rpm XPO | EXCEEDING YOUR EXPECTATIONS

This

Exhibitor Manual

Is

Prepared Especially for

AAAA Joseph P. Cribbins
Aviation Product Symposium

November 18th - 19th, 2015

Von Braun Center

Huntsville, Alabama

522 South Hunt Club #371
Apopka, FL 32703
Phone: (407) 636-3216
Fax: (407) 636-3218
Email: info@rpmxpo.com

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AAAA Joseph P. Cribbins
AVIATION PRODUCT SYMPOSIUM
NOVEMBER 18-19, 2015
VON BRAUN CENTER
HUNTSVILLE, ALABAMA

Exhibitor Information

Dear Exhibitor,
RPMXPO is pleased to have been chosen as the Official General Service Contractor for the upcoming **AAAA Joseph P. Cribbins Aviation Product Symposium**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you. If you need assistance, please contact our Customer Service Department at 407-636-3216.

All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Army Aviation Association of America, Inc. (AAAA)
593 Main Street
Monroe, CT 06468-2830
Phone: (203) 268-2450
Fax: (203) 268-5870
Email: aaaa@quad-a.org

All questions regarding shipping, storage, furniture rental, labor and other services, should be directed to:

RPMXPO
522 South Hunt Club #371
Apopka, FL 32703
Phone: (407) 636-3216
Fax: (407) 636-3218
E-Mail: info@rpmxpo.com

All questions regarding AudioVisual Exhibitor Services should be directed to:
PSAV
Ray Ramirez
210-598-5467

All questions regarding electrical services should be directed to:
Von Braun Center
Phone: 256-551-2241 Fax: 256-551-2221
decorating@vonbrauncenter.com

Included in this Service KIT are order forms for various items that you may require. These RPMXPO forms are to be returned to our office and the other forms to the *specific contractor who is providing the service*. Please review these forms and **submit your orders as early as possible**.

Important Deadlines

Advance Price Discount Deadline for all RPMXPO orders:.....October 30, 2015

Exhibitor Appointed Contractor notification deadline.....October 30, 2015

First day for warehouse deliveries without a surcharge: .....October 16, 2015

Last day for warehouse deliveries:.....November 6, 2015

First day freight can arrive at show site:.....November 17, 2015

PLEASE NOTE:
All order forms for utility, A/V, floral, etc. services NOT provided by the General Service Contractor, RPMXPO, should be faxed to the number listed on the respective form.
Please do not send them to RPMXPO

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Exhibitor Information - continued

Your 10 ft. X 10 ft. Booth Includes:

- 8 ft. high Backwall Drape, 3 ft. high Sidewall Drape in Black
- 1 - 6' x 30" High Skirted Table - Black
- 2 - Side Chairs
- 1 - Wastebasket
- 7 in. by 44 in. Booth Identification Sign displaying the exhibiting company's name and booth number.

Note: *The Facility is carpeted wall to wall.*

Exhibit Installation and Dismantle Schedule

Exhibitor Set-Up:	Tuesday, November 17, 2015 Wednesday, November 18, 2015	5:00 pm – 8:00 pm 7:00 am - 1:00 pm
Show Hours:	Wednesday, November 18, 2015 Thursday, November 19, 2015	4:30 pm - 7:30 pm 7:00 am– 3:00 pm
Dismantle Dates & Times:	Thursday, November 19, 2015	3:00 pm– 7:00 pm

PLEASE NOTE:
Exhibits may not be dismantled prior to 3:00 pm on Thursday, November 19th. All exhibits must be dismantled and removed by 7:00 pm on Thursday, November 19th. Truck drivers must sign in for pick-up before 5:00 pm on Thursday, November 19th or freight may be re-routed through RPM Logistics, the house carrier.

