

**DEVLEARN|11**

**November 2-3, 2011  
Aria Resort & Casino  
Las Vegas, Nevada**

**CURTIN**

Convention & Exposition Services, Inc.

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

**TABLE OF CONTENTS  
for DevLearn  
Exhibitor Service Kit  
Instructions  
and Order Forms**

**DevLearn 2011**

Table of Contents

**CURTIN CONVENTION & EXPOSITION SERVICES**

CURTIN Welcome Letter  
Important Exhibitor Information Pages A-C  
Payment Policy, Union Regulations & Safety  
Limits of Liability and Responsibility  
Petroleum Surcharge Information

**ARIA EXPO SERVICES**

Audio Visual Order Form  
Electrical Service Order Form  
Broadband Internet & Networking Order Form  
Booth Lighting Service Order Form  
Booth Cleaning Order Form  
Computer Rental Order Form  
Floral Order Form

**CURTIN CONVENTION & EXPOSITION SERVICES ORDER FORMS**

Computation of Charges  
Credit Card Authorization  
Furniture Order Form  
Posterboard Order Form  
Display Labor Order Form  
Sign Order Form  
Advance Warehouse Freight Service  
Material Handling Service & Rates  
Material Handling Service Order Form  
Reforwarding Instructions Order Form  
Shipping Labels for the Advance Warehouse  
Exhibitor Appointed Contractor Authorization Form



## WELCOME LETTER

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
[www.curtinconvention.com](http://www.curtinconvention.com)

---

Dear Exhibitor:

We are pleased to be serving as the Official General Service Contractor for the upcoming:

**DEVLEARN|11**  
November 2-3, 2011  
Aria Resort & Casino  
Las Vegas, Nevada 89109

Enclosed please find our Order Forms for various Service and Equipment needs for this convention.

Please make note of the Advance Order Deadline in order to ensure you qualify for discounted pricing. Please note that all Order Forms for suppliers other than Curtin need to be sent directly to the specific supplier.

We welcome the opportunity to blend our experience with your ideas to develop a custom look and theme for your exhibit space. Please contact us for any additional services you may need.

We look forward to working with you to make this conference most successful for you.

Cordially,

Curtin Convention & Exposition Services, Inc.

## DevLearn 2011

### Important Dates to Remember

First date freight can arrive at the warehouse ....Monday, October 3, 2011  
Last day to receive Advance Price on  
Furniture, Posterboards and Signs.....Tuesday, October 11, 2011  
Advance Freight Paperwork and Payment due ....Friday, October 28, 2011 \*By 1pm.  
Last day freight can arrive at the warehouse ....Friday, October 28, 2011 \*By 1pm.  
Display Labor cancellation date.....Friday, October 28, 2011 \*By 1pm.  
Exhibit setup times .....12:00 nn to 5:00 pm, Tuesday, November 1, 2011  
Exhibits are open.....9:30 am to 6:45 pm, Wednesday, November 2, 2011  
9:30 am to 3:45 pm, Thursday, November 3, 2011  
Exhibit teardown times .....3:45pm to 8:00 pm, Thursday, November 3, 2011  
Earliest that freight can be picked up.....3:45pm, Thursday, November 3, 2011  
Show floor must be clear by .....8:00 pm, Thursday, November 3, 2011

### Exhibit Space Information

#### About Your Booth

- The Exhibits are located in the Ironwood Ballroom. The Ballroom is carpeted.
- Booths will be set with 8' High Black Back Drape and 3' High Black Side Drape.
- Each 10' deep x 10' wide Booth Space includes (1) Identification Sign. No Substitutions or Credits are allowed. \*Furniture is not included in your Booth Space. Please refer to the Furniture Order Form enclosed in this Exhibitor Service Kit.
- \*Mylar Balloons are not allowed – no exceptions.

**IMPORTANT:** The exhibit area must be cleared by 8:00 pm, Thursday, November 3, 2011.  
Curtin will not be responsible for material left on the show floor.

#### Advance Pricing of Furniture

Furniture and/or Services may be ordered through Curtin at Advance Prices through Tuesday, October 11, 2011.

Any orders received after Tuesday, October 11, 2011 will be charged at Regular Prices. Please see enclosed Furniture Rental Order Form.

---

Questions? Please call Curtin at (415) 883-7818.

Important Exhibitor Information continues on the next page.



# IMPORTANT EXHIBITOR INFORMATION (PAGE B)

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

---

## DevLearn 2011

### Freight

#### Advance Shipments

Advance Shipments may begin arriving to the warehouse on Monday, October 3, 2011.

Advance Freight Paperwork and Payment due by Friday, October 28, 2011 \*By 1pm.. If Freight Paperwork and Payment are not received by the above date, a 25% Surcharge will apply.

Last day freight will be received at advance warehouse is Friday, October 28, 2011 \*By 1pm..

Shipments received after Friday, October 28, 2011 \*By 1pm. will be charged a 25% Late Freight Fee, plus a Transit Charge from Advance Warehouse to Aria Resort & Casino. Transit Charges will be determined at the time of the receipt of Late Freight.

#### Advance Warehouse Freight Address

Please label each piece of freight as follows:

TO: (Name of Company and Booth Number)  
FOR: DevLearn 2011  
C/O: YRC/Curtin Convention  
5049 West Post Road  
Las Vegas, Nevada 89118

DO NOT ADVANCE SHIP directly to Aria Resort & Casino. Your shipment will be returned. This is PROHIBITED! Please refer to the Material Handling Order Forms enclosed.

**Important:** Please refer to the enclosed Curtin's Limits of Liability page and the Material Handling Order Forms. Curtin must receive these completed forms if you are shipping.

---

Questions? Please call Curtin at (415) 883-7818.

Important Exhibitor Information continues on the next page.

## **DevLearn 2011**

### **Freight (continued)**

#### **Show-Site Delivery of Freight by Private-Owner Vehicles and 3rd Party Carriers**

The Teamster Union has jurisdiction over the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move materials that can be hand carried by one person, in one trip, per company, without the use of a handcart or dollies, or other mechanical equipment into Aria Resort & Casino.

All Private vehicles will be unloaded/loaded at a charge of \$127.00 per 100 lbs. with a 200 lb. minimum per vehicle. This price includes the unloading and loading after the Conference. See Freight Rate Schedule enclosed. *Use of the Loading Dock is EXCLUSIVE to Union unloading and loading your materials.*

#### **Outbound Shipping**

OUTBOUND SHIPPING IS NOT AUTOMATIC.

Exhibitors are responsible for providing Curtin with a Bill of Lading containing outbound shipping information.

YRC is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors. Bills of Lading and Labels will be provided to those exhibitors shipping outbound via YRC.

Exhibitors not using YRC need to arrange with a carrier to pick up materials at Aria Resort & Casino, after 3:45pm, Thursday, November 3, 2011, and all Materials must be off the show floor by 8:00 pm, Thursday, November 3, 2011. \*Arrange to have your carrier's driver check in at the CURTIN Service Desk prior to pickup. All Booth Representatives must turn in a Bill of Lading to the CURTIN Service Desk, prior to leaving Show Floor.

**IMPORTANT:** Any materials left on the show floor after 8:00 pm, Thursday, November 3, 2011, will be shipped out via YRC at the exhibitor's expense.

#### **SPECIAL INSTRUCTIONS for Show-Site Deliveries and Pick Ups by Private-Owner Vehicles and 3rd Party Carriers**

Show-site Deliveries and Pick ups of Exhibit Materials by Private Owner Vehicles and Third Party Carriers will be unloaded/loaded by Union Teamsters at the Aria's Loading Dock, during published move-in and move-out hours. DRIVER CONTACT: Show-site Teamster Foreman is Greg Pacheco/Cell Number (408) 674-8470. Please give all Drivers Greg's Cell Number for all Deliveries and Pick ups. Any Questions prior to November 1, 2011, please contact CURTIN at (415) 883-7818.

---

Questions? Please call Curtin at (415) 883-7818.



# TERMS & CONDITIONS, PAYMENT POLICY, SAFETY, SECURITY & PRIVACY POLICY

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

---

## TERMS & CONDITIONS

Curtin Convention & Exposition Services, Inc.  
conducting business in the continental United States

## Exhibitor Agreement

Please read the following terms and conditions carefully.

By placing an order with Curtin Convention & Exposition Services, you agree to the following Payment Terms, Union Regulations, Safety Rules, and Limits of Liability & Responsibility.

## PAYMENT TERMS

- All Orders must be accompanied with "Full Payment" via Credit Card (Visa, MasterCard, or American Express) or via Company or Personal Check.
- All payments must be in U.S. Dollars.
- Advance Prices are only available if payment is received 21 days prior to show installation.
- Orders and payments processed after this time will be charged at the Regular Prices.
- A Credit Card Charge Authorization form must also be completed and faxed to 415-883-1755 prior to show installation.
- Additional order made at show site will be charged at the time of order using the provided credit card on the authorization form.
- Sign orders are at the prices shown plus sales tax. Tax is applied on signs only.
- CANCELLATION POLICY FOR DISPLAY LABOR: No Refunds or credits will be issued after 3 days prior to show move in date.
- Any discrepancy in items ordered and items received, or any questions or complaint concerning services, MUST be reported to the Curtin Service Desk at the Show, immediately upon noting it. Your problems will be resolved and/or any valid adjustment in your account will be made at that time, and approved by the Curtin supervisor in charge. Credits and adjustments will not be based on such information received after the Show.
- Refunds and exchanged are not permitted after the service or equipment have been delivered.
- If Curtin determines a credit is due, the credit will be applied to the credit card on file and within 30 days after show termination.

