must be performed by union personnel. Rates are indicated on the **LABOR ORDER FORM**.

TEAMSTERS:

Hand-Carry Items: Exhibitors are permitted to bring in materials that can be hand carried by one person in one trip, without the use of any carts or dollies from the parking garage or entrance to the exhibit hall. Any deliveries to the dock area must be handled by the Teamsters Union.

Freight Shipments: All freight shipped either in advance or to show site via a common carrier, van line, private carrier, and/or air freight must be handled by union personnel. Rates are listed on the **FREIGHT HANDLING ORDER FORM**.

ELECTRICAL WORKERS UNION:

Electrical: All booth electrical work must be performed by the Electrical Workers Union. Please see enclosed **ELECTRICAL ORDER FORM**.

PLUMBERS UNION:

Air, Water, Gas: All air, water, and gas work must be performed by the Plumbers Union.

MISCELLANEOUS:

Exhibitors are allowed to do the technical work on their machines such as fine line balancing, programming, and cleaning.

All carpet vacuuming must be performed by Facility personnel.

If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of **STETSON CONVENTION SERVICES**. Please refrain from voicing complaints directly to craft personnel.

SHOW SITE WORK RULES





Please read carefully the following Terms & Conditions define the respective parties' responsibilities of the contractual agreement between Stetson Convention Services, Inc. (SCS) and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- Signature of the Payment Authorization Form or
- An order for labor, services, and/or rental equipment is placed by an Exhibitor with SCS or
- Work is performed on behalf of Exhibitor by labor secured through SCS

Definitions

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. A \$25.00 administrative fee will be applied to any refund based on overpayment of check. All payments must be in U.S. funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional (Standard) charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of SCS except where specifically identified as a sale. All SCS rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation, a one hour "per person, per hour" charge will be applied to all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation a 100% cancellation fee will be applied to all SCS rental items. It is Exhibitor's responsibility to advise SCS personnel of any problem with any orders and to check invoices for accuracy prior to the close of the exhibit. If Exhibitor is exempt from payment of sales tax, SCS requires an exemptions certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, SCS requires 100% prepayment of advance orders; any orders or services placed at show site must be paid at the show. For all others should there be any pre-approved unpaid balance after the close of the show, terms will be net 15 due and payable in Pittsburgh, PA upon receipt of invoice. Effective 15 days after invoice date, any unpaid balance will bear a Finance Charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18% and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by SCS shall either be applied to reduce the principal unpaid balance or be refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of Pennsylvania. In the event of any dispute between Exhibitor and SCS relative to any loss, damage or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to SCS for its services as an offset against the amount of any alleged loss or damage. Any claim against SCS shall be considered a separate transaction and shall be resolved on its own merits. SCS reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that SCS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, SCS hereby provides notice that it reserves the right, and exhibitor authorized SCS, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR TERMS & CONDITIONS RESPONSIBILITY AND INDEMNIFICATION

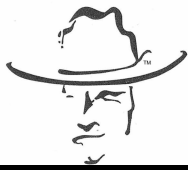
LABOR UNDER THE SUPERVISION OF STETSON CONVENTION SERVICES, INC:

SCS will be responsible for the performance of labor provided under this option. SCS does not assume responsibility for any acts of, or loss to, persons, parties, and/or other contracting firms not under SCS's direct supervision and control. In no event shall SCS be liable for loss or damage caused by delay in labor beginning work when Exhibitor request labor to begin later than the start of the working day. SCS shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond SCS's reasonable control. SCS agrees to indemnify, hold harmless, and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to SCS's employees, or property damage arising out of work performed by labor provided and supervised by SCS, except when Exhibitor exercises direction and/or control over the work being performed

LABOR UNDER THE SUPERVISION OF EXHIBITOR:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through SCS in a reasonable manner as to prevent bodily injury and/or Property damage and also to direct them to work in a manner that is in compliance with SCS's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the SCS Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. Exhibitor agrees to indemnify, hold harmless, and defend SCS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to SCS employees, and/or property damage arising out of work performed by labor provided by SCS but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of SCS includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published an/or set forth by Facility or Show Management, and/or directing labor provided by SCS to work in a manner that violates any of the above rules, regulations, and/or ordinances.





TERMS & CONDITIONS: MATERIAL HANDLING

1. SCS and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
2. Relative to **inbound shipment(s)**, there may be a lapse of time between the delivery of shipment(s) to the booth by SCS or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to **outgoing shipment(s)**, it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that SCS and its subcontractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are SCS and its subcontractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to SCS or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. SCS and its subcontractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to SCS in time to obtain the proper equipment.
4. SCS and its subcontractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation to, strikes, labor disputes, lockouts or work stoppages of any kind, fire theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force of nature.
5. SCS and its subcontractors shall not be liable for ordinary wear and tear in handling of equipment.
6. It is understood that SCS and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by SCS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that SCS and its subcontractors do not provide for full liability should loss or damage occur. In the event that SCS or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.10 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by SCS, its subcontractors or their employees.
7. Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your freight, during storage, and at show site.
8. SCS and its subcontractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential, or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury, or damage to Exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the exhibitor's materials.
9. Claims for loss or damage must be submitted to SCS immediately at show site, and in any case not later than thirty (30) business days after the conclusion of the event. Any and all claims reported after thirty (30) days will be rejected. No suit or action shall be brought against SCS or its subcontractors more than one year after the cause of action accrues.
10. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that SCS and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of SCS or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that SCS or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
11. SCS and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS, Fed Ex, DHL or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
12. Empty container labels will be available at the SCS Exhibitor Service. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY. SCS assumes no responsibility for: error in preceding procedures, removal of containers with old empty labels and without SCS labels, improper information on labels. SCS and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
13. In order to expedite removal of freight from the show site, SCS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. SCS assumes no liability as a result of such rerouting or handling.
14. The Exhibitor agrees, in the event of a dispute with SCS or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to SCS for freight handling services or any other services provided by SCS or its subcontractors as an offset against the amount of the alleged loss of damage. Instead, the Exhibitor agrees to pay SCS prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against SCS or its subcontractors shall be pursued independently by the Exhibitor as a completely separate

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 offer subject to acceptance and approval of SCS in its sole discretion. Upon SCS' [written] acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 above. Likewise, once SCS has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to SCS or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 above.





STETSON

CONVENTION SERVICES, INC.

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AN ENVIRONMENTALLY RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR

2900 Stayton Street
Pittsburgh, PA 15212

Phone: 412-223-1090
Fax: 412-223-1094

Email: exhibitorservices@stetsonexpo.com

DISCOUNT DEADLINE DATE:
FRIDAY, SEPTEMBER 1, 2006

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY / STATE / ZIP _____ EMAIL _____

PHONE _____ EXT _____ FAX _____

► ORDERED BY _____ PRINT NAME _____ DATE _____

Signature denotes acceptance of all Terms and Conditions included in Exhibitor Service Manual

PAYMENT POLICIES

- **PAYMENT FOR SERVICES:** SCS requires payment in full at the time services are ordered. A credit card is required at time of initial order for Material Handling and Labor orders.
- **DISCOUNT PRICES:** To qualify for discount pricing, orders must be received with payment on or before discount deadline date.
- **ORDERS** may be placed by fax or mail.
- **THIRD PARTY BILLING:** Each exhibiting firm is responsible for all charges incurred on its behalf. See Third Party Billing Request Form.
- **ADJUSTMENTS & CANCELLATIONS:** No adjustments or credits to invoices will be given after the close of event for items or services ordered but not received.
- **CALL FOR BANK TRANSFER**
- **ORDERS** cancelled after Discount Price Deadline will receive a 50% refund.