Shipping Addresses

Advance Shipments to Warehouse Address	Direct to Show Site Address
AAAA Joseph P. Cribbins Aviation Product Symposium [Exhibiting Co. Name & Booth Number] c/o Diversified Contractors, Inc / RPMXPO 9310 Madison Blvd. Suite 1 Madison, AL 35758 Phone: (256) 772-4091 Fax: (256) 772-4499	AAAA Joseph. P Cribbins Aviation Product Symposium [Exhibiting Co. Name & Booth Number] c/o RPMXPO Von Braun Center 700 Monroe Street; North Hall Huntsville, AL 35801

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Diversified Contractors, Inc
9310 Madison Blvd. Suite 1
Madison, AL 35758

Exhibitor

Booth #

AAAA Joseph P. Cribbins
Aviation Product Symposium
Von Braun Center
Huntsville, Alabama
November 18-19, 2015

Late to warehouse charges apply after:
November 6, 2015

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Diversified Contractors, Inc
9310 Madison Blvd. Suite 1
Madison, AL 35758

Exhibitor

Booth #

AAAA Joseph P. Cribbins
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Late to warehouse charges apply after:
November 6, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of these labels as needed.
- Important note: Warehouse is not temperature controlled.
- Hazardous materials will not be accepted at warehouse.

IMPORTANT: These labels are for Advance Warehouse Shipments ONLY.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Von Braun Center
700 Monroe Street; North Hall
Huntsville, AL 35801

Exhibitor

Booth #

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Huntsville, Alabama
November 18-19, 2015

Exhibitor move-in begins:
November 17, 2015

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Von Braun Center
700 Monroe Street; North Hall
Huntsville, AL 35801

Exhibitor

Booth #

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Exhibitor move-in begins:
November 17, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.
- Important note: Hazardous materials will not be accepted at show site.

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Payment Policies

Payment Options

RPMXPO, the official general service contractor for the **AAAA Joseph P. Cribbins Aviation Product Symposium**, is pleased to offer you three convenient ways to pay for furniture and carpet rentals, material handling, signs, shipping, and other provided services.

Checks

All checks must be in U.S. funds drawn on a U.S. Bank.

For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. Although you may choose to pay by company check or cash, for all charges incurred at show site, ***we require your signed Payment and Credit Card Authorization Form*** to be on file with **RPMXPO**, in advance, to guarantee payment. Please make all checks payable to: **RPMXPO.**

Wire Transfer in U.S. Funds

Address to: WELLS FARGO — NORTH CAROLINA 112 S. MAIN STREET; DAVIDSON, NC 28036
Routing # 053000219 Account # 7418240870 SWIFT Code: WFBIUS6S

- Wire transfers must be initiated and confirmed at least two weeks prior to move-in. Wire transfers must include your company name, show name and booth number.
- Due to the various processing fees we incur from banks clearing wire transfers into our accounts, RPMXPO will charge the following fees:
  - **Domestic incoming wire transfer fee: $25.00**
  - **International incoming wire transfer fee: $35.00**

- **Credit Card**
  - We accept MasterCard, Visa and American Express. To authorize charges, you must complete the enclosed ***Payment and Credit Card Authorization Form.*** By completing and returning the Payment and Credit Card Authorization Form you are authorizing RPMXPO and/or RPM Logistics to charge your credit card for any and all charges incurred.

- **Show Site Orders**

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. ***For the discount prices to be in effect, your order must be received by the Return Deadline Date of October 30, 2015, and payment must accompany your order.*** Orders received after the Return Deadline Date or made at the Exhibitor Service Desk during the show will be billed at standard rates listed on the various order forms.

- **Payment Terms**

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed ***Payment and Credit Card Authorization Form*** to be on file with RPMXPO to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full by cash, traveler's check, credit card or check upon presentation. All payment disputes should be resolved before leaving the show site.

Invoices will be distributed on the last day of the show. If you have any questions or concerns in regard to your charges for inbound freight, installation, labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, RPMXPO is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, RPMXPO Services will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining the charges which were billed.