## SECURITY

Curtin uses the industry-standard SSL (Secure Socket Layer) encryption to process credit card transactions safely to better protect you and our business. Absolutely no information about our customer's data will be released, sold, or loaned to businesses or anyone else.

## PRIVACY POLICY

Your privacy is taken seriously by Curtin. At no time will any third party have access to your name, contact information, email address, or credit card information. Your name and address will only be used for delivery of your order and receipt. Your credit card information will be process securely

## DevLearn 2011

### UNION REGULATIONS

To assist you in planning for your participation in this Trade Show, we are certain you will appreciate knowing in advance that Union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction of the various Unions involved, we are furnishing you with the clauses pertaining to jurisdiction of the Union contract that ALL Convention Decorating and Drayage companies are signatory to.

**DISPLAY WORKERS UNION:** Members of this Union have jurisdiction over all setup and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise, i.e., items produced by you for sale that are to be displayed in your booth, or literature describing same. You may set up your exhibit display if one person can do such in less than one half-hour, without the use of tools.

**TEAMSTERS UNION:** This Union has jurisdiction on the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move material that is hand carryable by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

**ELECTRICIANS UNION:** The Electricians Union has jurisdiction on the installation, placement, and connecting of all electrical lines and power outlets, including floor or spot lights.

### SAFETY RULES

Standing on Chairs, Tables or other Rental Furniture is PROHIBITED. This Furniture is not engineered to support your standing weight. Curtin is not responsible for liability caused by standing on or any other improper use of Curtin furniture or equipment. If assistance is required in assembling your booth, please order Labor on the DISPLAY ORDER FORM and the necessary ladders and tools will be provided.

### LIMITS OF LIABILITY & RESPONSIBILITY

1. CURTIN and its contractors shall not be liable for damage, loss, or delays to uncrated freight, freight improperly packed, glass breakage or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CURTIN or its contractors 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 CURTIN and its contractors 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 CURTIN and its contractors 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 CURTIN or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.
3. CURTIN and its contractors 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 CURTIN in time to obtain the proper equipment.
4. CURTIN and its contractors 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, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, or other events of force majeure.

Continued on page 2.

## Curtin Limits of Liability & Responsibility (Page 2) - DevLearn 2011

5. CURTIN and its contractors shall not be liable for ordinary wear and tear in handling of equipment.
6. It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN 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 CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors 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 \$.3 per pound per article, with a maximum liability of \$450.00 per item or \$1000.00 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 non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors or their employees.
7. CURTIN and its contractors 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.
8. Claims for loss or damage must be submitted to CURTIN by the close of the show. No suit or action shall be brought against CURTIN or its contractor more than one year after the cause of action accrues.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CURTIN and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CURTIN or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that CURTIN or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. CURTIN 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 or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the CURTIN Service Desk. 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, and CURTIN and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, CURTIN 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 Exhibitors shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CURTIN assumes no liability as a result of such rerouting or handling.
13. The Exhibitor agrees, in the event of a dispute with CURTIN or its subcontractors relative to any loss or damage to any of the Exhibitors freight or equipment, that the Exhibitor will not withhold payment in any amount due to CURTIN for freight handling services or any other services provided by CURTIN against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CURTIN prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CURTIN or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.
15. No credit or refund will be issued after close of event.

The placing of an order for the services of tradesmen and the use of equipment by exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CURTIN in its sole discretion. Upon CURTIN's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 13 above. Likewise, once CURTIN has accepted and approved the Exhibitors offer, any shipper consigning or delivering a shipment to CURTIN or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 15 above. Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested the Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Be sure your liability insurance is in effect during transit & return of your freight, during storage & at show site. CURTIN is governed by the Limits of Liability & Responsibility as set forth as above.

**I have read and agree to these Payment Terms, Union Regulations, Safety Rules, and Limits of Liability & Responsibility.**

Name of Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# **ATTENTION**

## **PETROLEUM SURCHARGE INFORMATION**

Along with the majority of General Service Contractors, Curtin Convention & Exposition Services, Inc. has enacted a Petroleum Surcharge Program.

The Industry standard Petroleum Surcharge is 4%. Curtin has enacted a 2% increase on all services published in the exhibitor service manual. The Petroleum Surcharge will be shown as a separate line item on your Curtin Convention & Exposition Services, Inc. Computation of Charges page.

Petroleum costs impact every facet of the Trade Show business, from the cost of Carpeting (which is essentially processed petroleum), to Plastics, Visqueen, Propane Fuel and Diesel Fuel.

Curtin Convention & Exposition Services, Inc. thanks you for your continued support.



# COMPUTATION OF CHARGES

2269 Chestnut Street, Suite 628  
 San Francisco, California 94123  
 Phone: 415-883-7818 • Fax: 415-883-1755  
 www.curtinconvention.com

Event/Convention DevLearn 2011		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Ordered By (Signature)	Name	Phone Number	

## Forms, Payment, and Shipping

- CURTIN order forms and payment should be mailed or faxed directly to CURTIN.
- ALL OTHER order form and payments should be mailed or faxed directly *to the appropriate company*.
- The SHIPMENT of your Exhibit should be sent to:

TO: (Name of Company and Booth Number)  
 FOR: DevLearn 2011  
 C/O: YRC/Curtin Convention  
 5049 West Post Road  
 Las Vegas, Nevada 89118

- Please see PAYMENT POLICY ENCLOSED

## Recap of Payment

For CURTIN Order Forms only

FURNITURE	\$ _____
POSTERBOARDS	\$ _____
DISPLAY LABOR	\$ _____
SIGNS*	\$ _____
FREIGHT HANDLING	\$ _____
<i>SUB-TOTAL</i>	\$ _____
2% Petroleum Surcharge	\$ _____
<i>SALES TAX</i>	\$ _____
*(Note: 9.25% Sales Tax applicable on Signs ONLY)	
<b>TOTAL (U.S Funds)</b>	\$ _____

### Formula for Computing Freight Charges:

Minimum freight charge of 200 lbs. Round up all weights to next hundred lbs. (CWT)

Number of Pounds \_\_\_\_\_ divided by 100 = \_\_\_\_\_ x \$ \_\_\_\_\_ per 100 lbs. = \$ \_\_\_\_\_



# CREDIT CARD CHARGE AUTHORIZATION

2269 Chestnut Street, Suite 628  
 San Francisco, California 94123  
 Phone: 415-883-7818 • Fax: 415-883-1755  
 www.curtinconvention.com

Event/Convention DevLearn 2011		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Ordered By (Signature)	Name	Phone Number	

If you wish to charge the amount of your advance orders to your credit card account, please complete the information requested below and return this form with your orders\*\*

Exhibitors using this CREDIT CARD CHARGE AUTHORIZATION may FAX it with accompanying CURTIN Order Forms to: (415) 883-1755.

Payment Options:     American Express     VISA     MasterCard  
 Indicate:     Company Credit Card     Personal Credit Card

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

If using MasterCard, indicate the four numbers above your name \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Please print clearly the following information:

Cardholder Name: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\*\*For your convenience, we will use this authorization to charge your credit account for any additional amounts incurred as a result of showsite orders placed by your representative. These charges will include labor and freight handling. Please advise us, if you do not want this service.



# FURNITURE RENTAL FORM

To view pictures of the "Standard Furniture" listed on this Order Form; please log on to our Website at [http://www.curtinconvention.com/standard\\_furnishings.htm](http://www.curtinconvention.com/standard_furnishings.htm).