SERVICES & EQUIPMENT ORDERED

FURNITURE	\$ _____
ACCESSORIES	\$ _____
DISPLAY	\$ _____
LABOR	\$ _____
SIGNAGE	\$ _____
BANNER HANGING	\$ _____
FORKLIFT	\$ _____
FLORAL	\$ _____
MATERIAL HANDLING	\$ _____
TOTAL DUE	\$ _____

METHOD OF PAYMENT

We will use this authorization to charge your credit card account for your advance order and any additional orders incurred as a result of show site orders placed by your representative. You may choose to pay by credit card, check, or wire transfer, however, we require a credit card on file.

☐ Master Card ☐ Visa ☐ American Express ☐ Discover

Account Number Exp. Date

☐ Personal Credit Card ☐ Company Credit Card

CARDHOLDER Name (Print) _____

Cardholder Billing Address _____

City / State / Zip _____

E-Mail Address for INVOICE notification _____

► CARDHOLDER SIGNATURE _____

☐ Please check here if you are tax exempt and include a copy of your exemption certificate.

S.C.S. Federal Tax I.D. Number 25-1779096

PAYMENT AUTHORIZATION FORM





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DISCOUNT PRICE DEADLINE :
FRIDAY, SEPTEMBER 1, 2006

DRAPED TABLES All tables are 24" wide—skirted on 3 sides			DISCOUNT PRICE	STANDARD PRICE	CHAIRS AND SEATING		DISCOUNT PRICE	STANDARD PRICE
	4' L x 30" H TABLE		\$43.00	\$ 65.00		FOLDING CHAIR	\$35.00	\$47.00
	6' L x 30" H TABLE		\$53.00	\$75.00		PLASTIC CONTOUR CHAIR	\$54.00	\$81.00
	8' L x 30" H TABLE		\$63.00	\$85.00		UPHOLSTERED ARMCH AIR—GRAY	\$84.00	\$126.00
	36" ROUND, 30" H		\$55.00	\$65.00		SWIVEL DESK CHAIR—ARMLESS	\$55.00	\$75.00
	Extra Linen		\$30.00	\$40.00		SWIVEL DESK CHAIR—WITH ARMS	\$75.00	\$95.00
COUNTER HEIGHT All tables are 24" wide—skirted on 3 sides			DISCOUNT PRICE	STANDARD PRICE		UPHOLSTERED STOOL/COUNTER HT	\$136.50	\$204.500
	4' L x 40" H TABLE		\$58.00	\$75.00		PARK BENCH	\$75.00	\$95.00
	6' L x 40" H TABLE		\$68.00	\$85.00	SPECIALTY DRAPE		DISCOUNT PRICE	STANDARD PRICE
	8' L x 40" H TABLE		\$78.00	\$95.00		3' SPECIALTY DRAPE PER LN. FT.	\$ 17.50	\$22.50
	36" ROUND, 40" H		\$65.00	\$85.00		8' SPECIALTY DRAPE PER LN. FT.	\$20.00	\$25.00
	Extra Linen		\$40.00	\$50.00				
Indicate skirt color - includes table top covered w/ white butcher paper Black Blue Burgundy Gold Red Silver Teal White Willow If no color is indicated, color will be selected by Stetson					Black Blue Burgundy Gold Red Silver Teal White Willow If no color is indicated, color will be selected by Stetson			
NON-DRAPED TABLES All tables are 24" wide			DISCOUNT PRICE	STANDARD PRICE	TABLE RISERS—WOOD 12" H		DISCOUNT PRICE	STANDARD PRICE
	4' L x 30" H TABLE		\$37.00	\$65.00		4' TABLE TOP RISER	\$40.00	\$48.00
	6' L x 30" H TABLE		\$40.00	\$78.00		6' TABLE TOP RISER	\$50.00	\$58.00
	8' L x 30" H TABLE		\$50.00	\$85.00		8' TABLE TOP RISER	\$60.00	\$68.00
						DRAPE FOR RISERS (select color above)	\$51.25	\$65.75
COUNTER HEIGHT					ACCESSORIES		DISCOUNT PRICE	STANDARD PRICE
	4' L x 40" H TABLE		\$45.00	\$80.00		WASTE BASKET *Requires pick up at the Stetson Service Desk		
	6' L x 40" H TABLE		\$50.00	\$95.00		EASEL	\$39.00	\$45.00
	8' L x 40" H TABLE		\$55.00	\$105.00		LITERATURE RACK	\$80.00	\$100.00
ROUND TABLES Formica Topped Cocktail Tables			DISCOUNT PRICE	STANDARD PRICE		6" FISH BOWL	\$25.00	\$35.00
	30" ROUND— 30" H		\$65.00	\$95.00		CHROME STANCHION	\$35.00	\$45.00
	30" ROUND— 40" H		\$75.00	\$100.00		RED ROPE —7 FT SECTIONS	\$26.00	\$40.00

- Items cancelled after Discount Price Deadline will receive a 50% refund.
- No refund will be granted to any items cancelled at Show Site.

TOTAL OF ALL ITEMS ORDERED + 8.5% SALES TAX: \$ _____

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY / STATE / ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE :

PRINT NAME

All orders subject to the terms and conditions as outlined in the Exhibitor Service Manual.

FURNITURE ORDER FORM





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2900 Stayton Street
Pittsburgh, PA 15212

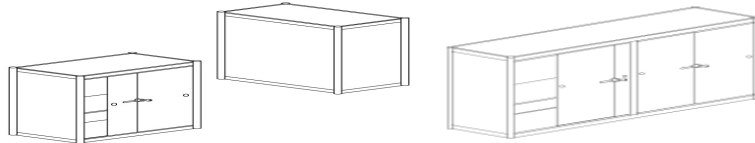
Phone: 412-223-1090
Fax: 412-223-1094

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DISCOUNT PRICE DEADLINE :
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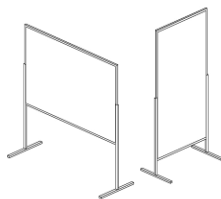
COUNTERS