All charges are payable in U.S. funds only. ***No telephone orders will be accepted.***

- **Cancellation Policy**
  - Standard rental item orders cancelled prior to delivery will be refunded at 100% of the original price.
  - Labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.
- **Note:** All materials are on a rental basis for the duration of the show, must be returned in good working order and will remain the property of RPMXPO.

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Payment & Credit Card Authorization Form

Return Deadline: Friday, October 30, 2015

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with RPMXPO. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

Payment Method:

- ☐ Corporate Credit Card
- ☐ Personal Credit Card
- ☐ Check*
- ☐ Wire Transfer (fee applies)*

*Please note: You may choose to pay by Check or Wire Transfer; however, a credit card is required to be on file for any charges not covered by check or wire payment.

Card Type:

☐ AMERICAN EXPRESS ☐ MasterCard ☐ VISA ☐ DISCOVER

Card Number:

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Expiration Date:

_____ / _____ / _____

CVV2 (Security) Code:

_____ _____ _____ _____

ORDER RECAP

Enter totals from each completed form

**** Note: Items taxable in the State of Tennessee***

* Exhibitor Booth Rental	$	
* Standard Booth Furnishings Order Form	$	
* Booth Accessories and Specialty Equipment	$	
* Booth Carpet / Padding Order Form	$	
* Plush Custom-Size Carpet	$	
* Modular Hardwall Accessories	$	
* Back Drape and Side Rail	$	
* Signs, Banners and Accessories	$	
Vehicle Spotting	$	
Material Handling	$	
Accessible Storage	$	
Display Labor	$	
Rigging Labor Order	$	
Booth Cleaning / Periodic Porter Service	$	
TOTAL AMOUNT DUE ➔	**$**	

Cardholder's Name (print or type):			
Cardholder's Billing Address:			
City:	State:	ZIP:	
Cardholder's Signature:		Date:	
ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE			
Company Name:		Booth #:	
Street Address:	City:	State:	ZIP:
Phone #:	Fax #:		
Ordered By:		E-Mail:	
Signature:		Date:	

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User Login Request

Return Deadline: Friday, October 30, 2015

RPMXPO Online Ordering

Please complete this form if you:

- ☐ Have not received the User Login Link
- ☐ Need password reset
- ☐ Had the User Login Link sent to the incorrect Representative

Check an option

In order to receive the User Login Link, the following information needs to be completed			
Company Name:		Booth #:	
Street Address:	City:	State:	ZIP:
Phone #:	Fax #:		
Ordered By:		E-Mail:	
Signature:		Date:	

Return completed form to RPMXPO via:

Email: info@rpmxpo.com -OR- Fax: 407-636-3218

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Limits of Liability and Responsibility

1. RPMXPO shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.

2. RPMXPO shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.

3. RPMXPO shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by RPMXPO to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.

4. RPMXPO shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. RPMXPO liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event RPMXPO maximum liability shall be limited to $.50 per pound per article with a maximum liability of $100.00 per item, or $1,000.00 per shipment, whichever is less.

6. RPMXPO shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of materials to RPMXPO by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.

