

**California WIC
Association
2011 Annual
Conference &
Trade Show
March 28-29, 2011
The Fairmont Hotel
San Jose, California**



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

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for California WIC
Association
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CALIFORNIA WIC ASSOCIATION

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WELCOME LETTER

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

Dear CALWIC Exhibitor:

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

**California WIC Association
2011 Annual Conference & Trade Show
March 28-29, 2011
The Fairmont Hotel
San Jose, California**

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 thoughts 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 convention most successful for you.

Cordially,
Curtin Convention & Exposition Services, Inc.

California WIC Association 2011 Annual Conference & Trade Show

Important Dates to Remember

First date freight can arrive at the warehouse ...Friday, February 25, 2011 *Non Perishable items only!
Last day to receive Advance Price on
Furniture, Posterboards and SignsMonday, March 7, 2011
Advance Freight Paperwork and Payment due ...Friday, March 25, 2011 *Non Perishable items only!
Last day freight can arrive at the warehouseFriday, March 25, 2011 *Non Perishable items only!
Display Labor cancellation dateThursday, March 24, 2011
Exhibit setup times12:00 pm to 5:30 pm, Monday, March 28, 2011
Exhibits are open.....5:45 pm to 8:00 pm, Monday, March 28, 2011
7:30 am to 1:30 pm, Tuesday, March 29
Exhibit teardown times.....1:30 pm to 3:30 pm, Tuesday, March 29, 2011
Earliest that freight can be picked up1:30 pm, Tuesday, March 29, 2011
Show floor must be clear by.....3:30 pm, Tuesday, March 29, 2011

Exhibit Space Information

About Your Booth

- Exhibits are located in the Imperial Ballroom. The Ballroom Floor is Carpeted.
- Booths will be set with 8' high Blue back Drapes and 3' high Blue side Drapes
- Each 8' deep x 10' wide Booth Spaces includes(1) 6' Blue Skirted Table, (2) Chairs, (1) Wastebasket and (1) 7" x 44" Identification Sign. No Substitutions or Credits are allowed.
- **IMPORTANT:** Accessible Refrigerator and Freezer Storage Space will be limited at the Hotel during the Conference. Please contact Teresa Morris at tmorris@calwic.org or (530) 750-2280 to discuss your accessible storage needs. Porter Service will be available during the conference to retrieve and deliver product from the accessible storage areas to your booth space. Please check in at the Exhibitor Service Desk during the conference for Porter Service.

IMPORTANT: The exhibit area must be cleared by 3:30 pm, Tuesday, March 29, 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 Monday, March 7, 2011.

Any orders received after Monday, March 7, 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.

California WIC Association 2011 Annual Conference & Trade Show

Freight

Advance Shipments

Advance Shipments may begin arriving to the warehouse on Friday, February 25, 2011 *Non Perishable items only!.

Advance Freight Paperwork and Payment due by Friday, March 25, 2011 *Non Perishable items only!. 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, March 25, 2011 *Non Perishable items only!.

Shipments received after Friday, March 25, 2011 *Non Perishable items only! will be charged a 25% Late Freight Fee, plus a Transit Charge from Advance Warehouse to The Fairmont Hotel. 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: California WIC Association 2011 Annual Conference & Trade Show
C/O: YRC/Curtin Convention
201 Haskins Way
South San Francisco, CA 94080

DO NOT ADVANCE SHIP directly to The Fairmont Hotel. Your shipment will be returned. This is PROHIBITED! Please refer to the Freight Order for Service forms enclosed.

Important: Please see the enclosed Freight Order for Service - Page A, the Freight Rate Schedule - Page B, and Curtin's Limits of Liability page. 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.

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California WIC Association 2011 Annual Conference & Trade Show

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 The Fairmont Hotel.

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 The Fairmont Hotel, after 1:30 pm, Tuesday, March 29, 2011, and all Materials must be off the show floor by 3:30 pm, Tuesday, March 29, 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 3:30 pm, Tuesday, March 29, 2011, will be shipped out via YRC at the exhibitor's expense.