AVAILABLE IN WHITE
1 METER OR 2 METER LENGTH,
1/2 METER WIDTH



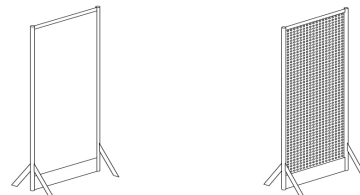
FREE STANDING POSTER BOARD

91" x 44.5" usable space



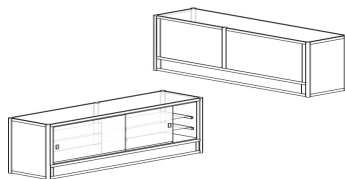
FREE STANDING METER BOARDS & PEG BOARDS

86" x 37.5" usable space

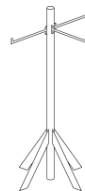


LIGHTED DISPLAY CASE

FULL VISION W/2 SHELVES



BAG RACK



FREE STANDING SIGN HOLDER



ACCESSORIES	QTY	DISCOUNT	STANDARD	TOTAL
COUNTER: 1 METER X 1/2 M X 36" H		\$ 320.00	\$420.00	
COUNTER: 1 METER X 1/2 M X 42" H		\$340.00	\$440.00	
COUNTER: 2 METER X 1/2 M X 36" H		\$425.00	\$525.00	
COUNTER: 2 METER X 1/2 M X 40" H		\$455.00	\$555.00	
METER BOARD 1M X 8'H		\$175.00	\$240.00	
*PEG BOARD	H V	\$110.00	\$150.00	
*POSTER BOARD	H V	\$100.00	\$140.00	
DISPLAY CASE: 60"L X 18"W X 48"H		\$350.00	\$500.00	
BAG HOLDER		\$ 45.00	\$ 60.00	
22" X 28" SIGN HOLDER		\$ 50.00	\$ 70.00	

*PLEASE CIRCLE FOR HORIZONTAL OR VERTICAL

TOTAL OF ALL ITEMS ORDERED + 8.5% SALES TAX \$ _____

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY / STATE / ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE :

PRINT NAME

All orders subject to the terms and conditions as outlined in the Exhibitor Service Manual.

ACCESSORY ORDER FORM





STETSON

CONVENTION SERVICES, INC.

WEST COAST GREEN

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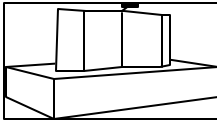
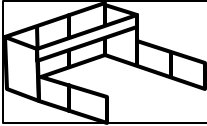
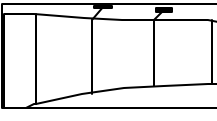
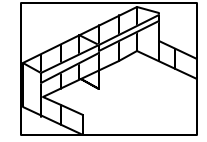
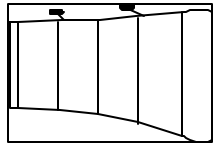
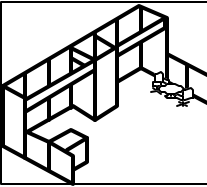
AN ENVIRONMENTALLY RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR

2900 Stayton Street
Pittsburgh, PA 15212

Phone: 412-223-1090
Fax: 412-223-1094

Email: exhibitorservices@stetsonexpo.com

DISCOUNT PRICE DEADLINE :
FRIDAY, SEPTEMBER 1, 2006

SCS 1 	Table Top Display 2 Fabric Panels with End Caps 6' wide x 5' high Velcro acceptable Check Here <input type="checkbox"/> <table border="1"> <tr> <td>DISCOUNT RATE</td> <td>STANDARD RATE</td> </tr> <tr> <td>\$400</td> <td>\$520</td> </tr> </table>	DISCOUNT RATE	STANDARD RATE	\$400	\$520	SCS 4 	10' White Hardwall White Header sign One 10' x 10' Standard carpet Check Here <input type="checkbox"/> <table border="1"> <tr> <td>DISCOUNT RATE</td> <td>STANDARD RATE</td> </tr> <tr> <td>\$1350</td> <td>\$1500</td> </tr> </table>	DISCOUNT RATE	STANDARD RATE	\$1350	\$1500
DISCOUNT RATE	STANDARD RATE										
\$400	\$520										
DISCOUNT RATE	STANDARD RATE										
\$1350	\$1500										
SCS 2 	8' Fabric Backwall 3 Fabric Panels with End Caps 8' wide x 7' 8" high Velcro acceptable Check Here <input type="checkbox"/> <table border="1"> <tr> <td>DISCOUNT RATE</td> <td>STANDARD RATE</td> </tr> <tr> <td>\$750</td> <td>\$970</td> </tr> </table>	DISCOUNT RATE	STANDARD RATE	\$750	\$970	SCS 5 	20' White Hardwall Two 10' & one 5' White Header Signs One 10' x 20' Standard Carpet Check Here <input type="checkbox"/> <table border="1"> <tr> <td>DISCOUNT RATE</td> <td>STANDARD RATE</td> </tr> <tr> <td>\$1800</td> <td>\$2250</td> </tr> </table>	DISCOUNT RATE	STANDARD RATE	\$1800	\$2250
DISCOUNT RATE	STANDARD RATE										
\$750	\$970										
DISCOUNT RATE	STANDARD RATE										
\$1800	\$2250										
SCS 3 	10' Fabric Backwall 4 Fabric Panel with End Caps 10' wide x 7' 8" high Velcro acceptable Check Here <input type="checkbox"/> <table border="1"> <tr> <td>DISCOUNT RATE</td> <td>STANDARD RATE</td> </tr> <tr> <td>\$975</td> <td>\$1175</td> </tr> </table>	DISCOUNT RATE	STANDARD RATE	\$975	\$1175	SCS 6 	Custom White Hardwall One 2 meter & one 10' White Header sign One 10' x 20' Standard Carpet One counter/ 1/2 Meter One 30" high Pedestal Table Two Chairs Check Here <input type="checkbox"/> <table border="1"> <tr> <td>DISCOUNT RATE</td> <td>STANDARD RATE</td> </tr> <tr> <td>\$2500</td> <td>\$3200</td> </tr> </table>	DISCOUNT RATE	STANDARD RATE	\$2500	\$3200
DISCOUNT RATE	STANDARD RATE										
\$975	\$1175										
DISCOUNT RATE	STANDARD RATE										
\$2500	\$3200										

Please select carpet color for Hardwall Unit:
BLACK GREY TEAL RED BLUE

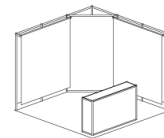
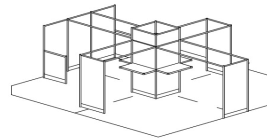
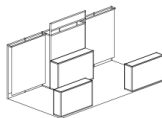
Please select color for header panel sign copy for Hardwall Unit:
BLACK GREY TEAL RED BLUE

ACCESSORIES	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
HALOGEN LIGHTS		\$ 30.00	\$ 40.00	
SLATWALL		\$250.00	\$325.00	
ONE—METER COUNTER: 1M X 1/2M		\$200.00	\$255.00	
TWO—METER COUNTER: 2M X 1/2M		\$325.00	\$380.00	
SHELF: 37" L X 12" W		\$ 70.00	\$ 90.00	

Yes, we can design a display for you.

Please call Stetson Exhibitor Services
to speak to a Display Representative.