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Custom Booth Options

Return Deadline: Friday, October 30, 2015

AAAA-1







AAAA-2







AAAA-3



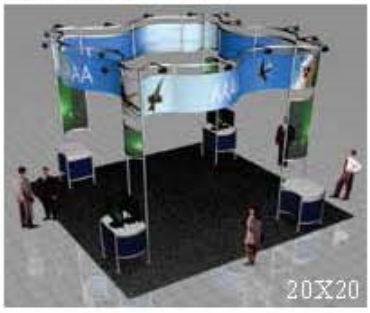




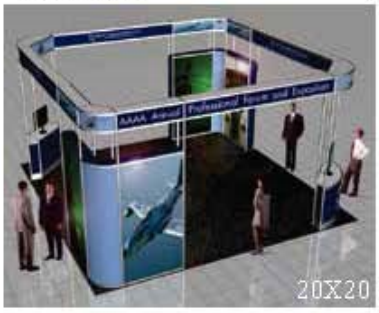
AAAA-4



AAAA-5



AAAA-6



	*IF ORDERED BY JAN 30 (US Dollars)	*IF ORDERED BY FEB. 27 (US Dollars)
AAAA-1 10 X 10	2,167.00	2,708.75
AAAA-1 10 X 20	4,345.00	5,431.25
AAAA-1 10 X 30	6,545.00	8,181.25
AAAA-2 10 X 10	2,651.00	3,313.75
AAAA-2 10 X 20	5,577.00	6,971.25
AAAA-2 10 X 30	8,338.00	10,422.50
AAAA-3 10 X 10	3,520.00	4,400.00
AAAA-3 10 X 20	6,699.00	8,373.75
AAAA-3 10 X 30	9,273.00	11,591.25
AAAA-4 20 X 20	7,491.00	9,363.75
AAAA-5 20 X 20	9,592.00	11,990.00
AAAA-6 20 X 20	16,170.00	20,212.50

Each unit includes structure, panels (your choice of smooth or Velcro-ready, both available in several colors), stem lights (where shown), light boxes (AAAA-6 only), graphics (production-ready where shown), carpet (your choice of several colors), delivery to show site, drayage to booth location, installation & dismantle labor, and daily booth cleaning. A/V equipment, furnishings, and other show services are added separately. Payment in full constitutes your rental agreement. Please include completed Payment and Credit Card Authorization Form with your order.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Your Choice of Rental Unit:
Subtotal (price above):
9% AL Sales Tax:
TOTAL:

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Standard Booth Furnishings Order Form

Return Deadline: Friday, October 30, 2015

DRAPED DISPLAY TABLES COLORS: Black, Blue, Gold, Grey, Peach, Purple, Red, Teal and White *Price includes white vinyl top & 3 sides draping*				
Qty	**Description**	**Advance Rate**	**Standard Rate**	**Amount**
	2' X 4' X 30" High	$ 119.50	$ 155.30	$
	2' X 6' X 30" High	$ 139.55	$ 181.40	$
	2' X 8' X 30" High	$ 172.60	$ 224.35	$
	2' X 4' X 42" High	$ 132.15	$ 171.80	$
	2' X 6' X 42" High	$ 172.60	$ 224.35	$
	2' X 8' X 42" High	$ 199.10	$ 258.80	$
UNDRAPED DISPLAY TABLES				
	2' X 4' X 30" High	$ 66.00	$ 91.85	$
	2' X 6' X 30" High	$ 77.00	$ 100.10	$
	2' X 8' X 30" High	$ 92.65	$ 120.45	$
	2' X 4' X 42" High	$ 74.10	$ 96.30	$
	2' X 6' X 42" High	$ 92.65	$ 120.45	$
	2' X 8' X 42" High	$ 104.20	$ 135.40	$
TABLE DRAPING - 4TH SIDE COLORS: Black, Blue, Gold, Grey, Peach, Purple, Red, Teal and White				
	For 30" High Table	$ 63.75	$ 82.90	$
	For 42" High Table	$ 63.75	$ 82.90	$
DRAPED RISERS - WHITE VINYL				
	4' L X 6" H One Step	$ 39.85	$ 51.80	$
	6' L X 6" H One Step	$ 50.75	$ 66.00	$
UNDRAPED RISERS				
	4' L X 6" H One Step	$ 19.25	$ 24.95	$
	6' L X 6" H One Step	$ 26.90	$ 34.95	$



Upholstered Arm Chair



Side Chair



Padded Stool w/Back

CHAIRS AND PEDESTAL TABLES				
Qty	**Description**	**Advance Rate**	**Standard Rate**	**Amount**
	Side Chair	$ 59.00	$ 76.65	$
	Padded Stool w/Back	$ 76.65	$ 99.65	$
	Round Pedestal Table (30" H X 30" D)	$ 215.80	$ 280.55	$
	Round Pedestal Table (42" H X 30" D)	$ 226.50	$ 294.40	$