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



PAYMENT POLICY, UNION REGULATIONS & SAFETY

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Payment Policy

All orders must be accompanied with PAYMENT IN FULL, and are at ADVANCE DISCOUNT ORDER prices, if received by Curtin 21 days prior to show installation.

Payment may be made by:

Company or Personal Check

Credit Card - By filling out the enclosed Credit Card Charge Authorization Form

VISA, MasterCard and American Express accepted.

NOTE: If payment is made by credit card, you may fax all forms with the Credit Card Charge Authorization Form to (415) 883-1755. Any other form of payment must be mailed with all forms to the address captioned above.

Show orders will be collected at the time of ordering at the Show and will be charged at REGULAR PRICES. Please make the necessary arrangements for you or your representative to make payment upon ordering any items at the Show.

Please note that if you order IN ADVANCE, substantial savings will be applied. We encourage you to take advantage of the ADVANCE DISCOUNT ORDER prices.

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 date printed on Display Labor Order Form. *(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.

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.

SIGN, DISPLAY AND ALLIED CRAFTS 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

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.

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

California WIC Association 2011 Annual Conference & Trade Show

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.
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.

Continued on page 2.

Curtin Limits of Liability & Responsibility (Page 2) - California WIC Association 2011 Annual Conference & Trade Show

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.

16. Event Cancellation. The above Agreement is subject to the agreement between Curtin and the Association or other entity holding the Event (the "Service Agreement"). If the Event is cancelled for any reason, or the Service Agreement is terminated for any reason, Curtin shall have no obligation to Exhibitor in connection with the Event, and Exhibitor hereby releases Curtin from any and all damages incurred by Exhibitor as the result of such cancellation and/or termination. Curtin will refund monies paid to Curtin by Exhibitor in connection with its appearance at the Event, but not monies paid for services already rendered (e.g. shipping, special signs, etc.).

I have read and agree to these Limits of Liability & Responsibility.

Name and 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

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 www.curtinconvention.com

Event/Convention California WIC Association 2011 Annual Conference & Trade Show		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: California WIC Association 2011 Annual Conference & Trade Show
 - C/O: YRC/Curtin Convention
 201 Haskins Way
 South San Francisco, CA 94080
- Please see PAYMENT POLICY ENCLOSED

Recap of Payment

For CURTIN Order Forms only

FURNITURE	\$ _____
POSTERBOARDS	\$ _____
CLEANING	\$ _____
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)	
TOTAL (U.S Funds)	\$ _____

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

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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.

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Company Name		Order Date	
Address	City	State	Zip
Ordered By (Signature)	Name	Phone Number	

CHAIRS:	<u>Advance</u>	<u>Regular</u>	DISPLAY TABLES:	<u>Advance</u>	<u>Regular</u>
Side Chair, Plastic, Grey or Black	\$57.00	\$77.00	(30" High, White Vinyl Top and Pleated Skirt on (3) Sides)		
Arm Chair Padded, Grey	\$90.00	\$120.00	4' X 2' Display Table	\$98.00	\$108.00
Stool, Padded, Grey or Black	\$76.00	\$86.00	6' X 2' Display Table	\$109.00	\$119.00
			8' X 2' Display Table	\$120.00	\$130.00
CARPET:			4th side draped (additional)	\$31.00	\$41.00
10' Booth Carpet	\$175.00	\$235.00	*Undraped Tables will be charged less \$10.00 off above prices.		
20' Booth Carpet	\$275.00	\$335.00	DISPLAY COUNTERS:		
30' Booth Carpet	\$375.00	\$435.00	(42" High, White Vinyl Top and Pleated Skirt on (3) Sides)		
*Larger sizes available upon request.			4' X 2' Display Counter	\$115.00	\$125.00
BOOTH ACCESSORIES:			6' X 2' Display Counter	\$125.00	\$135.00
Wastebasket	\$19.00	\$22.00	8' X 2' Display Counter	\$135.00	\$145.00
Easel	\$53.00	\$63.00	4th side draped (additional)	\$36.00	\$46.00
Bag Rack	\$150.00	N/A on site	*Undraped Counters will be charged less \$10.00 off above prices.		
Evaluation Box	\$75.00	N/A on site	ROUND TABLES (not skirted):		
Literature Rack	\$150.00	N/A on site	36" diameter X 30" high	\$153.00	N/A on site
RISERS:			30" diameter X 42" high	\$153.00	N/A on site
(Covered with White Vinyl)			COFFEE TABLE:		
4' Long x 10" High x 8" Deep	\$52.00	\$65.00	15" high X 36" long X 18" wide	\$50.00	\$60.00
6' Long X 10" High X 8" Deep	\$62.00	\$72.00			
8' Long x 10" High x 8" Deep	\$72.00	\$82.00			

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. 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 4th 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 Monday, March 7, 2011.