2269 Chestnut Street, Suite 628  
 San Francisco, California 94123  
 Phone: 415-883-7818 • Fax: 415-883-1755  
[www.curtinconvention.com](http://www.curtinconvention.com)

Event/Convention DevLearn 2011		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Ordered By (Signature)	Name	Phone Number	

<b>CHAIRS:</b>	<u>Advance</u>	<u>Regular</u>	<b>DISPLAY TABLES:</b>	<u>Advance</u>	<u>Regular</u>
Side Chair, Plastic, Grey or Black	\$58.00	\$78.00	(30" High, White Vinyl Top and Pleated Skirt on (3) Sides)		
Arm Chair Padded, Grey	\$91.00	\$121.00	4' X 2' Display Table	\$99.00	\$109.00
Stool, Padded, Grey or Black	\$76.00	\$87.00	6' X 2' Display Table	\$110.00	\$121.00
			8' X 2' Display Table	\$121.00	\$131.00
			4th side draped (additional)	\$31.00	\$41.00
			*Undraped Tables will be charged less \$10.00 off above prices.		
<b>CARPET:</b>			<b>DISPLAY COUNTERS:</b>		
10' Booth Carpet	\$175.00	\$236.00	(42" High, White Vinyl Top and Pleated Skirt on (3) Sides)		
20' Booth Carpet	\$275.00	\$336.00	4' X 2' Display Counter	\$116.00	\$126.00
30' Booth Carpet	\$375.00	\$436.00	6' X 2' Display Counter	\$126.00	\$136.00
*Larger sizes available upon request.			8' X 2' Display Counter	\$136.00	\$146.00
			4th side draped (additional)	\$36.00	\$46.00
			*Undraped Counters will be charged less \$10.00 off above prices.		
<b>BOOTH ACCESSORIES:</b>			<b>ROUND TABLES (not skirted):</b>		
Wastebasket	\$19.00	\$23.00	36" diameter X 30" high	\$154.00	N/A on site
Easel	\$53.00	\$63.00	30" diameter X 42" high	\$154.00	N/A on site
Bag Rack	\$151.00	N/A on site			
Evaluation Box	\$76.00	N/A on site	<b>COFFEE TABLE:</b>		
Literature Rack	\$151.00	N/A on site	15" high X 36" long X 18" wide	\$51.00	\$61.00
<b>RISERS:</b>					
(Covered with White Vinyl)					
4' Long x 10" High x 8" Deep	\$52.00	\$65.00			
6' Long X 10" High X 8" Deep	\$62.00	\$73.00			
8' Long x 10" High x 8" Deep	\$72.00	\$83.00			

**SPECIALTY FURNITURE/ITEMS:**

For Specialty Furniture and Items not listed on this Furniture Order Form; please log on to our Website at [http://www.curtinconvention.com/specialty\\_furnishings.htm](http://www.curtinconvention.com/specialty_furnishings.htm). This section will provide you with a complete catalog and pricing. To order any Specialty Furniture/Items, please write in your selection/price in the Description Section on this Furniture Order Form.

**PLACE ORDER HERE (Please Print Clearly)**

Table/Counter Skirt Color (Show Color will be provided if no color is indicated below):

Blue  Red  Gold  Grey  White  Burgundy  Black  4<sup>th</sup> Side Drape  Undraped

Carpet Color (Grey will be provided if no color is indicated):  Blue  Red  Grey  Black

Quantity	Description	Price	Total Price

TOTAL THIS PAGE (U.S. FUNDS) = \_\_\_\_\_

**Payment Policy:** To obtain the advance price, full payment must be included with your order. All orders must be received by CURTIN no later than twenty-one (21) days prior to show installation. All invoices must be settled at our Service Desk prior to the closing of the show. No credits will be issued after the closing date of the show. **Cancellation Policy:** Items cancelled after CURTIN show move-in begins will be charged at 50% of original prices. Items cancelled after delivery will be charged at 100%.

To receive the Advance Price, payment and orders must be received by Tuesday, October 11, 2011.

2269 Chestnut Street, Suite 628  
 San Francisco, California 94123  
 Phone: 415-883-7818 • Fax: 415-883-1755  
 www.curtinconvention.com

Event/Convention DevLearn 2011		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Ordered By (Signature)	Name	Phone Number	

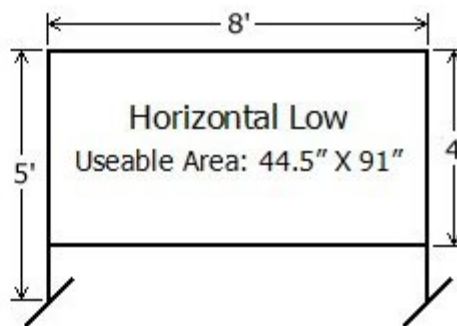
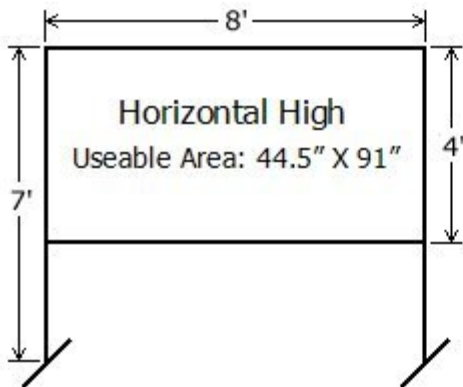
Posterboards are covered in Dove (light gray) Braelok, and are acceptable for push pins or Velcro. The useable area is 44.5" High X 91" Wide. \*Horizontal High stands 7' and Horizontal Low stands 5'

Please note that Posterboards cannot be ordered at show-site.

Please indicate below your preference of position.

Quantity	Item	Advance Price	Show Price	Total
_____	Horizontal High	\$ 147.00	\$ 190.00	= _____
_____	Horizontal Low	\$ 147.00	\$ 190.00	= _____
TOTAL THIS PAGE =				_____

(U.S. FUNDS)



To receive the Advance Price, payment and orders must be received by Tuesday, October 11, 2011.



# DISPLAY LABOR ORDER FORM

2269 Chestnut Street, Suite 628  
 San Francisco, California 94123  
 Phone: 415-883-7818 • Fax: 415-883-1755  
 www.curtinconvention.com

Event/Convention DevLearn 2011		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Ordered By (Signature)	Name	Phone Number	

**SET UP:** We will require \_\_\_\_\_ display persons, each person for approximately \_\_\_\_\_ hours.

**DISMANTLE:** We will require \_\_\_\_\_ display persons, each person for approximately \_\_\_\_\_ hours.

THE EXHIBIT CONSISTS OF \_\_\_\_\_ SHIPPING CASES (OR CRATES)  
 (Please do not include cartons of literature or other items)

- Drawings, blue prints and photos are enclosed in case # \_\_\_\_\_.
- Drawings, blue prints and photos are enclosed with this order.

Please select one of the following installation choices:

- YOU MAY PROCEED TO INSTALL

Our representative will arrive later. If you direct us to proceed, we will attempt to start the set up of your exhibit as soon as it arrives at your booth space, and supervise its installation.

\*The Charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. This charge applies to dismantle labor as well.

- APPROXIMATE STARTING TIME

Do not proceed until our representative calls at the Curtin Service Desk at the show for labor at approximately \_\_\_\_\_ (time), \_\_\_\_\_ (day), \_\_\_\_\_ (date).

- DEFINITE STARTING TIME

If you select a definite starting time, we will have the display persons available at the Curtin Service Desk. Labor charges will start at that time. There will be a minimum one hour per person charged if labor is ordered and not used unless cancelled 48 hours prior to time ordered.

Installation Starting time: \_\_\_\_\_ (time), \_\_\_\_\_ (day), \_\_\_\_\_ (date).

**Rates:** (One-hour minimum per display person. All labor subject to union contract changes.)

**Regular Time:** 8:00 AM to 4:30 PM weekdays: \$100.00 per person, per hour.

**Overtime:** 6:00 AM to 8:00 AM and 4:30 PM to 10:00 PM weekdays: \$139.00 per person, per hour.

**Doubletime:** 10:00 PM to 6:00 AM weekdays, all day Saturdays, Sundays and Holidays: \$190.00 per person, per hour.

\*Special instructions from the exhibitor: \_\_\_\_\_

TOTAL this page = \_\_\_\_\_ (US Funds)

Cancellation Policy: No Refunds or Credits issued after Friday, October 28, 2011 \*By 1pm.



# SIGN ORDER FORM

2269 Chestnut Street, Suite 628  
 San Francisco, California 94123  
 Phone: 415-883-7818 • Fax: 415-883-1755  
 www.curtinconvention.com

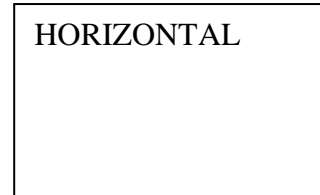
Event/Convention DevLearn 2011		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Ordered By (Signature)	Name	Phone Number	

When ordering signs, it is advisable to put the MINIMUM number of words on your sign. Cluttered signs (too many words) most often are not read. People will NOT stand there to read a sign with heavy copy. Your message should ONLY include "highlight" wording to obtain interest.

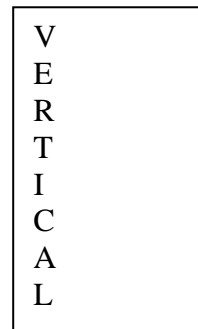
The rates below are for signs prepared during the hours of 8:00 AM – 4:30 PM, Monday through Friday, excluding holidays. Prices are for signs with 10 words or less; additional copy will be charged at the rate of .75 cents per word. Cardboard easel backs are \$2.00 each. Banners/Logos/Multicolored will be quoted.

*SPECIAL NOTE:* Please indicate the quantity of signs you require under "Number of Signs" on the line opposite each size desired. Be sure to make your entries in the proper section – horizontal or vertical – according to your requirements.