Sub-Total	**$**
9% AL Sales Tax	**$**
TOTAL AMOUNT ➔	**$**



Draped Riser
Draped Table



30" H Pedestal Table



42" H Pedestal Table

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, American Express and Discover accepted. All rental items are subject to availability.
Cancellation Policy: Standard rental item orders cancelled prior to delivery will be refunded at 100% of the original price.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

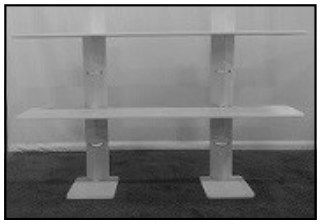
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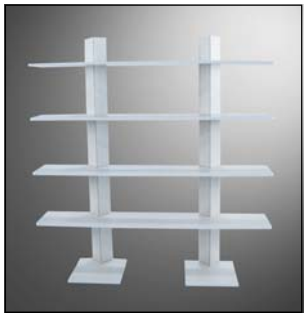
Shelving Units Order Form

Return Deadline: Friday, October 30, 2015


4' 2-Shelf Unit


6' 2-Shelf Unit


4' 4-Shelf Unit


6' 4-Shelf Unit

SHELVING UNITS

All shelves and feet will be delivered to your booth; however, it is the exhibitor's responsibility to install and dismantle them.

Quantity	Description	Advance Rate	Standard Rate	Amount
	4' 2-Shelf Unit	$ 60.00	$ 120.00	$
	6' 2-Shelf Unit	$ 70.00	$ 140.00	$
	4' 4-Shelf Unit	$ 120.00	$ 240.00	$
	6' 4-Shelf Unit	$ 140.00	$ 280.00	$
			Sub-Total	**$**
			9% AL Sales Tax	**$**
			TOTAL AMOUNT ➔	**$**

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, American Express and Discover accepted. All rental items are subject to availability.

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Booth Accessories & Specialty Equipment

Return Deadline: Friday, October 30, 2015

BOOTH ACCESSORIES AND SPECIALTY EQUIPMENT				
Qty	**Description**	**Advance Rate**	**Standard Rate**	**Amount**
	Wastebasket	$ 18.35	$ 23.85	$
	Floor Easel	$ 33.15	$ 45.20	$
	Waterfall Rack	$ 66.15	$ 86.00	$
	8' Upright	$ 17.70	$ 23.00	$
	Crossbar	$ 11.85	$ 15.35	$
	Garment Rack	$ 133.70	$ 173.75	$
	Bag Rack	$ 133.70	$ 173.75	$
	Literature Rack	$ 186.15	$ 242.00	$
	2' X 8' Grid w/o Legs	$ 102.70	$ 133.50	$
	2' X 6' Grid w/Legs	$ 136.87	$ 177.95	$
	Pegboard: 1 m X 8 ft. White Panel - Vert.	$ 182.55	$ 240.05	$
	Pegboard: 4 ft. X 2 m White Panel - Horiz.	$ 182.55	$ 240.05	$
	Tackboard: 4 ft. X 8 ft. Grey Velcro - Horiz.	$ 182.55	$ 240.05	$
	Showcase - 6' Full View	$ 661.25	$ 820.55	$
	Showcase - 6' Half View	$ 661.25	$ 820.55	$
	Showcase - 6' Quarter View	$ 661.25	$ 820.55	$
	Sign Holder	$ 60.65	$ 88.90	$
	Cocktail Table	$ 71.70	$ 93.20	$
	Chrome Stanchion	$ 45.00	$ 63.25	$
	Velour Rope, 7 ft.	$ 65.00	$ 97.50	$
			Sub-Total	**$**
			9% AL Sales Tax	**$**
			TOTAL AMOUNT ➔	**$**