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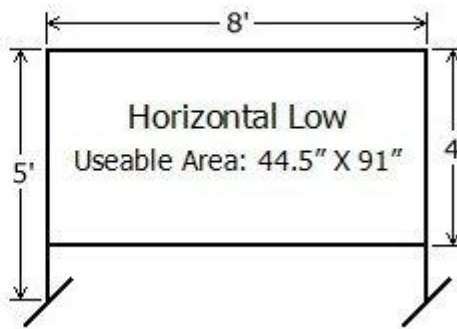
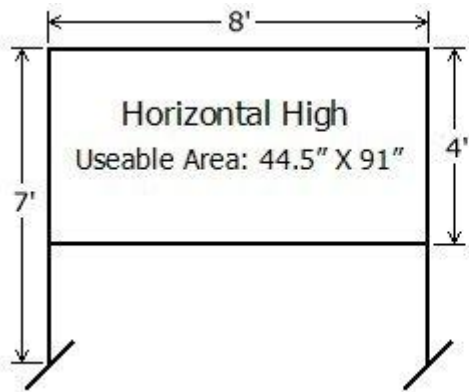
Event/Convention California WIC Association 2011 Annual Conference & Trade Show		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Ordered By (Signature)	Name	Phone Number	

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	\$ 189.00	= _____
_____	Horizontal Low	\$ 147.00	\$ 189.00	= _____
TOTAL THIS PAGE =				_____
(U.S. FUNDS)				



To receive the Advance Price, payment and orders must be received by Monday, March 7, 2011.



BOOTH CLEANING ORDER FORM

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Event/Convention California WIC Association 2011 Annual Conference & Trade Show		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Ordered By (Signature)	Name	Phone Number	

Vacuuming of booth carpet, cleaning and dusting of display background and furnishings, sweeping of booths, emptying of wastebaskets, **ARE NOT INCLUDED** in your space rental for this Convention.

If you would like this service, please complete this form and return to Curtin.

We require the following service:

	PRICE PER DAY PER BOOTH	X # DAYS	X BOOTHS*	= \$ TOTAL
<input type="checkbox"/> Vacuuming before initial opening and daily thereafter. Includes emptying your wastebasket nightly.	\$39.00	_____	_____	= _____
<input type="checkbox"/> Cleaning and dusting of display background and furnishings, before initial opening and daily thereafter.	\$39.00	_____	_____	= _____

TOTAL THIS PAGE = _____
(U.S. FUNDS)

Detail special instructions:



DISPLAY LABOR ORDER FORM

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Event/Convention California WIC Association 2011 Annual Conference & Trade Show		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: \$99.00 per person, per hour.

Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 10:00 PM weekdays: \$138.00 per person, per hour.

Doubletime: 10:00 PM to 6:00 AM weekdays, all day Saturdays, Sundays and Holidays: \$189.00 per person, per hour.

*Special instructions from the exhibitor: _____

TOTAL this page = _____ (US Funds)

Cancellation Policy: No Refunds or Credits issued after Thursday, March 24, 2011.