Check here if you would like Stetson
to assist you with customized graphics. ☐



TOTAL OF ALL ITEMS ORDERED + 8.5% SALES TAX: \$ _____

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY / STATE / ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE :

PRINT NAME

All orders subject to the terms and conditions as outlined in the Exhibitor Service Manual.

DISPLAY ORDER FORM





STETSON
CONVENTION SERVICES, INC.

WEST COAST GREEN

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AN ENVIRONMENTALLY RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR

2900 Stayton Street
Pittsburgh, PA 15212

Phone: 412-223-1090
Fax: 412-223-1094

Email: exhibitorservices@stetsonexpo.com

DISCOUNT PRICE DEADLINE :
FRIDAY, SEPTEMBER 1, 2006

OPTION 1 - SUPERVISED BY STETSON CONVENTION SERVICES - OK TO PROCEED

- For your convenience, Stetson's skilled personnel will unpack and install your company's display prior to the exhibitor's arrival.
- After the show closing, Stetson will supervise the dismantling and packing, and assist with shipping arrangements.
- 30% of the total labor bill will be added for this service, \$40.00 minimum per installation and/or dismantle will apply.
- Set up plans: _____ Attached _____ To be sent with exhibit

OPTION 2 - SUPERVISED BY EXHIBITOR REPRESENTATIVE - DO NOT PROCEED

- Exhibitor Representative must check in at SCS Service Desk at the beginning and end of labor usage.
- Starting time can be guaranteed only when labor is requested at 8:00 am, or at official set up time. For all other start times, check in at the SCS Service Desk one-half (1/2) hour before requested time of labor.
- If exhibitor fails to pick up men at time ordered, a one-hour per man no-show charge will be assessed.

LABOR RATES:

- **STRAIGHT TIME:** \$ 70.75 Per man hour, 8:00 am to 4:30 pm, weekdays
- **OVER TIME:** \$106.25 Per man hour, Saturdays, 4:31 pm to 7:59 am weekdays
- **DOUBLE TIME:** \$140.00 Per man hour, All day Sunday and Holidays
- The minimum charge for labor is one (1) hour per man. Labor thereafter is charged in one-half (1/2) hour increments

PLACE ORDER HERE:

Please estimate the number of workers and hours per worker needed. Invoices will be calculated according to actual hours worked. Please order carefully, a surcharge will be levied for excessive hours ordered and not used.

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL
						\$
						\$
						\$
Please Indicate Service Option 1 _____ Supervised by SCS Option 2 _____ Supervised by Exhibitor			1. TOTAL LABOR ORDERED			\$
			2. 30% (\$40.00 MINIMUM) SCS SUPERVISION			\$
			3. 8.5% SALES TAX			\$
			4. TOTAL PAYMENT ENCLOSED			\$

TERMS:

- All cancellations must be submitted in writing to SCS at least one (1) business day prior to first day of event move in. Failure to do so will incur a one hour per worker fee.
- All labor contracted at show site will carry an additional 10% surcharge.
- Labor orders placed after deadline date will be filled, as work force is available.

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY / STATE / ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE :

PRINT NAME

All orders subject to the terms and conditions as outlined in the Exhibitor Service Manual.

LABOR ORDER FORM





STETSON

CONVENTION SERVICES, INC.

WEST COAST GREEN

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AN ENVIRONMENTALLY RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR

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Email: exhibitorservices@stetsonexpo.com

DISCOUNT PRICE DEADLINE :
FRIDAY, SEPTEMBER 1, 2006

SHOWCARDS: Signs made of white showcard.

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	7" x 11"	\$27.75	\$48.75	
	7" x 44"	\$36.86	\$57.56	
	14" x 22"	\$37.36	\$58.40	
	14" x 44"	\$62.66	\$100.07	
	22" x 28"	\$63.68	\$101.40	
	28" x 44"	\$81.94	\$157.48	
	40" x 60"	\$179.63	\$315.50	

BANNERS: Banners can be digitally printed or constructed with cut vinyl graphics.

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	STANDARD BANNER	\$6.75 psf	\$10.75 psf	
	DIGITAL BANNER	\$12.75 psf	\$15.75 psf	
FORMULA: _____ X's _____ = \$ _____				

ADDITIONAL SERVICES:

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	CARDBOARD EASEL	\$7.25 per sign	\$14.50 per sign	
	LOGO SCAN	\$49.00 per logo	\$63.50 per logo	
	** PLEASE CALL FOR VINYL PRICING			

SIGN SPECIFICATIONS:

TEXT STYLE: BLOCK ROMAN SCRIPT CASUAL SCHOOL
LETTER COLOR: BLACK BLUE GREEN RED
PANEL STYLE: VERTICAL HORIZONTAL

TOTAL OF ALL ITEMS ORDERED + 8.5% SALES TAX: \$ _____

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY / STATE / ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE:

PRINT NAME

All orders subject to the terms and conditions as outlined in the Exhibitor Service Manual.

SIGNAGE ORDER FORM





STETSON
CONVENTION SERVICES, INC.

WEST COAST GREEN

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AN ENVIRONMENTALLY RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR

2900 Stayton Street
Pittsburgh, PA 15212

Phone: 412-223-1090
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Email: exhibitorservices@stetsonexpo.com

DISCOUNT PRICE DEADLINE :
FRIDAY, SEPTEMBER 1, 2006

GRAPHIC SUBMISSION GUIDE

Digital files, saved on a disk or e-mailed, are the preferred method of receiving art for graphics production use.

There are two different file types that can be submitted: **VECTOR** and **BITMAP**

VECTOR IMAGE

The original computer drawn image made up of a series of points connected by mathematically created lines. If the sign or banner is to be produced using cut vinyl graphics, this is the preferred file type for submission. The VECTOR image will provide the best quality for graphics and logos as well.

Notes on Vector Images: Please include the file for any font type used in the file, or convert type to paths to avoid inaccurate production.

Submitting Vector Files / We accept the following file types:

EPS-Encapsulated Postscript Files

AI-Adobe Illustrator

CDR-CorelDRAW File (version 9 or lower)

PDF- Adobe Acrobat File

BITMAP IMAGE

Images made up of individually color squares (pixels) that form a pattern when combined. These images must be 200-300 dpi (dots per inch) depending on image size. Any BITMAP image that is submitted for use in a cut graphic vinyl sign will require tracing and redrawing (see "IMPORTANT NOTE" below).

Notes on Bitmap Files: GIF files used widely on the web or JPEG files that have been formatted for use on the web are NOT acceptable.

Submitting Bitmap Files / We accept the following file types:

EPS- Encapsulated Postscript Files

TIFF-Tagged Image File Format

PSD- Adobe Photoshop Files

CPT- Corel Photo Paint Image

BPM- Windows Bitmap Image

JPG- JPEG Bitmap

MEDIA AND DELIVERY

We accept files on floppy, Zip 100 & 250 and on CD. E-mail is acceptable for small files under 9 MB. If artwork cannot be supplied as a digital file, Stetson Convention Services, Inc. can create it for you.

IMPORTANT NOTE: Any in-house work needed to prepare non-digital art for production, or to correct digital files to a production ready state, is billed at \$65.00 per hour with a one-half (1/2) hour minimum.