Wastebasket

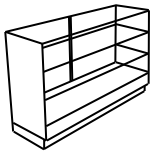

Floor Easel

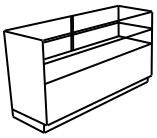

Waterfall Rack

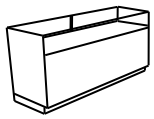

Garment Rack


Bag Rack

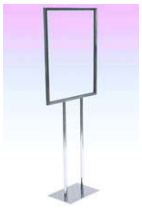

Literature Rack


Showcase - Full View


Showcase - Half View


Showcase - Quarter View


Cocktail Table


Sign Holder


Rope and Stanchions

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, American Express and Discover accepted. All rental items are subject to availability.
Cancellation Policy: Standard rental item orders cancelled prior to delivery will be refunded at 100% of the original price.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Form #11A

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HUNTSVILLE, ALABAMA

Booth Carpet/Padding Order Form

Return Deadline: Friday, October 30, 2015

STANDARD CARPET

Price includes installation.
PLEASE CIRCLE COLOR CHOICE: Black, Blue, Burgundy, Gray, Red & Teal

Quantity	Size	Advance Rate	Standard Rate	Amount
	10' X 10'	$ 157.85	$ 205.15	$
	10' X 20'	$ 307.65	$ 410.45	$
	10' X 30'	$ 457.55	$ 594.85	$
	10' X 40'	$ 615.30	$ 799.95	$

CUSTOM SIZE CARPET

Includes poly covering for protection
Note: 100 Square Foot Minimum Order
Price includes Installation to fit booth space.
No guarantee of color match when ordering multiple carpets.
PLEASE CIRCLE COLOR CHOICE: Black, Charcoal, Gray, Navy, Red, Royal Blue, Silver & White

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '	ft.		$ 3.31 / sq. ft.	$ 4.31 / sq. ft.	$

CUSTOM PADDING

Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '	ft.	$ .66 / sq. ft.	$ .88 / sq. ft.	$

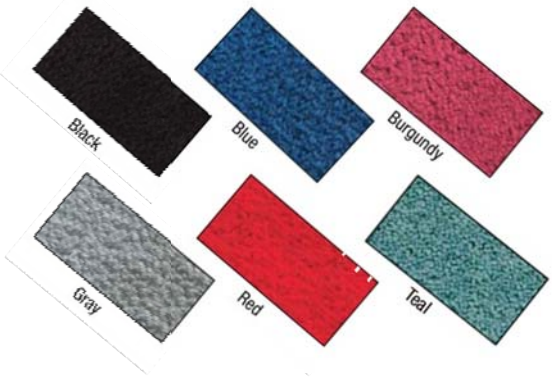
VISQUEEN

Note: 100 Square Foot Minimum Order

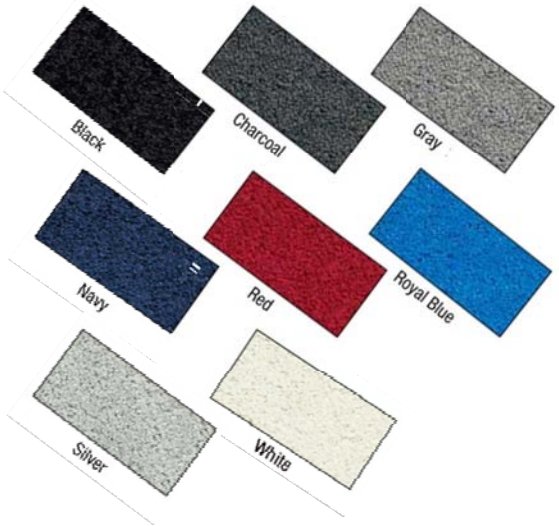
Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '	ft.	$ .39 / sq. ft.	$ .49 / sq. ft.	$

Sub-Total	**$**
9% AL Sales Tax	**$**
TOTAL AMOUNT ➔	**$**

Standard Carpet Colors



Custom Size Carpet Colors



Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, American Express and Discover accepted. All rental items are subject to availability.