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 San Francisco, California 94123
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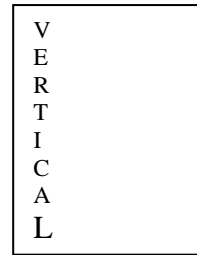
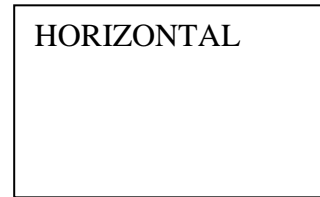
Event/Convention California WIC Association 2011 Annual Conference & Trade Show		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Ordered By (Signature)	Name	Phone Number	

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"	\$ 53.00	\$ 63.00
	_____	14" X 22"	\$ 69.00	\$ 79.00
	_____	22" X 28"	\$ 90.00	\$ 100.00
	_____	7" X 44"	\$ 43.00	\$ 53.00
	_____	14" X 44"	\$ 61.00	\$ 71.00
	_____	28" X 44"	\$105.00	\$115.00
VERTICAL:	Quantity	Size	Advance Price	*Show Price
	_____	11" X 14"	\$ 53.00	\$ 63.00
	_____	14" X 22"	\$ 69.00	\$ 79.00
	_____	22" X 28"	\$ 90.00	\$ 100.00
	_____	28" X 44"	\$105.00	\$115.00



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 Monday, March 7, 2011.
Cancellation Policy: No cancellations or refunds after sign has been produced.

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- Advance Shipments may begin arriving to the warehouse on **Friday, February 25, 2011**.
- The **Material Handling Services Order Form and Payment** are due by **Friday, March 25, 2011**. If the **Material Handling Services Order Form and Payment** are not received by the above date, a 25% Surcharge will apply.
- Shipments received after **Friday, March 25, 2011** will be charged a 25% Late Freight Fee, plus a Transit Charge from Advance Warehouse to the Fairmont Hotel. Transit Charges will be determined at the time of the receipt of Late Freight.

Advance Warehouse Freight Address: NON PERSHIBLE ITEMS ONLY! (Please call Dianna Curtin at (415) 883-7818 for Shipment Instructions if you will be shipping perishable items.)

Advance Warehouse Shipping Address

Please label each piece of freight as follows:

TO: (Name of Company and Booth Number)
 FOR: California WIC Association 2011 Annual Conference & Trade Show
 C/O: YRC/Curtin Convention
 201 Haskins Way
 South San Francisco, CA 94080

- DO NOT ADVANCE SHIP directly to the The Fairmont Hotel 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:	\$ 96/per hour-Straight Time	\$132/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.

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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. ***IMPORTANT: Perishable Shipments will only be accepted at showsite during the published move-in hours. Please make sure your Driver has our Teamster Foreman's name & cell number for your delivery! Greg Pacheco/Cell # (408) 674-8470.**
- 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 Fairmont Hotel'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 for all Pick-ups. Any Questions prior to March 28th, please contact Dianna Curtin at (415) 883-7818.

<p>Per CWT (100 lbs.) Minimum Charge (200 lbs.) Warehouse & Show Site Rate \$127.00/cwt. roundtrip rate</p>	<p>REGULAR SHIPMENTS rates apply to crated 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 & Show Site Rate \$152.00/cwt. roundtrip rate</p>	<p>SPECIAL SHIPMENTS or SPECIAL CARRIER – 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 25% surcharge, for each occurrence, will apply in addition to above rates.</p>	<p>LATE SHIPMENTS Shipments received at the warehouse after <u>3:00 pm on March 25, 2011</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 25% surcharge, for each occurrence, will apply in addition to above rates.</p>	<p>SHIPMENT WITHOUT MATERIAL HANDLING SERVICES ORDER FORM AND PAYMENT 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

Convention Name: California WIC Association 2011 Conference & Trade Show	
Company Name:	Order Date:
Contact Name:	Booth#
Contact Signature:	Phone#
Originating City/State of Shipment:	Shipping Date:
Carrier:	Approximate Arrival Date(s):
Local Representative:	No. of Shipments:
Phone # of Local Representative:	No. of Total Pieces:

***IMPORTANT:** Perishable Shipments will only be accepted at showsite during the published move-in hours. Please make sure your Driver has our Teamster Foreman's name & cell number for your delivery! Greg Pacheco/Cell # (408) 674-8470. Please call Dianna Curtin @ (415) 883-7818 if you have any questions, prior to March 28th.