HORIZONTAL:	Quantity	Size	Advance Price	*Show Price
	_____	11" X 14"	\$ 9.50	\$ 11.75
	_____	22" X 28"	\$ 28.00	\$ 35.00
	_____	24" X 30"	\$ 34.00	\$ 42.50
	_____	28" X 44"	\$ 57.00	\$ 71.25



VERTICAL:	Quantity	Size	Advance Price	*Show Price
	_____	11" X 14"	\$ 9.50	\$ 11.75
	_____	22" X 28"	\$ 28.00	\$ 35.00
	_____	24" X 30"	\$ 34.00	\$ 42.50
	_____	28" X 44"	\$ 57.00	\$ 71.25



TOTAL this page = \_\_\_\_\_ (US Funds)

All signs are on white showcard. Please indicate the color of the letters:

- Blue  
  Red  
  Black  
  Easel Back

COPY: (Please print) \_\_\_\_\_

To receive the Advance Price, payment and orders must be received by Tuesday, October 11, 2011.  
**Cancellation Policy:** No cancellations or refunds after sign has been produced.

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

---

Advance Shipments may begin arriving to the warehouse on **Monday, October 3, 2011**.

The **Material Handling Services Order Form and Payment** are due by **Friday, October 28, 2011 \*By 1pm..** If the **Material Handling Services Order Form and Payment** are not received by the above date, a 25% Surcharge will apply.

Last day freight will be received at advance warehouse is **Friday, October 28, 2011 \*By 1pm..**

Shipments received after **Friday, October 28, 2011 \*By 1pm.** will be charged a 25% Late Freight Fee, plus a Transit Charge from Advance Warehouse to the Aria Resort & Casino. Transit Charges will be determined at the time of the receipt of Late Freight.

### **Advance Warehouse Shipping Address**

Please label each piece of freight as follows:

TO: (Name of Company and Booth Number)  
FOR: DevLearn 2011  
C/O: YRC/Curtin Convention  
5049 West Post Road  
Las Vegas, Nevada 89118

- DO NOT ADVANCE SHIP directly to the Aria Resort & Casino prior to the show move-in date. Prior to this date, Curtin will not be available on-site to receive your shipment. Your shipment will be returned.
- All shipments should be insured by the Exhibitor from the time they leave his/her firm until they are returned from the show.
- Shipments received without receipts or freight bills, such as UPS and FedEx, will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments.
- Curtin will not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after same have been delivered to booth, or before we have picked up for loading out of exhibit hall. In all instances, Curtin's maximum limit of liability will be \$.30 per pound per article.
- Services such as erection, uncrating, unskidding, dismantling, crating, or skidding in booth, the following rates apply at a (1) hour minimum:

Material Handler:	\$100/per hour-Straight Time	\$139/per hour-Overtime
Forklift with Operator up to 4000lbs:	\$145/per hour-Straight Time	\$190/per hour-Overtime
Forklift with Operator up to 10,000lbs:	\$165/per hour-Straight Time	\$210/per hour-Overtime
Banding Steel:	Steel \$.60 per linear foot plus labor	

**Straight Time:** Monday through Friday 8 AM – 4:30 PM

**Overtime:** Monday through Friday, 8 AM, after 4:30 PM

**Double Time:** Any time Saturday, Sunday and Holidays.



2269 Chestnut Street, Suite 628  
 San Francisco, California 94123  
 Phone: 415-883-7818 • Fax: 415-883-1755  
 www.curtinconvention.com

**SERVICES INCLUDED IN RATES**

- Labor and equipment to unload shipment
- Storage up to 30 days in advance at the warehouse address
- Roundtrip delivery of shipment to and from the booth location
- Handling of empty containers to and from storage area
- Reloading of shipments onto outbound carriers and private owner vehicles

**RATE INSTRUCTIONS**

- For more cost-effective material handling, consider shipping all your materials in one shipment either crated or as a shrink-wrapped pallet.
- Advance Warehouse and Show-Site Shipments are offered at the same rate. Advance Warehouse shipments are recommended if time allows.
- 200 lb. minimum charge per shipment
- Weight is based on the incoming weight only and all weights are rounded up to the next CWT.
- Special services rates will be charged at the stated weight at time of delivery, unless a weight certificate is attached.
- No credits will be issued.
- Stated Rates apply to both Advance Warehouse and Show Site Shipments
- Show-site Deliveries and Pick ups of Exhibit Materials by Private Owner Vehicles and Third Party Carriers will be unloaded/loaded by Union Teamsters at the Aria Resort & Casino Loading Dock during published move-in hours and move-out hours. CONTACT: Show-site Teamster Foreman is Greg Pacheco/Cell Number (408) 674-8470. Please give all Drivers Greg's Cell Number for all Deliveries and for Pick ups. Any Questions prior to move-in date, please contact CURTIN at (415) 883-7818.

<p>Per CWT (100 lbs.)          Minimum Charge (200 lbs.)          Warehouse &amp; Show Site Rate  <b>\$127.00/cwt. roundtrip rate</b></p>	<p><b>REGULAR SHIPMENTS</b> rates apply to <u>crated</u> shipments arriving to Warehouse and/or Show Site via common carrier and requiring no special handling.</p>
<p>Per CWT (100 lbs.)          Minimum Charge (200 lbs.)          Warehouse &amp; Show Site Rate  <b>\$152.00/cwt. roundtrip rate</b></p>	<p><b>SPECIAL SHIPMENTS or SPECIAL CARRIER</b> – Rates apply to uncrated, unskidded, or wrapped shipments arriving to Warehouse and/or Show Site via common carrier and requiring special handling. Rates also apply to shipments arriving to the Warehouse and/or Show Site via special carrier which include FedEx, UPS, DHL, etc. due to their delivery procedures and documentation.</p>
<p>Per CWT (100 lbs.)          Minimum Charge (200 lbs.)          Warehouse Rate  <b>25% surcharge, for each occurrence, will apply in addition to above rates.</b></p>	<p><b>LATE SHIPMENTS</b>          Shipments received at the warehouse after <u>Friday, October 28, 2011 *By 1pm.</u> will be charged a 25% surcharge plus a Transit Charge from Advance Warehouse to the show site may be applied. Transit Charges will be determined at the time of the receipt of Late Freight.</p>
<p>Per CWT (100 lbs.)          Minimum Charge (200 lbs.)          Warehouse Rate  <b>25% surcharge, for each occurrence, will apply in addition to above rates.</b></p>	<p><b>SHIPMENT WITHOUT MATERIAL HANDLING SERVICES ORDER FORM AND PAYMENT</b>          Shipments received without the completed material handling services order form and payment will be charged at 25% surcharge.</p>



# MATERIAL HANDLING SERVICES ORDER FORM

2269 Chestnut Street, Suite 628  
 San Francisco, California 94123  
 Phone: 415-883-7818 • Fax: 415-883-1755  
 www.curtinconvention.com

<b>Convention Name: DevLearn 2011</b>	
<b>Company Name:</b>	<b>Order Date:</b>
<b>Contact Name:</b>	<b>Booth#</b>
<b>Contact Signature:</b>	<b>Phone#</b>

<b>Originating City/State of Shipment:</b>	<b>Shipping Date:</b>
<b>Carrier:</b>	<b>Approximate Arrival Date(s):</b>
<b>Local Representative:</b>	<b>No. of Shipments:</b>
<b>Phone # of Local Representative:</b>	<b>No. of Total Pieces:</b>

When estimating and recording total weight per shipment, please round to the next 100 pounds.

Shipment Description	Rate/cwt x Pounds (200 lb. minimum charge)	Charge
<b>REGULAR SHIPMENTS TO ADVANCE WAREHOUSE</b> Crated shipments via common carrier to the advance warehouse.	\$127.00/cwt x _____lbs.	\$
<b>REGULAR SHIPMENTS TO SHOW SITE</b> Crated shipments via common carrier to the show site. <i>*Shipments will only be received during the listed "Set up" Dates and Times.</i>	\$127.00/cwt x _____lbs.	\$
<b>SPECIAL SHIPMENTS or SPECIAL CARRIER TO ADVANCE WAREHOUSE</b> Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to the advance warehouse.	\$152.00/cwt x _____lbs.	\$
<b>SPECIAL SHIPMENTS or SPECIAL CARRIER TO SHOW SITE</b> Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to show site. <i>*Shipments will only be received during the listed "Set up" Dates and Times.</i>	\$152.00/cwt x _____lbs.	\$
<b>LATE SHIPMENTS</b> Shipments received at the warehouse after Friday, October 28, 2011 *By 1pm. Transit Charge from Advance Warehouse to the show site may be applied. Transit Charges will be determined at the time of the receipt of Late Freight.	25% surcharge added to above fee	\$
<b>TOTAL PAYMENT</b>		<b>\$</b>

**IMPORTANT:** It is understood that your calculation as stated above is only an estimated weight. The final charge will be calculated and billed based on actual weight of the shipment. If you need Special Handling Services such as a Forklift, Extra Handling Labor, etc., call (415)883-7818 to make arrangements.

**THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO SHIPMENT OF MATERIALS ALL TERMS AND CONDITIONS HEREIN STATED ARE UNDERSTOOD AND ACCEPTED.**

<b>Authorized By:</b>	<b>Signature:</b>
-----------------------	-------------------



# REFORWARDING INSTRUCTIONS – ORDER FORM

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

<b>Convention Name: DevLearn 2011</b>	
<b>Company Name:</b>	<b>Order Date:</b>
<b>Contact Name:</b>	<b>Booth#</b>
<b>Contact Signature:</b>	<b>Phone#</b>

## Reforwarding Instructions at End of Show

### OUTBOUND SHIPPING IS NOT AUTOMATIC

#### PLEASE READ THE INFORMATION BELOW AND COMPLETE THE FORM

- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- YRC is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors.
- Bill of Lading and Labels will be provided for those Exhibitors using YRC.
- Exhibitors not using YRC must to arrange with a carrier to pickup materials at the Aria Resort & Casino's Loading Area after 3:45pm, Thursday, November 3, 2011.
- All materials must be off the show floor by 8:00 pm, Thursday, November 3, 2011.
- Representatives must turn in a Bill of Lading to CURTIN Service Desk, prior to leaving the show floor.
- Any material left on the show floor after 8:00 pm will be shipped out via YRC at the Exhibitor's expense.
- CURTIN is not responsible for shipments left in booth by exhibitor.
- CURTIN will count and ship pieces as we find the shipment in the booth upon removal.
- CURTIN will not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after they have been delivered to the booth or before we have picked up for loading out of exhibit area.
- At the close of the Show, where carriers fails to pick up or refuse to accept shipments, CURTIN reserves the right to re-route such shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor, and they will be charged accordingly for this service. No liability will be assumed by CURTIN as a result of such re-routing handling. The liability of CURTIN is hereby limited to \$.30 per pound per article, and values exceeding this limitation should be insured by the shipper.
- Method of Outbound Shipment (check one)

<b>Motor Freight [ ]</b>	<b>Air [ ]</b>	<b>Van Line [ ]</b>	<b>Other _____</b>	<b>Private Vehicle [ ]</b>
<b>Return Shipping Address:</b>				
<b>Contact Person/Phone Number:</b>				
<b>Carrier:</b>			<b>Number of Outbound Pieces:</b>	



# SHIPPING LABELS FOR THE ADVANCE WAREHOUSE

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

- These labels are for your own convenience. Feel free to use your own shipping labels.

## Important Shipping Date for the Advance Warehouse:

- First Date Freight can arrive to the Advance Warehouse: **Monday, October 3, 2011**
- Last Date Freight can arrive to the Advance Warehouse: **Friday, October 28, 2011 \*By 1pm.**

## Instructions for using the shipping labels provided below:

- On the shipping label(s) in the area where "TO:" is indicated, write in your **Company Name and Booth #.**
- For your reference, make of copy of the completed shipping label(s).
- Cut the completed shipping label(s) out and securely affix the label(s) to your freight.

**TO:**

**Booth #:**

**FOR: DevLearn 2011  
C/O: YRC/Curtin Convention  
5049 West Post Road  
Las Vegas, Nevada 89118**

**TO:**

**Booth #:**

**FOR: DevLearn 2011  
C/O: YRC/Curtin Convention  
5049 West Post Road  
Las Vegas, Nevada 89118**



# EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION FORM

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

---

If your company plans to use a sub-contractor other than Curtin Convention & Exposition Services, Inc. to erect or dismantle your exhibit, this form must be filled out completely and returned to Curtin no later than **14 days prior** to show opening date. Failure to do so will result in the inability of the contractor to serve your exhibit.

In addition, your selected contractor must furnish an original Certificate of Insurance showing General Liability Coverage and Worker's Compensation, with a coverage of \$1,000,000 valid in the city where the show will be held, to Curtin Convention & Exposition Services, Inc. **14 days prior to show opening.**

These requirements will be strictly enforced.

Exhibiting Company \_\_\_\_\_ Booth Number \_\_\_\_\_

Exhibitor Contact (Please print) \_\_\_\_\_ Title \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Sub-Contractor / Display House \_\_\_\_\_

Type of Work to Be Performed \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

Emergency 24-Hour Telephone Number \_\_\_\_\_

Estimated Number of Workers \_\_\_\_\_ Estimated Date of Arrival \_\_\_\_\_

Return this page completed, via fax to (415) 883-1755.

## NOTES:

- No permission will be given to an Exhibitor Appointed Contractor for the performance of the following services: Furniture, Electrical, Plumbing, Telephone, Drayage, Rigging, Booth Cleaning and Catering.
- Exhibitor Appointed Contractors must comply with Union Regulations and hire Union Personnel from the appropriate union that has jurisdiction in the Exhibit Area.
- It is the responsibility of the Exhibiting Company to see that each representative of Exhibitor Appointed based on actual weight of the shipment. If you need Special Handling Services such as a Forklift, Extra Handling Labor, etc., call (415)883-7818 to make arrangements.



ORDER ONLINE / MAIL OR FAX FORMS WITH PAYMENT TO:  
 www.ARIA Exposition Services.com  
 6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

BOOTH  
NUMBER

Order Online at www.ARIAExpositionServices.com

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
CC TYPE:	EXP DATE:	CC #			
CARDHOLDERS SIGNATURE:			EMAIL **Required for Receipt**		

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

## AUDIO VISUAL SERVICES

To receive advance prices AES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.  
 All rates are based on a per day rate.

EQUIPMENT DESCRIPTION	ADV SHOW	LATE ORDER	QTY	DAY S	TOTAL
<b>PROJECTORS &amp; PRESENTATION</b>					
WIRELESS PRESENTER	\$ 30.00	\$ 36.00			
FLIPCHART WITH MARKERS	59.00	71.00			
LASER POINTER	30.00	36.00			
2.5K LUMEN PORTABLE PROJECTOR	413.00	496.00			
5K LUMEN PORTABLE PROJECTOR	885.00	1062.00			
70"X70" TRIPOD SCREEN	59.00	71.00			
8'X8' TRIPOD SCREEN	71.00	85.00			
34" ROLLING CART W/SKIRT	36.00	43.00			
42" ROLLING CART W/SKIRT	42.00	50.00			
54" ROLLING CART W/ SKIRT	48.00	57.00			
<b>DATA (COMPUTER) MONITORS – Only data monitors can be used with computers</b>					
32" LCD VGA MONITOR	\$295.00	\$354.00			
40" LCD VGA MONITOR	413.00	496.00			
*42" PLASMA MONITOR	413.00	496.00			
*46" HD (1080P) LCD MONITOR	620.00	744.00			
*50" PLASMA MONITOR	502.00	602.00			
**61" PLASMA SCREEN	826.00	992.00			
**65" PLASMA SCREEN	1180.00	1416.00			
PLASMA STAND – Flat Rate	100.00	125.00			
<b>PLASMA SCREEN HANGING HARDWARE EXTRA! CALL FOR QUOTE</b>					
<b>LABOR – IN BOOTH TECHICIAN</b>					
ONE TIME PICK UP & DEL	\$ 75.00				
STRAIGHT TIME	\$ 75.00				
OVERTIME**		\$135.00			

EQUIPMENT DESCRIPTION	ADV SHOW	LATE ORDER	QTY	DAYS	TOTAL
<b>AUDIO</b>					
WIRED MIC	\$ 30.00	\$ 36.00			
WIRELESS MIC	145.00	174.00			
FLOOR MIC STAND	6.00	7.00			
6 CHANNEL MIXER	71.00	85.00			
8 CHANNEL MIXER	95.00	114.00			
12 CHANNEL MIXER	118.00	142.00			
POWERED SPEAKER JBL	148.00	177.00			
*Wired and Wireless microphones require the use of a sound system. Call for Quote					
<b>CD / DVD'S</b>					
CD PLAYER	\$ 42.00	\$ 50.00			
CD RECORDER	83.00	100.00			
CD PLAYER / iPod DECK	48.00	57.00			
DVD PLAYER	59.00	71.00			
DVD RECORDER	119.00	142.00			
DVD PLAYER / RECORDER	324.00	390.00			
<b>TOTAL EQUIPMENT</b>					
ONE TIME PICK UP & DELIVERY (1 HOUR MIN. REQUIRED) *REQUIRES TWO (2) DELIVERY / **REQUIRES (4) DELIVERY					<b>\$ 75.00</b>
<b>TOTAL AUDIO VISUAL</b>					
DELIVERY DATE REQUESTED:			DELIVERY TIME:		
BOOTH CONTACT:					

\*\*NOTE: STRAIGHT TIME LABOR IS FROM 8 A.M. TO 5 P.M., OVERTIME LABOR IS FROM 5 P.M. TO 8 A.M.