SIGNAGE ORDER INSTRUCTIONS





STETSON

CONVENTION SERVICES, INC.

WEST COAST GREEN

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AN ENVIRONMENTALLY RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR

2900 Stayton Street
Pittsburgh, PA 15212

Phone: 412-223-1090
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Email: exhibitorservices@stetsonexpo.com

DISCOUNT PRICE DEADLINE :
FRIDAY, SEPTEMBER 1, 2006

IMPORTANT INFORMATION AND RATES:

A forklift may be required during assembly of displays and during uncrating, positioning, and re-skidding of equipment and/or machinery.

LABOR RATES:

- STRAIGHT TIME:** \$155.00 Per hour, Forklift with Operator, 8:00 am to 4:30 pm, weekdays
- OVER TIME:** \$245.00 Per hour, Forklift with Operator, 4:31 pm to 7:59 am weekdays and all day Saturday
- DOUBLE TIME:** \$305.00 Per hour, Forklift with Operator, Sundays and Holidays

PLACE ORDER HERE:

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling. Invoices will be calculated according to actual hours worked.

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL
						\$
						\$
						\$
Please Indicate Service Uncrating _____ Dismantling _____ Leveling _____ Positioning _____ Re-Skidding _____ Re-crating _____ Un-Skidding _____			1. TOTAL LABOR ORDERED			\$
			2. 30% (\$40.00 MINIMUM) SCS SUPERVISION			\$
			3. 8.5% SALES TAX			\$
			4. TOTAL PAYMENT ENCLOSED			\$

TERMS:

- All cancellations must be submitted in writing to SCS at least one (1) business day prior to first day of event move in. Failure to do so will incur a one hour per worker fee.
- Start time can be guaranteed only when labor is requested at 8:00 am, or at official set up time. For all other start times, check in at the Stetson Service Desk one-half (½) hour before time requested. Every attempt will be made to provide this service at the specific time requested.
- The minimum charge for labor is one (1) hour per man. Labor thereafter is charged in one-half (½) hour increments.
- All forklift orders contracted at show site will carry an additional 10% surcharge.
- Forklift orders placed after Discount Deadline Date will be filled as work force is available. If exhibitor fails to pick up men at time ordered, a one-hour per man no-show charge will be assessed.
- 5,000 lbs. maximum capacity. Larger forklift and crane service is available only by advance request.

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY / STATE / ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE :

PRINT NAME

All orders subject to the terms and conditions as outlined in the Exhibitor Service Manual.

FORKLIFT ORDER FORM





STETSON
CONVENTION SERVICES, INC.

WEST COAST GREEN

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AN ENVIRONMENTALLY RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR

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DISCOUNT PRICE DEADLINE :
FRIDAY, SEPTEMBER 1, 2006

GREEN PLANTS—RENTAL ONLY

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	BOSTON FERN / TABLE SIZE	\$50.00	\$62.00	
	GREEN PLANT: 1'—2' TALL	\$50.00	\$62.00	
	GREEN PLANT: 2'—3' TALL	\$60.00	\$75.00	
	GREEN PLANT: 3'—5' TALL	\$80.00	\$95.00	
	GREEN PLANT: 5'—7' TALL	\$100.00	\$120.00	
All plants include container. Exhibitor is responsible for full value of plant if not returned or returned in a damaged state.				

BLOOMING PLANTS AND FRESH FLORAL ARRANGEMENTS

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	MUM PLANTS: YELLOW WHITE	\$35.00	\$45.00	
	SEASONAL BLOOMING PLANT	\$40.00	\$50.00	
	TABLE FLOWER ARRANGEMENT	\$65.00	\$95.00	
	LARGE FLOOR ARRANGEMENT	\$105.00	\$135.00	
	SILK AND DRIED ARRANGEMENT	\$70.00	\$90.00	
	CARNATION CORSAGE	\$10.00	\$13.00	
	BOUTONNIERES	\$22.50	\$26.25	
Please call Stetson Customer Service at 412-223-1090 if you have requirements other than those listed.				

TOTAL OF ALL ITEMS ORDERED + 8.5% SALES TAX: \$ _____

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY / STATE / ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE :

PRINT NAME

All orders subject to the terms and conditions as outlined in the Exhibitor Service Manual.

FLORAL ORDER FORM





STETSON

CONVENTION SERVICES, INC.

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AN ENVIRONMENTALLY RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR

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DISCOUNT PRICE DEADLINE :
FRIDAY, SEPTEMBER 1, 2006

OFFICIAL SERVICE CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS

OFFICIAL SERVICE CONTRACTORS :

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed SCS to perform and provide necessary services and equipment, SCS is appointed to:

Insure the orderly and efficient installation and removal of the overall exposition.

Assure the distribution of labor to all Exhibitors according to need.

Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself.

See that the proper type and limits of insurance are in force.

Avoid any conflict with local union and/or exhibit hall regulations and requirements.

EXHIBITOR APPOINTED CONTRACTORS :

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

- The Exhibitor must notify Show Management and SCS in writing of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and SCS at least 10 days before the show opening.
- For Exhibitors appointing contractors who do not have a certificate of insurance on file in the SCS office 10 days prior to the show will be automatically assessed a \$200 fee which will be charge against their security deposit.
- The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, and labor.
- The Exhibitor Appointed Contractor must provide a certificate of insurance with at least the following limits: 1. Comprehensive General Liability not less than \$2,000,000 with respect to injuries to any one person in an occurrence. 2. \$2,000,000 with respect to injuries to more than one person in any occurrence. 3. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and /or aggregate coverage. 4. Stetson Convention Services must be named as an additional insured.
- The Exhibitor Appointed Contractor must agree to abide by all rules and regulations of the show, including all union rules and regulations.
- The Exhibitor Appointed Contractor must have all business licenses, permits, and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
- The Exhibitor Appointed Contractor will share with SCS all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etceteras.
- The Exhibitor Appointed Contractor must furnish Show Management and SCS with the names of all onsite employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
- The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the floor.
- The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
- The Exhibitor Appointed Contractor shall provide, if requested, evidence to SCS that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, SCS. The Exhibitor Appointed Contractor must coordinate all of its activities with SCS. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

CONDITIONS FOR EAC





STETSON
CONVENTION SERVICES, INC.

WEST COAST GREEN

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AN ENVIRONMENTALLY RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR

2900 Stayton Street
Pittsburgh, PA 15212

Phone: 412-223-1090
Fax: 412-223-1094

Email: exhibitorservices@stetsonexpo.com

DISCOUNT PRICE DEADLINE :
FRIDAY, SEPTEMBER 1, 2006

NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

DATE: _____

EXHIBITING COMPANY NAME _____ BOOTH #: _____

AUTHORIZED CONTACT SIGNATURE: _____

AUTHORIZED CONTACT (PLEASE PRINT): _____

Signature denotes agreement that exhibitor accepts all Terms and Conditions included in Exhibitor Service Manual.