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
REGULAR SHIPMENTS TO ADVANCE WAREHOUSE Crated shipments via common carrier to the advance warehouse.	\$127.00/cwt x _____ lbs.	\$
REGULAR SHIPMENTS TO SHOW SITE 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.	\$
SPECIAL SHIPMENTS or SPECIAL CARRIER TO ADVANCE WAREHOUSE 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.	\$
SPECIAL SHIPMENTS or SPECIAL CARRIER TO SHOW SITE 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.	\$
LATE SHIPMENTS Shipments received at the warehouse after 3:00 pm on March 25, 2011. 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	\$
TOTAL PAYMENT		\$

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.

Authorized By:	Signature:
-----------------------	-------------------



REFORWARDING INSTRUCTIONS – ORDER FORM

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

Convention Name: California WIC Association 2011 Conference & Trade Show	
Company Name:	Order Date:
Contact Name:	Booth#
Contact Signature:	Phone#

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 Fairmont Hotel's Loading Dock after 1:00 pm, Tuesday, March 29, 2011.
- All materials must be off the show floor by 3:00 pm, Tuesday, March 29, 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 3:00 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)

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



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: **Friday, 02/25/11**
- Last Date Freight can arrive to the Advance Warehouse: **Friday, 03/25/11**

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: California WIC Association 2011 Conference & Trade Show C/O: YRC/CURTIN CONVENTION 201 HASKINS WAY SOUTH SAN FRANCISCO, CALIFORNIA 94080	
TO:	Booth #:
FOR: California WIC Association 2011 Conference & Trade Show C/O: YRC/CURTIN CONVENTION 201 HASKINS WAY SOUTH SAN FRANCISCO, CALIFORNIA 94080	



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 Contractors abides by the Official Rules and Regulations of the Event.

ELECTRICAL ORDER FORM

MAIL OR FAX TO



ELECTRICAL EXHIBITION SERVICES

129 Sylvester Road, So. San Francisco, CA 94080
 Ph: (650) 225-0900 Fax (650) 225-0950
 sanfrancisco@edlen.com

Questions? Visit www.edlen.com

COMPANY:		BTH #	
EVENT:	California WIC Association 2011 Conference		
FACILITY:	Fairmont Hotel, San Jose		
DATES:	March 28 - 29, 2011	EVENT#	031139SF

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

	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
0 - 500 WATTS (5 AMPS)	_____	_____	120.00	180.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	198.00	297.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	235.00	353.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	295.00	442.00	_____
208 VOLT SINGLE PHASE					
5 AMPS	_____	_____	191.00	287.00	_____
10 AMPS	_____	_____	290.00	435.00	_____
15 AMPS	_____	_____	328.00	492.00	_____
20 AMPS	_____	_____	411.00	617.00	_____
30 AMPS	_____	_____	501.00	752.00	_____
60 AMPS	_____	_____	650.00	975.00	_____
100 AMPS	_____	_____	870.00	1305.00	_____
208 VOLT THREE PHASE					
5 AMPS	_____	_____	297.00	446.00	_____
10 AMPS	_____	_____	391.00	587.00	_____
15 AMPS	_____	_____	451.00	677.00	_____
20 AMPS	_____	_____	550.00	825.00	_____
30 AMPS	_____	_____	675.00	1013.00	_____
60 AMPS	_____	_____	881.00	1322.00	_____
100 AMPS	_____	_____	1129.00	1694.00	_____

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

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

100 WATT ARM LIGHT 1	_____	_____	92.00	138.00	_____
120 WATT FLOOD LIGHT 2	_____	_____	92.00	138.00	_____
120 WATT DBL POLE LIGHT 2	_____	_____	138.00	207.00	_____
300 WATT FLOOD LIGHT 2	_____	_____	138.00	207.00	_____
300 WATT QUARTZ LIGHT 2	_____	_____	138.00	207.00	_____
1000 WATT QUARTZ LIGHT 3	_____	_____	579.00	869.00	_____

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

MATERIAL (Electricity not included)

15' EXTENSION CORD	_____	_____	21.00	_____	_____
MULTI OUTLET STRIP	_____	_____	21.00	_____	_____

LABOR

ST (Mon - Fri 8:00 am - 3:30 pm, excluding Holidays)	_____	_____	110.00	_____	_____
OT (Mon - Fri 3:30 pm - 8:00 am, Sat, Sun & Holidays)	_____	_____	220.00	_____	_____

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

DEADLINE DATE OF: 03/14/11

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

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

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

208V & HIGHER VOLTAGES
 There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS
 Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICES
 Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

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

PLACE YOUR TOTAL PAYMENT HERE	_____
All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.	