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks**  
**ADDITIONAL EQUIPMENT IS AVAILABLE FOR RENTAL – CALL (702) 309-8326 FOR DETAILS**  
 Audio Visual services are an exclusive service of ARIA Resort & Casino.  
 Charges will appear on statements as "TEAM CO"

Form Updated As Of:  
1 OCT 2010





ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:  
 www.ARIA Exposition Services.COM  
 6455 S. Dean Martin Dr. Suite C / Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) / Fax: (702) 309-8328 / Email: orders@exposervicedesk.com

**BOOTH NUMBER**

ORDER ONLINE AT WWW.ARIAXPOSITIONSERVICES.COM

**BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PLACED ON THIS ORDER FORM. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

Event Name:		Event Dates:		Location:	
Exhibiting Company Name:					
Billing Name and Street Address:					
City:		State:		Zip Code:	
Telephone Number:			Fax Number:		
Ordered By:			Print Name:		
CC Type:		Expiration Date:		CC Number:	
Cardholders Signature:				Email Address **Required for Receipt**:	

**ELECTRICAL SERVICES**

Quantity Non-24 HR.	Description	Advance Rate	Regular Rate	Total	TERMS AND CONDITIONS
<b>120V LIGHTING &amp; UTILITY OUTLETS</b>					
	500 Watt or 5 Amps	\$ 89.50	\$ 134.00		ARIA Exposition Services (AES) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a AES technician. AES will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a AES technician.
	1000 Watt or 10 Amps	\$ 161.00	\$ 242.00		
	2000 Watt or 20 Amps	\$ 225.00	\$ 338.00		
	30 Amps Requires Labor	Call for Quote			

<b>208V 1 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>				
	10 Amp	\$ 241.00	\$ 362.00	
	20 Amp	\$ 337.00	\$ 506.00	
	30 Amp	\$ 472.00	\$ 708.00	
	60 Amp	\$ 661.00	\$ 992.00	
	100 Amp	\$ 992.00	\$ 1,488.00	
	150 Amp	\$ 1,389.00	\$ 2,084.00	
	200 Amp	\$ 1,945.00	\$ 2,918.00	

**IMPORTANT:**

\*24-Hour Power & Dedicated Circuits will be double the listed price. Please double rates. Use \* to indicate 24-Hr. Outlet(s).

\*To receive advance show prices, we must receive your order, along with payment in full or credit card authorization, within fourteen (14) days prior to show opening. All other orders will be charged at regular price.

**OUTLET LOCATION & DISTRIBUTION:**

\*All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths.

\*All electrical outlets for island booths will be dropped to one main location per the exhibitors' floor plan. If no plan is provided, the outlets will be installed at our discretion.

\*Any additional power drop or locations are chargeable on a time and material basis.

\*Distribution and connection of outlets are chargeable on a time and material basis.

<b>208V 3 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>				
	10 Amp	\$ 322.00	\$ 483.00	
	20 Amp	\$ 451.00	\$ 677.00	
	30 Amp	\$ 631.00	\$ 947.00	
	60 Amp	\$ 883.00	\$ 1,325.00	
	100 Amp	\$ 1,236.00	\$ 1,854.00	
	150 Amp	\$ 1,730.00	\$ 2,595.00	
	200 Amp	\$ 2,225.00	\$ 3,338.00	

\*No credits will be issued on unused outlets or lights installed as ordered.

\*Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.

**ELECTRICAL LABOR:**

\*Labor rates are subject to Union Contract effective at time of show:  
 ST \$79.50 OT \$135.00

**AES JURISDICTION:**  
 (REQUIRES LABOR AND OR MATERIAL)

\*All under-carpet distribution of electrical wiring.

\*All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, wired pair, etc., and the distribution of same from product to booth and from booth to booth.

\*All motor and equipment hook-ups requiring wiring connections.

\*Installation and/or repair of electrical fixtures.

\*Installation of electrical motors and electrical apparatus to be energized.

\*All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor.

\*Labor is required to inspect equipment pre-wired to plug into our system.

\*Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

<b>TRANSFORMER(S) TO BOOST 208V TO 230V</b>				
<b>Total Amps</b>	Circle Outlets Requiring Boost	<b>\$3.50 / AMP</b>	<b>(\$75.MIN.)</b>	

\*Labor before 8:00 a.m. and after 5:00p.m. and Saturdays, Sundays, and holidays will be at the overtime rate.

<b>480V 3 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>				
	20 Amp	\$ 812.00	\$ 1,218.00	
	30 Amp	\$ 974.00	\$ 1,461.00	
	60 Amp	\$ 1,169.00	\$ 1,754.00	
	100 Amp	\$ 1,403.00	\$ 2,105.00	
	200 Amp	\$ 1,964.00	\$ 3,339.00	

\*All labor requests require a credit card on file.

\*Lift Rates: \$125.00 per hour (One hour minimum)

\*Starting Time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request.

**Also available: 380V/220V/ 3 PHASE MOTOR & EQUIPMENT OUTLETS**

**LABOR REQUEST:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. Men: \_\_\_\_\_

**This labor order will not be processed until we receive a complete electrical order and floor plan. Please indicate neighboring booth and aisle numbers on floorplan form included in this brochure.**

\_\_\_\_ AES Supervision (25% Supervision Fee) \_\_\_\_ Exhibitor and/or EAC Supervision (Assume Liability)

**Total Electrical Outlets**

Form Updated As Of:  
1 OCT 2010

Payment must be in US funds drawn on US banks.  
**Electrical Services are an exclusive service of ARIA Resort and Casino.**  
 Charges will appear on statements as "TEAM Co"





ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:

www.**ARIA Exposition Services**.COM  
 6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

BOOTH NUMBER

Order Online at www.ARIAXpositionServices.com

EVENT NAME:			EVENT DATES:			LOCATION:		
EXHIBITING COMPANY NAME:								
BILLING NAME AND STREET ADDRESS:								
CITY:			STATE:			ZIP CODE:		
TELEPHONE NUMBER:					FAX NUMBER:			
ORDERED BY:					PRINT NAME:			
TYPE:	EXP DATE:							
CARDHOLDERS SIGNATURE:					EMAIL: <b>**Required for receipt**</b>			

BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.  
 All rates are based on a per **DAY RATE**

## BROADBAND INTERNET & NETWORKING

Description of Service	Quantity X Price	Total
<b>1. Standard Line Services – 100mb Line</b>		
Shared Ethernet Service (DHCP –one computer.)	X \$1,300.00	
A. Additional Users (Labor at \$75.00/hr applies to all installs of more than twocomputer)	X \$ 50.00	
B. Multi-Mode / Room to Room Fiber Run	X \$ 900.00	
C. Multi-Mode / Inside Room Fiber Run	X \$ 100.00	

ARIA Resort & Casino is not responsible for viruses brought in by outside equipment. Every effort is made to secure all connections; however, due to the nature of the show network that is established for individual events, computers that are affected may pass on their virus to other members on the show floor. If you are unsure of your computer's virus protection, for a nominal fee, the AES office can scan your computer to ensure that it is virus free.

<b>2. Special Line Services and Equipment Rental</b>		
A. LAN / VPN Connection Outside of Building	(Call 702-309-8326 for quote)	
B. Dedicated IP Address	X \$ 180.00	
C. Special Configurations / Engineering	(Call 702-309-8326 for quote)	
D. 50 Foot Patch cable – Cat 5 (Rental)	X \$ 25.00	
<b>3. Expedite Charge - \$250.00 per line (If ordered less than 14 days prior to show move-in.)</b>		

**Under NO CIRCUMSTANCES are users allowed to directly attach their own DHCP server to AES Connectivity.**

**TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-309-8328**

- |   |  |
|---|--|
| <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</li> <li>AES accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC). <i>Make all checks payable to: AES</i></li> <li>Installations are due 24 hours prior to show opening.</li> <li>Customer provided / ordered circuits must be installed and operational two (2) days prior to show move-in. Customers must provide AES with circuit Number and provider's name.</li> </ol> | <ol style="list-style-type: none"> <li>Attach any required additional floor plans / diagrams.</li> <li>Rates listed include a single DHCP address, bringing the service to the booth in the most convenient manner and does not include computer equipment.</li> <li>Due to the nature of the Internet, AES cannot guarantee any level of performance or accessibility beyond our gateway.</li> <li>The choice of Internet Service Provider (ISP) is at the sole discretion of AES.</li> <li>10Mbps and lower services are provided on 10Mbps Ethernet based connectivity with RJ-45 jacks for each connection ordered.</li> <li>T-1 orders must be placed 45 days prior to move-in date.</li> </ol> |
|---|--|

**Payment for services must be in US Funds, Drawn on US Banks.**  
**Broadband Internet & Networking Services are an exclusive service of ARIA Resort & Casino.**  
 \*\*Charges will appear on statements as "TEAM Co" \*\*



ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:  
 WWW.**ARIA Exposition Services**.COM  
 6455 S. Dean Martin Dr. Suite C. ♦ Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

**BOOTH  
NUMBER**

EVENT NAME:			EVENT DATES:			LOCATION:		
EXHIBITING COMPANY NAME:								
BILLING NAME AND STREET ADDRESS:								
CITY:			STATE:			ZIP CODE:		
TELEPHONE NUMBER:					FAX NUMBER:			
ORDERED BY:					PRINT NAME:			
CC TYPE:	EXP DATE:	CC #						
CARDHOLDERS SIGNATURE:					EMAIL **Required for Receipt**			

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY (BOTH SIDES) FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

## BOOTH LIGHTING SERVICE

ARIA nor its contractors or subcontractors are responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection you should install a surge protector / over-under voltage protector on your computer(s) and/or other equipment you deem necessary. Electrical contractor for ARIA should make installation and connections to all electrical service. They will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person, caused by the installation, connection or plugging into any electrical outlet by persons other than their personnel.