Cancellation Policy: Standard rental item orders cancelled prior to delivery will be refunded at 100% of the original price.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Plush Custom-Size Carpet Order Form

Return Deadline: Friday, October 30, 2015

28 OZ. PLUSH CUSTOM-SIZE CARPET

Includes poly covering for protection
Note: 100 Square Foot Minimum Order

PLEASE NOTE: The carpet colors shown below are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.



Dimensions		Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
ft.	ft.			$ 4.99 / sq. ft.	$ 6.65 / sq. ft.	$
					Sub-Total	**$**
					9% AL Sales Tax	**$**
					TOTAL AMOUNT ➔	**$**

Payment Policy: Payment in full of rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, Cash, Traveler's checks, Visa, MasterCard, American Express and Discover accepted. All rental items are subject to availability.

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Modular Hardwall Accessories Order Form

Return Deadline: Friday, October 30, 2015

MODULAR HARDWALL ACCESSORIES

Quantity	Description	Advance Rate	Standard Rate	Amount
	Velcro Panel Insert (replaces PVC panel)	$ 163.75	$ 212.80	$
	Pegboard Panel Insert (1 m x 8' high) (replaces PVC panel)	$ 138.95	$ 180.85	$
	Hanging Rod Attachment	$ 147.25	$ 181.35	$
	Cascading Waterfall Attachment	$ 39.70	$ 51.85	$
	Extra White PVC Panel	$ 272.90	$ 355.05	$
	Extra Velcro Panel	$ 314.25	$ 409.05	$
	1 Meter Counter (36"x42"x18")	$ 289.45	$ 375.95	$
	2 Meter Counter (72"x36"x18")	$ 496.15	$ 645.00	$
	Locks for Counters	$ 42.25	$ 55.15	$
	1 Straight Shelf & 2 Brackets	$ 77.70	$ 101.45	$
	1 Angled Shelf & 2 Brackets	$ 94.30	$ 123.50	$
	Side Rail (each)	$ 247.25	$ 290.25	$
			Sub-Total	**$**
			9% AL Sales Tax	**$**
			TOTAL AMOUNT ➔	**$**

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, Cash, traveler's checks, Visa, MasterCard, American Express and Discover accepted. All rental items are subject to availability.

Cancellation Policy: Standard rental item orders cancelled prior to delivery will be refunded at 100% of the original price.

Company Name:	Booth #:
Ordered By:	Phone #:
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Back Drape/Side Rail Order Form

Return Deadline: Friday, October 30, 2015

BACK DRAPE AND SIDE RAILS

Price is per linear foot and includes required hardware (uprights, crossbars, etc.).
AVAILABLE COLORS: Berry, Black, Blue, Burgundy, Gold, Grey, Peach, Plum, Purple, Red, Teal and White

Drape Height	Color	# of Linear Feet Required	Rate per Linear Foot	Amount
3 FEET HIGH			$ 3.30 / linear foot	$
8 FEET HIGH			$ 8.85 / linear foot	$
			Sub-Total	**$**
			9% AL Sales Tax	**$**
			TOTAL AMOUNT ➔	**$**

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, Cash, traveler's checks, Visa, MasterCard, American Express and Discover accepted. All rental items are subject to availability.

Cancellation Policy: Standard rental item orders cancelled prior to delivery will be refunded at 100% of the original price.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Sign Submission Information

Please follow these requirements so RPMXPO can provide the highest quality signs for your exhibit.