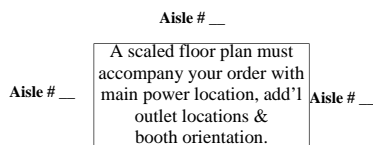
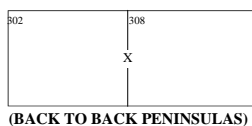
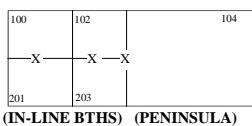
COMPANY NAME:	PHONE:	FAX:
ADDRESS:	CITY:	ST: ZIP:
SIGNATURE:	PRINT NAME:	Country:
EMAIL ADDRESS:		
PAID BY: CK AMX VISA MC DISC DINER	EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:	
CREDIT CARD BILLING ADDRESS (If different from address above)		
ADDRESS:	CITY:	ST: ZIP:

VERY IMPORTANT TERMS & CONDITIONS

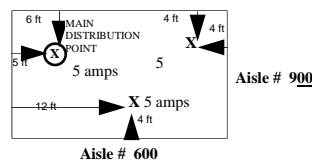
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
21. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

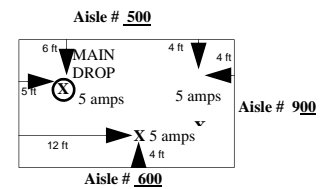
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

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

AV CONCEPTS

The Meeting Technology Specialists

To place an order On-Line
please visit:
www.avconcepts.com
and use event code:
W i C a C t (case sensitive).

EXHIBITOR SERVICES
888-828-2462

2011 Annual Conference & Trade Show



2011 California WIC Annual Conference & Trade Show

March 28 - 29, 2011

San Jose, CA - Fairmont San Jose

****Note: All pricing is for entire length of show****

Deadline Date: March 18, 2011

Orders received after FRIDAY, MARCH 18th, are subject to availability and/or may incur shipping charges.

Item	Qty	Equipment	Show Rate	Total
FLAT PANEL MONITORS & ACCESSORIES				
3LC9		19" Flat Panel Monitor (no speakers) - Computer Source Only	\$160.00	
3LD2		20" Flat Panel Monitor (with speakers) - For Video Source	\$200.00	
3LC2		20" Flat Panel Monitor (no speakers) - For Computer Source	\$200.00	
3LC3		32" Flat Panel Monitor (with speakers) - Video or Computer Source	\$500.00	
3LC4		40" Flat Panel Monitor (with speakers) - Video or Computer Source	\$600.00	
35PS		50" Flat Panel Monitor (with speakers) - Video or Computer Source	\$850.00	
3LC6		60"/61" Flat Panel Monitor (no speakers) - Video or Computer Source	\$1,800.00	
39PD		Dual Post Floor Stand with optional Shelf for Monitors 32" - 61"	\$150.00	

All Monitors Include: Wall Mounting Bracket or Table Stand and cabling for connection to the source.

Please indicate how the monitor(s) will be displayed: Wall Mounted ____ ; On Counter/Table ____ ; Other ____ ; Combination ____

For monitors with speakers, will the speakers be required for your presentation? Yes ____ ; No ____

What is the source for the monitor(s)? Computer ____ ; DVD/VCR or other Video Device ____ ; Multiple ____ ; Other ____

When wall mounting, the wall mount bracket(s) will be delivered to your booth prior to your scheduled delivery time. It will be necessary for the wall mount(s) to be secured to your booth structure by your personnel, Exhibit/I&D House or a carpenter (who can be obtained from the General Contractor).

Professional 2" Truss Mounts are available - please call for information and pricing. Additional labor and equipment may be necessary when installing on professional 2" truss.