A non-official contractor is a company other than the official contractors listed in the exhibitor service kit that provides a service (display and installation, florist, photography, audio visual and other related services) and needs access to your booth during the installation and dismantling.

Due to the necessity of coordination all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed on previous page) and supply Stetson Convention Services with all necessary information by the deadline date indicated above.

CONTACT / DISPLAY HOUSE: _____

STREET ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE: _____ FAX: _____

CONTACT : _____

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Listed on previous page of this form are the rules and regulations regarding non-official contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Exposition Managers.

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY / STATE / ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE :

PRINT NAME

All orders subject to the terms and conditions as outlined in the Exhibitor Service Manual.

CONDITIONS FOR EAC





STETSON
CONVENTION SERVICES, INC.

WEST COAST GREEN

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AN ENVIRONMENTALLY RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR

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Phone: 412-223-1090
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Email: exhibitorservices@stetsonexpo.com

DISCOUNT PRICE DEADLINE :
FRIDAY, SEPTEMBER 1, 2006

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR:

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

- | | |
|---|--|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> I&D Labor/Supervision | <input type="checkbox"/> Rental Furniture/Carpet |
| <input type="checkbox"/> Material Handling/In & Out | <input type="checkbox"/> Signage/Graphics |

Signature below denotes acceptance of all Terms and Conditions included in Exhibitor Service Manual

THIRD PARTY INFORMATION

☐ Personal credit card ☐ Company Credit Card ☐ Check Enclosed

☐ Master Card ☐ Visa ☐ American Express ☐ Discover

Account Number Exp. Date

CARDHOLDER NAME (PRINT) _____

► CARDHOLDER SIGNATURE _____

CARDHOLDER BILLING ADDRESS _____

CITY / STATE / ZIP _____

THIRD PARTY COMPANY NAME _____

EMAIL: _____

THIRD PARTY BILLING ADDRESS _____

PHONE: _____

EXT: _____

FAX: _____

E-MAIL ADDRESS FOR INVOICE NOTIFICATION: _____

EXHIBITING COMPANY INFORMATION:

EXHIBIT COMPANY NAME _____

BOOTH # _____

EXHIBIT ADDRESS _____

CITY / STATE / ZIP _____

EMAIL _____

PHONE _____

EXT _____

FAX _____

► EXHIBITOR SIGNATURE: _____

PRINT NAME _____

TERMS:

- Stetson will agree to third party payment arrangements provided the following conditions are met.
- Third party must have a satisfactory payment record with Stetson Convention Services.
- This form must be fully completed prior to the discount deadline date.
- Third Party and exhibiting company are subject to all of the terms and conditions as included in the Exhibitor Service Manual
- It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges.
- If your named third party does not pay the invoice prior to the opening of the show, charges will revert to you, the exhibiting firm, and are payable upon demand.
- All SCS services will be invoiced to the third party unless otherwise indicated by third party.

THIRD PARTY AUTHORIZATION





AN ENVIRONMENTALLY RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR

2900 Stayton Street
Pittsburgh, PA 15212

Phone: 412-223-1090
Fax: 412-223-1094

Email: exhibitorservices@stetsonexpo.com

DISCOUNT PRICE DEADLINE :
FRIDAY, SEPTEMBER 1, 2006

FREIGHT HANDLING, MATERIAL HANDLING, DRAYAGE SERVICES

All of the above terms include the unloading of your exhibit material, the delivering to the booth, the handling of empty containers to and from storage, and the removal of the material from the booth for reloading onto outbound carriers. Stetson Convention Services is the exclusive provider of this service. This should not be confused with the cost to transport your material to and from the event. Below are the options and explanations to ship your material whether in advance or directly to show site.

ADVANCE SHIPMENTS TO WAREHOUSE:

- Shipments are received at warehouse, unloaded, and stored up to 30 days prior to show move in date.
- Shipments are delivered to show site, unloaded, and delivered to your booth. First freight on floor.
- Empty containers are removed, stored, and returned to booth. Empty labels are provided.
- Include a Bill of Lading with weight, type of merchandise, and piece count.
- Certified weight ticket must accompany shipment.
- Reloading of freight for return to your specified destination.
- Call if you need to ship oversized material that will require special equipment or handling.
- Label your freight correctly. Labels are included in the manual for your convenience. Include your Exhibit Company name, booth number, and the name of the Event.
- **ADVANTAGES TO SHIPPING IN ADVANCE:**
 - You can call and check on freight arrival. Call Exhibitor Services at above phone number.
 - Advance freight is in your booth when you arrive for set up.
 - Warehouse accepts freight Monday through Friday, no appointment necessary.
 - Freight will be received at the warehouse up to one day prior to move in. If freight is received after the deadline date additional charges may be incurred.

DIRECT SHIPMENTS TO SHOW SITE:

- Shipments received at event site facility, unloaded from the carrier or exhibitor vehicle, and delivered to exhibitor booth.
- Shipping labels for direct to show site enclosed in this manual for your convenience.
- Freight will be accepted during exhibitor move in times. Additional charges will be incurred if received outside of these times.
- Include a Bill of Lading with weight, type of merchandise, and piece count.
- Certified weight ticket must accompany shipment.
- Empty containers removed, stored and returned to booth. Empty labels provided.
- Reloading freight for return to your specified destination.

POV SHIPMENTS TO SHOW SITE—0-300 LBS. - ONE (1) 10' X 10' BOOTH ONLY:

- Rate is available only at Show Site, one time fee, overtime will not apply.
- Applies only to POV's (personally owned vehicles) with material weighing less than 300 Lbs.
- This rate applies to unloading in 1/2 hour or less.
- POV's will be taken in order of first come, first serve.
- Stetson is not responsible for piece count.

SMALL PACKAGES/CARTONS TO ADVANCE WAREHOUSE OR SHOW SITE:

- Total weight of shipment must be 50 lbs. or less.
- Cartons and packages received without documentation will be delivered without guarantee of piece count or condition. Special handling fees will apply.
- Services provided same as advance / direct shipments.

RETURN TO WAREHOUSE / STORAGE RATES:

- \$45.00 per 100 lbs / \$140.00 minimum
- Shipments returned to the warehouse at the close of show for re-forwarding or storage will be charge \$50.00 per day





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CONVENTION SERVICES, INC.

WEST COAST GREEN

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AN ENVIRONMENTALLY RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR

2900 Stayton Street
Pittsburgh, PA 15212

Phone: 412-223-1090
Fax: 412-223-1094

Email: exhibitorservices@stetsonexpo.com

DISCOUNT PRICE DEADLINE :
FRIDAY, SEPTEMBER 1, 2006

MATERIAL HANDLING GUIDELINES

COLLECT AND PREPAID SHIPMENTS.

- Only prepaid shipments will be accepted. Prepaid ensures that transportation charges will be paid by the exhibitor or third party.
- Collect shipments will be returned to the delivery carrier.

SMALL PACKAGE SHIPPING WITH OUT DOCUMENTATION.

- Express shipments such as Federal Express, UPS and DHL are delivered without documentation such as a Bill of Lading or certified weight ticket. These packages will be delivered to the booth without guarantee of piece count or condition. Shipments received without documentation will be included in the category of Special Handling.
- Shipper is encouraged to ship in quantity. Packages received separately will be billed per receiving event.