**To receive advance prices AES must receive your order, with full payment, fourteen (14) working days prior to show opening, all other orders will be processed at the regular rate.**

LIGHTING DESCRIPTION	ADVANCE RATE	REGULAR RATE	QUANTITY	TOTAL
<b>Booth Lighting 1:</b> One 18" Track w/ One Fixture	\$ 89.50	\$ 134.00		\$
<b>Booth Lighting 2:</b> One 4' Track w/ Two Fixture	161.00	242.00		\$
<b>Booth Lighting 3:</b> One 4' Track w/ Three Fixture	225.00	338.00		\$
<b>Booth Lighting 4:</b> One 4' Track w/ Four Fixtures	281.00	386.00		\$
<b>Booth Lighting 5:</b> Additional MR16 Fixtures	40.00	45.00		\$
<b>Booth Lighting 6:</b> Source 4 PAR or Overhead Light	300.00	375.00		\$
<b>Booth Lighting 7:</b> Source 4 Ellipsoidal Banner Light	300.00	375.00		\$
<b>Booth Lighting 8:</b> Static Logo Light (Does not include gobo)	495.00	574.00		\$
<b>Booth Lighting 9:</b> Moving Logo Light (Does not include gobo)	700.00	840.00		\$
<b>ARTWORK FOR LOGO LIGHTS REQUIRED 3 WEEKS PRIOR TO EXHIBITOR SET-UP</b>				
<b>Booth Lighting 10:</b> 150 Watt Flood Light on 8' Pole	89.50	135.00		\$
<b>Booth Lighting 11:</b> Double Flood Light on 8' Pole	145.00	180.00		\$
<b>TOTAL ALL ROWS</b>				\$

**LABOR:** Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate. **A minimum charge per booth of one hour for installation will apply to all booths requiring labor.** Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. Please indicate dates you would like work to commence.

**LABOR RATES: \$ 79.50 Straight Time / \$ 135.00 Overtime**

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks.  
 FOR ASSISTANCE IN ORDERING LIGHTING – CALL (702) 309-8326  
 Lighting Services are an exclusive service of ARIA Resort & Casino.  
 Charges will appear on statements as "TEAM Co"**

Form Updated As Of:  
1 OCT 2010

Order Online at www.ARIAExpositionServices.com

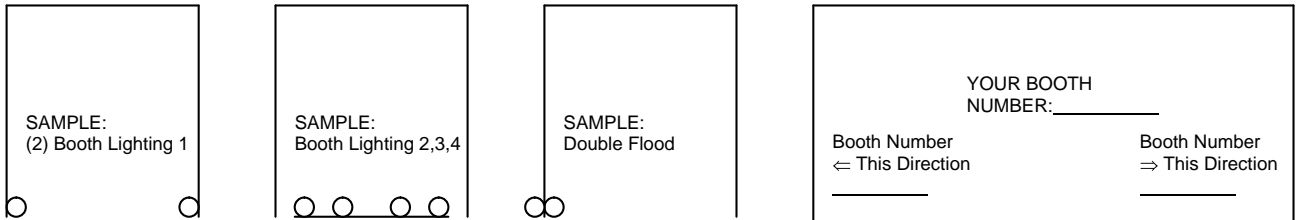
# TERMS AND CONDITIONS

## HOW TO ORDER YOUR ELECTRICAL REQUIREMENTS:

- To order your lights you should total the wattage on the bulbs and multiple by the number of lights you are using.

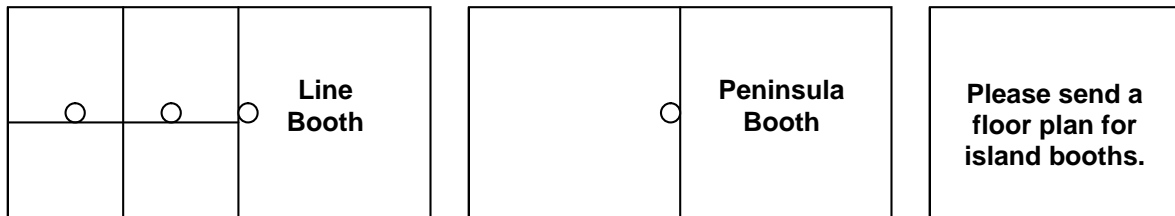
## HOW LIGHTING IS INSTALLED IN YOUR BOOTH:

- Booth Lighting will be installed as indicated in the following diagrams. All other locations will require labor on a time and material basis.



## WHERE ELECTRICAL OUTLETS ARE LOCATED IN YOUR BOOTH:

- As with Booth Lighting, Electrical Outlets will be installed only as indicated in the following diagrams. All other locations will require labor on a time and material basis.



## OTHER:

- In order to receive advance rates, we must receive this form with payment, a minimum of fourteen (14) days prior to show opening. All other orders will be processed at the late order rate. No credits will be issued if services are installed, even though not used. Credits will not be issued after closing of event. Please review your invoice prior to leaving the event. All invoices are due and payable prior to show closing.
- A \$35.00 service fee will be assessed on all returned checks.
- Lighting prices listed on this rate sheet include power required for lighting only, light track, fixtures, installation, maintenance and removal. Rates listed do not include distribution of cords under carpet for lighting. Distribution to all other locations in a booth space requires labor and is done on a time and material basis. Peninsula booths require labor for lighting installation.
- All material and equipment provided by the electrical contractor is for rental purposes only and remains the property of the electrical contractor. The contractor will remove it at the closing of an event.
- Electrical requirements for an exhibit at the facility are for the safety of all exhibitors and are based on national, city and local code regulations. All wiring utilized for booth work must have a 3-wire grounded cord and be a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in convention facilities.
- Please call (702) 309-8326 for any further information regarding your electrical installation; we are pleased to assist you.

**Charges will appear on statements as "TEAM CO"**

Form Updated As Of:  
1 OCT 2010



ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:  
 WWW.**ARIA Exposition Services**.COM  
 6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

BOOTH  
NUMBER

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			EMAIL <b>**Required for Receipt**</b>		

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

## BOOTH CLEANING SERVICES

FOR CALCULATION PURPOSES, MULTIPLY YOUR BOOTH DIMENSIONS TO OBTAIN APPROPRIATE SQUARE FOOTAGES. FOR EXAMPLE, A 10 X 10 BOOTH IS 100 SQUARE FEET, TIMES RATE, NUMBER OF DAYS. e.g. 100 X .25 X 3 = \$75.00

To receive advance prices AES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

BOOTH SIZE	TYPE OF SERVICE	ADVANCE RATE	REGULAR RATE	DAYS	TOTAL
<b>VACUUMING – 100 SQ. FOOT MINIMUM ORDER</b> (Includes emptying your wastebasket nightly)					
	One time vacuum per square foot	\$ .35	\$ .45		
	0-2000 square feet / per square foot <b>(per day)</b>	.28	.32		
	2000 and larger / per square foot <b>(per day)</b>	.25	.30		
<b>TRASH CONTAINERS</b>					
	20 Gallon containers	20.00	25.00		
	5 Gallon containers	5.00	10.00		
<b>PORTER SERVICE - Rates are per day</b> (Includes trash removal and general clean on two hour interval)					
	Periodic 0-500 square feet	55.00	80.00		
	Periodic 501-1500 square feet	80.00	110.00		
	Periodic 1501-3000 square feet	110.00	135.00		
	Periodic 3001 and larger	135.00	175.00		
	**Full Time Porter Service <b>Per Hour</b> (Straight Time)	20.00			
	**Full Time Porter Service <b>Per Hour</b> (Over Time)	35.00			
<i>(Full Time Porter Service includes ice removal, wipe down, dusting, general cleaning etc.)</i>					
	<b>Straight Time:</b> 8:00 AM to 5:00 PM Monday thru Friday (4 Hour minimum labor call)				
	<b>Over Time:</b> Before 8:00 AM, After 5:00 PM, all day Saturday, Sunday and Holidays				
<b>TOTAL ALL SERVICES</b>					

**\*\*Please provide schedule and number of persons required.**

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks.  
 Booth Cleaning is an exclusive service of ARIA Resort & Casino.  
 Charges will appear on statements as "TEAM Co."**

Form Updated As Of:  
1 OCT 2010

Order Online at www.ARIAXpositionServices.com



ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:  
 WWW.ARIA Exposition Services.COM  
 6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

BOOTH  
NUMBER

Order Online at www.ARIAEExpositionServices.com

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
CC TYPE:	EXP DATE:	CC #			
CARDHOLDERS SIGNATURE:			EMAIL <b>**Required for Receipt**</b>		

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

## COMPUTER RENTAL SERVICES

To receive advance prices AES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