DESKTOP COMPUTERS

Systems includes: Flat Panel Monitor, Network Card, Keyboard, Mouse, Windows XP Operating System, MS Office

1DEL		Pentium 4 Duo Core Processor System with Flat Panel Monitor	\$275.00	
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LAPTOP COMPUTERS

System includes: Network Card, Modem, Windows XP Operating System, MS Office

1DL8		Laptop Pentium 4 System	\$375.00	
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Item	Qty	Equipment	Show Rate	Total
APPLE EQUIPMENT				
XE47		Apple Power Mac Tower System	\$375.00	
PRINTERS, FAXES & COMPUTER ACCESSORIES				
1HP4		HP Laser Printer (4000 or 4100 Series)	\$195.00	
1BIF		Plain Paper Laser Fax Machine	\$165.00	
4CSK		Computer Speakers (Pair)	\$35.00	
VIDEO EQUIPMENT				
3SVD		DVD Player	\$100.00	
3VSH		VHS (1/2") Player w/ Auto Repeat	\$100.00	
348C		48" Draped Monitor Cart	\$40.00	
PROJECTION EQUIPMENT				
		AV CONCEPTS offers a wide variety of LCD and DLP projectors and screens to meet your specific needs. Please call us for a consultation.		
AUDIO EQUIPMENT				
4USR		Wireless Handheld or Headset Microphone	\$260.00	
4S58		Wired Handheld Microphone	\$50.00	
4HSM		Wired Headset Microphone	\$70.00	
4SR3		Small Exhibit Sound System (1 - 350 watt powered speaker w/stand & 1 - 4 Ch. mixer)	\$190.00	
XE76		Large Exhibit Sound System (2 - 350 watt powered speakers w/stands & 1 - 4 Ch. mixer)	\$350.00	
4BS2		Powered Speaker with optional Floor Stand	\$50.00	
EQUIPMENT NOT LISTED				
Please call 888-828-2462 for specialty equipment and services not listed.				
QUOTED EQUIPMENT				
<p>SERVICE: All rentals include 24x7 service & support.</p> <p>INSTALLATION: A representative from your organization must be on hand to sign for equipment. Repeat deliveries and pick-ups are subject to an additional charge.</p> <p>PAYMENT: AV Concepts requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.</p> <p>DAMAGE WAIVER: Covers damage to equipment while on show site. Does not cover lost or stolen equipment.</p> <p>CREDIT CARD: For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders or changes by your representatives. These fees include any services provided by AV Concepts or charges we incur on your behalf.</p> <p>DELIVERY/INSTALLATION/PICKUP CHARGE: Delivery charge is equal to 28% of equipment subtotal (minimum \$ 95.00). Charges include drayage, delivery, set up, on-site service and pick-up. Additional labor may be required for wall or truss mounted Flat Screen monitors. Charges on orders exceeding \$3000.00 will be calculated on time and materials at hourly labor rates based on location/venue.</p> <p>CANCELLATION: Cancellation of rental equipment and services must be made 7 days prior to delivery. No refunds will be made to any order where cancellation is made less than 7 days prior to delivery.</p> <p>RESPONSIBILITY: Customer is responsible for all loss and damage to equipment. All orders are subject to AV Concepts standard terms and conditions.</p>			<p>RENTAL TOTAL</p> <p>OPTIONAL DAMAGE WAIVER 3% of Rental Total</p> <p>SUB-TOTAL</p> <p>DELIVERY / PICK-UP 28% OF RENTAL TOTAL</p> <p>TOTAL *</p> <p>* Sales Tax may be applied at local rate, based on taxability of services.</p> <p>Method of Payment</p> <p> <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> CHECK </p> <p>Remit address sent with order confirmation.</p>	

Fax Order To: 210-579-2250 or E-Mail Order To : rrios@avconcepts.com

EXHIBITOR INFORMATION

Company:

Booth #

Address:

City:

State:

Zip Code:

Phone:

Fax:

Ordered By :

E-Mail Address:

Authorized Signature

If payment will be made by credit card, you will be contacted by an AV Concepts representative by phone to obtain credit card information.