WHAT IS A BILL OF LADING?

- A Bill of Lading is a document that establishes the terms between a shipper and a transportation company. This is a carrier issued receipt indicating the condition that the transported material was received. A Bill of Lading indicates the number of pieces, weight, and type of merchandise.

DO I NEED INSURANCE?

- It is recommended that your materials are insured from the time they leave your firm until they are returned after the show. Exhibitors are encouraged to arrange all-risk coverage by placing "riders" to your existing policies.

HOW DO I SHIP MY MATERIAL AT THE CLOSE OF THE SHOW?

- Shipping information, labels, bill of ladings, and personal assistance are available at the Stetson Service Desk. Each shipment must be properly labeled and have a completed Bill of Lading to ship materials from the show. Call your designated carrier with pick up information and turn the completed Bill of Lading into the Stetson Service Desk to ensure pick up. Should your carrier fail to pick up or refuse to accept shipment, Stetson reserves the right to reroute to the show carrier or deliver back to the warehouse at exhibitor's expense.

HOW DO I ESTIMATE MY COST?

- Material handling rates apply to each CWT (per 100lbs) or fraction thereof and are based on the actual or estimated inbound weight. To calculate total pounds of shipment, round up each total shipment weight to the nearest 100 lbs. (ex: 325 lbs would be rounded to 400 lbs.) Any weight of 200 lbs or less should be calculated at 200 lb minimum.
- Questions, concerns—please call Stetson Exhibitor Services for assistance. We are here to help you @ 800-727-3976.

SHIPPING LABELS

- To ensure safe arrival of your material, each item should be properly labeled with the exhibiting company's name, the booth number, and the name of the event.
- Labels for either Advance to Warehouse or Direct to Show Site are enclosed in this manual on the page after the material handling order form.
- Below are the specific addresses and format for the warehouse and show site:

ADVANCE TO WAREHOUSE	SHOWSITE ADDRESS
EXHIBIT COMPANY NAME C/O STETSON CONVENTION SERVICES, INC. YELLOW FREIGHT SYSTEMS, INC. 201 HASKINS WAY S. SAN FRANCISCO, CA 94080	EXHIBIT COMPANY NAME C/O STETSON CONVENTION SERVICES, INC. BILL GRAHAM CIVIC AUDITORIUM 99 GROVE STREET SAN FRANCISCO, CA 94102
EVENT NAME: _____ BOOTH #: _____	EVENT NAME: _____ BOOTH #: _____

MATERIAL HANDLING INSTRUCTIONS





STETSON

CONVENTION SERVICES, INC.

WEST COAST GREEN

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AN ENVIRONMENTALLY RESPONSIBLE GENERAL CONTRACTOR AND DECORATOR

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DISCOUNT PRICE DEADLINE :
FRIDAY, SEPTEMBER 1, 2006

EXPLANATION OF MATERIAL HANDLING TERMS

- CRATED /SKIDDED :** Material which is skidded or shipped in a container that can be unloaded at the dock with no additional handling required.
- OFF TARGET CHARGES :** Shipments received outside of published advance warehouse receiving dates and published exhibitor move in times are included in this category. (See page 2 for important dates/times)
- SPECIAL HANDLING:** Shipments received in such a manner that it requires additional handling such as ground unloading, side door unloading, constricted space unloading, designated piece unloading/loading, and stacked shipments. Uncrated shipments; material that is shipped loose or pad-wrapped and/or un-skidded machinery without proper lifting bars or hooks received at Exhibit Site are included in this category. Shipments received without documentation, such as Federal Express, UPS, are included in this category.

MATERIAL HANDLING RATES & CLASSIFICATIONS

<u>ADVANCE TO WAREHOUSE</u>	<u>PRICE PER CWT</u>	<u>200 LB. MINIMUM</u>
CRATED OR SKIDDED	\$94.00	\$188.00
<u>DIRECT TO EXHIBIT SITE</u>		
CRATED	\$94.00	\$188.00
SKIDDED	\$75.00	\$150.00
<u>SMALL PACKAGE RATE</u>	<u>MAXIMUM WEIGHT PER SHIPMENT IS 50LBS.</u>	
EACH CARTON	\$45.00	
<u>SHOW SITE POV</u>	<u>0-300 LBS. MAXIMUM / LIMIT OF 12 ITEMS</u>	
ONE WAY—IN OR OUT.....	\$75.00	
ROUND TRIP	\$125.00	

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

- OFF TARGET OR RECEIVED AFTER THE DEADLINE DATES** 25 % OF TOTAL DOLLAR AMOUNT OF SHIPMENT
- SPECIAL HANDLING CHARGE** 50 % OF TOTAL DOLLAR AMOUNT OF SHIPMENT

*One or more surcharge can occur per receiving event

PLEASE ESTIMATE FREIGHT HANDLING CHARGES BELOW:

DESCRIPTION	WEIGHT CWT (ROUNDED UP TO NEAREST 100)	PRICE PER CWT	ESTIMATED TOTAL 200 LB MINIMUM
Example: 2 Crates	500 lbs ÷ 100 = 5	\$94.00	\$470.00
	÷	\$	\$
	÷	\$	\$
		SUBTOTAL:	
ADDITIONAL SURCHARGES	\$ _____ * _____ % OF SUBTOTAL =		
	TOTAL DUE (TAX N/A)		

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY / STATE / ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE :

PRINT NAME

All orders subject to the terms and conditions as outlined in the Exhibitor Service Manual.

MATERIAL HANDLING ORDER FORM



EXHIBITION FREIGHT

Warehouse Shipment

To: _____ Yellow Freight Services
(Your Company Name) c/o Stetson Convention Services
Booth #: _____ 201 Haskins Way
Event Name: West Coast Green S. San Francisco, CA 94080
Number _____ of _____ pieces

Must Arrive by Friday, September 15, 2006 Avoid Surcharge



EXHIBITION FREIGHT

Warehouse Shipment

To: _____ Yellow Freight Services
(Your Company Name) c/o Stetson Convention Services
Booth #: _____ 201 Haskins Way
Event Name: West Coast Green S. San Francisco, CA 94080
Number _____ of _____ pieces

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EXHIBITION FREIGHT

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To: _____ Yellow Freight Services
(Your Company Name) c/o Stetson Convention Services
Booth #: _____ 201 Haskins Way
Event Name: West Coast Green S. San Francisco, CA 94080
Number _____ of _____ pieces

Must Arrive by Friday, September 15, 2006 Avoid Surcharge



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING

EXHIBITION FREIGHT

Direct To Show Site

To: _____ Bill Graham Civic Auditorium
(Your Company Name) c/o Stetson Convention Services
Booth #: _____ 99 Grove Street
Event Name: West Coast Green San Francisco, CA 94102
Number _____ of _____ pieces