*All rates are based on a Per Day rate*

Equipment Description	Advance Rate	Regular Rate	QTY X Days	Total
<b>PC Desktop Computers (Without Monitors) &amp; Notebooks</b>				
Desktop Core 2 Duo 2.66GHz 2GB/250GB, 10/100BT, DVDRW/CDRW, KB, Mouse.	\$ 200.00	\$ 250.00		
Desktop Core 2 Duo 2.4GHz 2GB/250GB, 10/100BT, DVDRW/CDRW, KB, Mouse.	\$ 175.00	\$ 219.00		
Pentium 4 3.0GHz 2GB/160GB, 10/100BT, Fdd, DVD, KB, Mouse	\$ 150.00	\$ 188.00		
Laptop Core 2 Duo 2.1GHz 4GB/120GB, 17" LCD DVDRW, WLAN.	\$ 200.00	\$ 250.00		
Laptop Core 2 Duo 2GHz 2GB/120GB, 17" LCD DVDRW, WLAN.	\$ 175.00	\$ 219.00		
Laptop 1.7GHz, 1GB/40GB, 15" LCD, DVD/CDRW, WLAN	\$ 150.00	\$ 188.00		
*Desktop Includes Key Board & Mouse Please Choose OS Vista ___ Win XP ___				
<b>LCD Computer Monitors and Displays</b>				
24" Dell Flat Panel Display ___PC___Mac	\$ 200.00	\$ 250.00		
23" Apple Flat Panel Display ___Mac Only	\$ 250.00	\$ 313.00		
20" Dell Flat Panel Display ___PC___Mac	\$ 125.00	\$ 175.00		
17" Dell Flat Panel Display ___PC___Mac	\$ 100.00	\$ 150.00		
LCD Monitor Wall Mount	\$ 50.00	\$ 75.00		
VGA Distribution Box 1 pc to 4 Monitors	\$ 95.00	\$ 125.00		
<b>LASER Printers / Fax Machine (laser printers up to 1000 pages free)</b>				
HP Color LaserJet 4700, 30ppm, up to 500 pages free, 25 cents per page thereafter	\$ 250.00	\$ 300.00		
HP Color Laser 3600, 17ppm, up to 500 pages free, 15cents per page thereafter	\$ 200.00	\$ 250.00		
HP LaserJet 4350N 55ppm, PC/MAC	\$ 175.00	\$ 219.00		
HP LaserJet 4250N 45ppm, PC / MAC	\$ 150.00	\$ 188.00		
Multifunction FAX, Copier, Printer	\$ 125.00	\$ 150.00		
<b>Application Software (Office 2003 or 2007)</b>				
MS Office (Word, Excel, Power Point) for PC	25.00	25.00		
MS Office (Word, Excel, Power Point) for MAC	25.00	25.00		

Equipment Description	Advance Rate	Regular Rate	QTY X Days	Total
<b>Computer &amp; Miscellaneous Accessories</b>				
3 Piece Mini Subwoofer Speaker System	\$ 35.00	\$ 50.00		
2 Piece PC Audio Speakers	\$ 25.00	\$ 25.00		
Wireless Keyboard & Mouse	\$ 50.00	\$ 75.00		
___101 USB Keyboard ___USB Mouse	\$ 20.00	25.00		
Wireless Ethernet Card	\$15.00	\$20.00		
USB Wireless LAN	\$ 20.00	\$45.00		
16 Port Ethernet Hub (10/100bt)	\$ 25.00	\$ 50.00		
Wireless Access Point/Router	\$ 50.00	\$ 75.00		
Auto Printer Switch Box 4PC's to 1 Printer	\$ 35.00	\$50.00		
<b>Macintosh Computers &amp; Notebooks</b>				
Mac Desktop Pro Dual Core 2.66GHz, 2GB/250GB	\$ 225.00	\$ 282.00		
MacBook Pro C2D 2.4GHz 2GB/120GB, 10/100bt, 17" LCD, WLAN	\$ 250.00	\$ 313.00		
Includes Keyboard & Mouse: SPECIFY OPERATING SYSTEM _____				

**Cancellation of equipment must be received 48 hrs. prior to delivery to avoid 50% charge. Cancellation at time of delivery results in 100% charge.**

<b>TOTAL EQUIPMENT</b>		
<b>Delivery / Set up STRAIGHT TIME: \$ 50.00 / OVER TIME: \$ 100.00</b>		
Delivery Date & Time: ___/___@___:___	Tax 8.10%	
Pickup Date & Time: ___/___@___:___	<b>TOTAL ORDER</b>	
Booth Number		
Booth Contact:		

**\*\*NOTE: LABOR FOR DELIVERY IS CONSIDERED STRAIGHT TIME BETWEEN 9A.M. AND 5P.M. AND OVERTIME BETWEEN 5P.M. AND 9A.M. OR WEEKENDS**

**Computer Rental services are an exclusive service of ARIA Resort & Casino.  
Charges will appear on statements as "TEAM CO"**

Form Updated As Of:  
1 OCT 2010



ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:  
 WWW.**ARIA Exposition Services**.COM  
 6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

BOOTH  
NUMBER

Order Online at [www.ARIAEpositionsServices.com](http://www.ARIAEpositionsServices.com)

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			EMAIL <b>**Required for Receipt**</b>		

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

## FLORAL SERVICES

FOLIAGE PLANTS AND ARCHITECTURAL CONTAINERS ON RENTAL BASIS (Price includes: plant installation, containers, servicing throughout show, and removal at end of show.)	QTY	ADVANCE ORDER	REGULAR ORDER	TOTAL
3 FOOT PLANTS: Arb <input type="checkbox"/> Spath <input type="checkbox"/> Palm <input type="checkbox"/>		\$ 55.00	\$ 77.00	
4 FOOT PLANTS: Ficus <input type="checkbox"/> Palm <input type="checkbox"/> Other <input type="checkbox"/>		65.00	91.00	
5 FOOT PLANTS: Ficus <input type="checkbox"/> Majesty <input type="checkbox"/>		80.00	112.00	
6 – 7 FOOT PLANTS: Ficus <input type="checkbox"/> Majesty <input type="checkbox"/> Palm <input type="checkbox"/>		90.00	126.00	
8 – 9 FOOT PLANTS: Ficus <input type="checkbox"/> Palm <input type="checkbox"/>		117.00	165.00	
<b>TALLER PLANT MATERIAL IS AVAILABLE, PLEASE CALL IN ADVANCE FOR PRICING AND AVAILABILITY</b>				
POTTED MUMS – YELLOW - <i>Advance Order Necessary</i>		29.00	41.00	
POTTED MUMS – WHITE - <i>Advance Order Necessary</i>		29.00	41.00	
POTTED MUMS – LAVENDER - <i>Advance Order Necessary</i>		29.00	41.00	
POTTED AZALEAS: Red <input type="checkbox"/> Pink <input type="checkbox"/> White <input type="checkbox"/> <i>Advance Order Necessary</i>		33.00	62.00	
POTTED FERNS, SMALL		29.00	41.00	
POTTED FERNS, LARGE		40.00	56.00	
6" TABLE TOP PLANT		29.00	41.00	
HANGING PLANTS		60.00	84.00	
GREEN TABLE PLANT		29.00	41.00	
BROMELAID		35.00	49.00	
<b>SPECIAL PLANTS AND FLOWERS CAN BE OBTAINED UPON REQUEST</b>				
			Tax 8.10%	
			<b>TOTAL</b>	

**CONTAINERS: (Please indicate choice)  WHITE  BLACK  BASKETS  OTHER**  
**THEME GARDENS, WATERFALLS AND FOUNTAINS ARE OUR SPECIALTY!**

**OUR DESIGNERS ARE AVAILABLE TO MAKE SUGGESTIONS AT NO EXTRA CHARGE**  
 Call \_\_\_\_\_ at (Telephone Number) \_\_\_\_\_  
 Contact \_\_\_\_\_ at Booth # \_\_\_\_\_ Date \_\_\_\_\_ AM / PM

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks.**  
**FOR INFORMATION ON CUSTOM ARRANGEMENTS – CALL (702) 648-2755**  
*Floral rentals are a preferred service of ARIA Resort & Casino.*  
*Charges will appear on statements as "TEAM Co."*

Form Updated As Of:  
1 OCT 2010



Mail or Fax forms to:  
ARIA EXPOSITION SERVICES  
6455 S. Dean Martin Dr. Suite C  
Las Vegas, NV 89118  
Phone: 702.309.TEAM (8326)  
Fax: 702.309.8328

# Channel Exhibitor Worksheet

## Total Cost Worksheet

Service	Total Cost
Audio Visual	\$ _____
Booth Cleaning	\$ _____
Booth Lighting	\$ _____
Broadband Internet & Networking	\$ _____
Computer Rental	\$ _____
Electrical	\$ _____
Floral	\$ _____
Telecommunications	\$ _____
<b>Total Cost</b>	<b>\$ _____</b>

### Service Form Check List:

- I have read all of the applicable instructions and restrictions carefully
- I have filled out all required information, including **Company Name, Booth Number, Show Name and Credit Card Information.**
- I have included or have sent separately all detailed plans of my exhibit or meeting space that will be required for ARIA Exposition Services.