ON-SITE CONTACT / ORDER COMMENTS / SPECIAL INSTRUCTIONS

ON-SITE CONTACT		ON-SITE CELL PHONE #	
DELIVERY/SETUP DATE		TIME FRAME - SELECT ONE	
		8A - 10A; 10A - 12N; 1P - 3P; 3P - 5P	

ORDER COMMENTS / SPECIAL INSTRUCTIONS

TERMS AND CONDITIONS

Renter rents and accepts the listed equipment and acknowledges that it is in good working condition and agrees to pay on demand, in cash, the rent for the equipment at the rate stated. Renter further agrees to take care of the equipment and to use it in a proper manner and agrees that in the event any of the rented equipment is lost or destroyed before it is returned, the Renter shall reimburse AV CONCEPTS the replacement value of the equipment.

AV CONCEPTS is released from any and all claims for damages to Renter by reason of use of the equipment; Renter agrees to indemnify AV CONCEPTS from any and all claims for damage to any person or property by reason of the use of the equipment by Renter until the equipment is returned to AV CONCEPTS.

It is understood that the rental commences as of the date and time Renter takes possession of the equipment and ends only when the rented equipment is returned. Should the equipment not be returned to AV CONCEPTS at the time specified, Renter agrees to pay rent for all additional time at the rate specified. It is agreed that failure to pay rent or if default is made in any of the other terms, AV CONCEPTS may at once take possession of the equipment wherever it may be found and remove it and AV CONCEPTS, or its agents, shall in no way be liable for any claims for damages or injury in the removal of the equipment.

Renter further agrees that all charges for rental will be paid in advance or immediately upon return of merchandise or upon receipt of statement and that all collection fees, attorney fees, court costs, or any expense incurred by AV CONCEPTS in collecting monies will be paid by Renter.

A 1 1/2% FINANCE CHARGE WILL BE ADDED TO ALL PAST DUE ACCOUNTS WHICH IS AN ANNUAL PERCENTAGE RATE OF 18%. RENTER IS RESPONSIBLE FOR EQUIPMENT AND ALL LEGAL FEES CONNECTED WITH RENTAL OR COLLECTION.



Connectivity Request Form

Today's Date _____

Group Name _____

Location/ Room _____

Start Date _____ End Date _____

Start Time _____ End Time _____

On-Site Contact
 Name _____ Title _____

Client Signature
 Signature _____ Date _____

Hotel Contact _____ Extension _____

Diagram Attached: Yes No (Circle one)

Credit Card Info _____ Expiration _____ Month _____ Year _____

Quantity	Service with description	Total days used	Cost	Total
	Single Telephone line (no phone) In-house, Toll Free, Local and Long Distance # are available. Telephone calls not included (see rates below)		\$79.00	\$ -
	Basic Telephone Unit (unit only) Basic Telephone keypad & handset.		\$30.00	\$ -
	Polycom Conference Phone (unit only) Allows for clear, audible speaker phone conversations.		\$74.00	\$ -
	Digital Telephone Handset Allows for advanced features such as speakerphone, hold, transfer, forward, voicemail & up to 8 extensions per phone.		\$146.00	\$ -
	Shared T1 Wired Internet Line Allows for multiple PCs through the use of a router or switch This one (1) wired connection with DHCP served addresses. <i>Customer must provide their own router or switch.</i>		\$685.00	\$ -
	Wired Internet Access & HSIA lines Allows for internet access via Fairmont.net This is a DHCP served address to one (1) computer with one (1) IP address.		\$365.00	\$ -
	Other: ISDN, T-1, DSL, DID line & circuit extend A preferred telecom vendor will extend "temporary" circuits lines to available meeting space areas & supported guest rooms.	Flat Fee	\$300.00	\$ -

*** ALL WIRELESS CONNECTIVITY ORDERS HAVE A DAILY RATE FEE ***

	Wireless Internet Access for Single Users per Day Allows for Wireless High Speed Internet in the Meeting Rooms		\$25.00	\$ -
Total			\$	-

Please call the Fairmont MIS department at (408) 998-3924 for any custom networking requirements.

NOTES:

The Fairmont San Jose will not assume liability for damage to client equipment due to improper installation by client.

Please fax this form to the attention of your Catering or Convention Services Manager at (408) 280-0394 OR to the attention of the Fairmont MIS department at (408) 998-3949. Thank you.