Must Arrive During Scheduled Move-in Times to Avoid Surcharge

EXHIBITION FREIGHT

Direct To Show Site

To: _____ Bill Graham Civic Auditorium
(Your Company Name) c/o Stetson Convention Services
Booth #: _____ 99 Grove Street
Event Name: West Coast Green San Francisco, CA 94102
Number _____ of _____ pieces



Must Arrive During Scheduled Move-in Times to Avoid Surcharge

EXHIBITION FREIGHT

Direct To Show Site

To: _____ Bill Graham Civic Auditorium
(Your Company Name) c/o Stetson Convention Services
Booth #: _____ 99 Grove Street
Event Name: West Coast Green San Francisco, CA 94102
Number _____ of _____ pieces

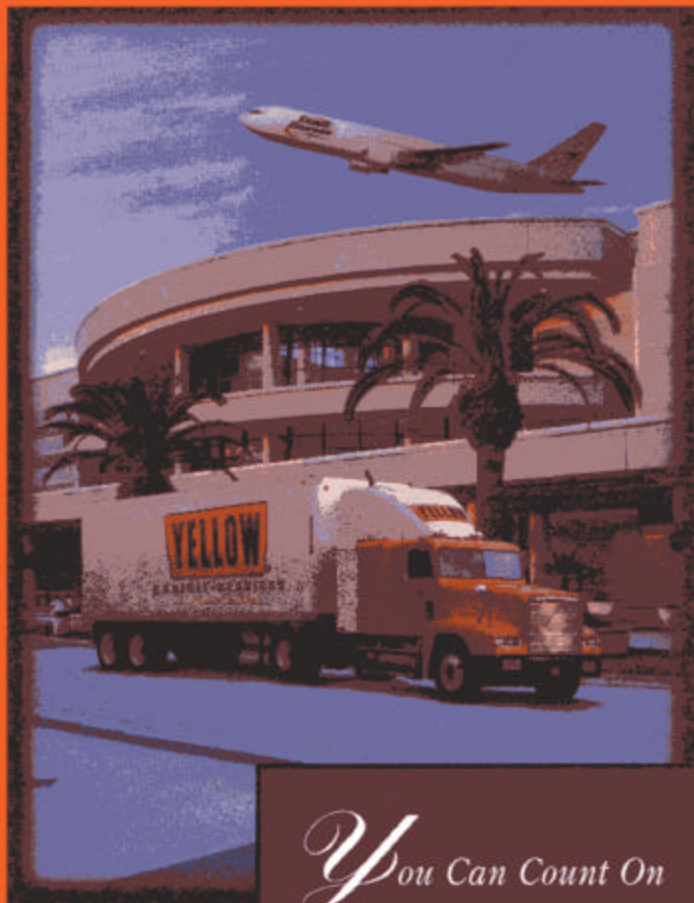


Must Arrive During Scheduled Move-in Times to Avoid Surcharge

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING

EXHIBIT SERVICES

THE SHOW MUST GO ON. AND WE'LL MAKE SURE IT DOES.



Stetson Convention Services

has selected **Yellow®** as the recommended Ground transportation provider for your Trade Show. To insure prompt handling of your exhibit shipments both to and from the Trade Show, please route all Ground shipments via **Yellow**.

Shipping Your Display

- Specify the name of your show and booth number on your Bill of Lading and shipping labels.
- Ship prepaid. The show contract does not accept collect shipments.
- When you are ready to ship, call the Yellow Customer Service Center at **1-800-610-6500** to arrange a pick-up. Yellow will then transport your exhibit to the show site.

When the Show is Over

- Specify that you want **Yellow** to deliver your exhibit to its next destination.

You Can Count On

Yellow As Your Single

Source For All Your Exhibit

Transportation Needs.



Yellow Exhibit Services

Single Source Provider

It's our job to make your job easier and to make sure your Trade Show is a success. Wherever your exhibit materials need to be, Yellow offers a wide range of services to satisfy all your shipping needs, including air and ground, expedited and guaranteed services.

On-Site Representation

Yellow Exhibit Services has on-site representation available at most major Shows to ensure your special shipping needs are handled efficiently.

Award Winning Customer Service Center

We're available when you need us – during the week and on the weekends – 24 hours a day, seven days a week. Simply call **1-800-610-6500** to speak to a Customer Service Representative who can help you trace shipments, explain rates, schedule pickups, provide proof of delivery, and answer your exhibit transportation questions. For up to the minute, customized on-line access to your transportation transactions, log on to www.myyellow.com.

Everywhere You Need To Be

The Yellow network of terminal locations throughout the U.S., Canada and Mexico provides prioritized handling of your valuable Trade Show shipments.

Caravan Service

Yellow can transport your exhibit materials from Show to Show.

Any Size Shipment

Yellow can handle any size shipment you may have – small to full truckloads.



Trade Show Shipping Tips

Below are tips that will help better facilitate the handling of your Trade Show shipments.

- Ship all materials as early as possible, preferably to the advanced receiving warehouse if available.
- Complete all sections of the Bill of Lading (BOL). Indicate proper description of all pieces on the BOL; include dimensions, color, and other significant identifying marks.
- Label all individual pieces, even if all fit a single pallet. **Remove all old labels from crates and boxes.**
- Use nondescript packaging for valuables to help ensure the security of the shipment once delivered to the Trade Show location.
- Place a business card inside each container – just in case a label gets torn.
- Be aware of any materials that may be classified as hazardous – such as aerosol sprays, solid or liquid chemicals, paint. Describe all items clearly on the BOL. Call our safety hotline with hazardous materials questions – 800-395-5446.

Proud to be members of:



www.myyellow.com



ICAT expo

Official Expedited Carrier

Obsessed With Quality,
Committed to Results—

>> ICAT expo
Delivers

Services Offered

- ◆ Next Day, Second Day, 3-5 Day Deferred, Express Truck, Caravan, Time & Date Targeted
- ◆ Personal Attention From Account Executives Walking You Through the Shipping Process
- ◆ Continuous Tracking During Transit
- ◆ On-Line Tracking With Proof Of Delivery
- ◆ Pre-Printed Bills of Lading and Labels



ICAT
e x p o

For Rates and Scheduling, Please Contact us at:
www.icatexpo.com or call **877-422-8397**

Failsafe Management of Assets in Transit





EXHIBITOR: _____ BOOTH #: _____

ICAT expo

MOVE – OUT CHECKLIST

1. Visit General Service Contractor's Service Desk and pick up "Straight Bill of Lading".
2. Complete the Bill of Lading. Be sure to assign ICAT expo as your carrier in the carrier section.
3. Apply shipping labels to freight. Leave your freight in your booth area. Please make sure all cartons are taped shut.
4. When Shipment is packed and Bill of Lading is completed, turn in your Bill of Lading and your ICAT bill to the service desk. This is what lets the show contractor know that your freight is ready for loading.

Any questions or concerns, PLEASE CALL: **1-877-ICATexpo** (422-8397)

"CALL NOW TO MAKE ARRANGEMENTS FOR YOUR NEXT SHOW"

Visit our web site www.icatexpo.com

FAILSAFE MANAGEMENT OF ASSETS IN TRANSIT