Please Provide the Following When Submitting Art	Acceptable File Types
Minimum requirements for original artwork, such as logos, when RPMXPO is providing design and layout: • 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product) **Minimum requirements for final artwork that RPMXPO will reproduce exactly as provided:** • 150 dpi resolution at full size of actual finished product **Minimum requirements for both:** • All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.) • Accurate color proof print of artwork • Contact name, phone number and email address of art creator if applicable • If submitting a "vector" type file, include all fonts, or convert fonts to outlines or paths	Files that RPMXPO can use, in order of preference, include: **EPS** and **AI** (especially when submitting logos)) **TIF** (especially when submitting photos) **JPG** (provided resolution is high enough for photo images, not recommended for logos) **PSD** (all layers must be editable) **PDF** (please save with illustrator editing enabled, convert all fonts to outlines, or you may also send rasterized pdf files at full scale) File types that RPMXPO cannot use to reproduce high quality graphics include: GIF files Microsoft Office software files such as Word (.doc) or PowerPoint (.ppt) file types Self-extracting files, such as ESE or SEA files Files pulled from websites: (logos, images, etc. (will not be accepted.
Acceptable Software File Formats	**Ways to Send Artwork**
We are capable of working with both PC and MAC based software, and can accept art created with the following software (listed in order of preference). Email attachment (4 mgs or smaller only) **Ai Ps Id Adobe PDF** When sending disks, please label them with the following: Exhibitor Co. Name, Booth #, Show Name, Show Date.	Artwork files that are of acceptable resolution as listed will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.

If you have any additional questions concerning file make-up, logos, resolution, etc. you may contact our graphics department at 407-636-3216 or info@rpmxpo.com

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Signs, Banners & Accessories Order Form

Return Deadline: Friday, October 30, 2015

Qty	Description	Advance Rate	Standard Rate	Amount
STANDARD FOAMCORE SIGNS, SINGLE-SIDED				
	Vertical, 22" X 28"	$ 124.20	$ 161.45	$
	Horiz., 22" X 28"	$ 124.20	$ 161.45	$
	Vertical, 28" X 44"	$ 192.45	$ 250.20	$
	Horiz., 28" X 44"	$ 192.45	$ 250.20	$
	Meterboard, 39" X 90.75"	$ 382.60	$ 497.35	$
ACCESSORIES				
	Blank Foamcore 4' X 8'	$ 33.75	$ 43.85	$
	Velcro, per ft. min. 5 ft.	$ 2.30	$ 2.95	$

Qty	Description	Advance Rate	Standard Rate	Amount
VINYL BANNERS WITH DIGITAL PRINTING				
	Grommets, per sq. ft., Vertical	$ 15.70	$ 20.45	$
	Grommets, per sq. ft., Horizontal	$ 15.70	$ 20.45	$
	Pockets, per sq. ft., Vertical	$ 16.85	$ 21.90	$
	Pockets, per sq. ft., Horizontal	$ 16.85	$ 21.90	$
REPLACEMENT ID SIGN - CARDSTOCK				
	7" x 44" Horiz.	$ 38.15	$ 48.20	$

Qty	Easel Back	Size	Advance Rate	Standard Rate	Amount
WHITE SHOWCARD Price Based on Block Letters, Black Lettering					
		7" X 11"	$ 21.00	$ 31.50	$
		7" X 44"	$ 26.25	$ 38.85	$
		11" X 14"	$ 31.50	$ 47.25	$
		14" X 22"	$ 42.00	$ 63.00	$
		22" X 28"	$ 63.00	$ 84.00	$
		28" X 44"	$ 84.00	$126.00	$

Orientation: ☐ Horizontal ☐ Vertical

Please type desired copy below or attach a separate sheet:

- Signs ordered less than ten business days prior to show opening and on Saturday, Sunday or Holidays will be billed at double the Advance Rates.
- Over 10 words add $2.50 per word
- Colored show card and each change in color copy will be quoted upon request.
- Easel back applied to sign add $8.00
- Prices will be quoted on all special work (logos, trademarks, special lettering cut-out, odd sizes, etc.)
- All advance order signs will be available for customer pick-up at the show site service desk.
- NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT THE SHOW SITE SERVICE DESK.

Sub-Total	**$**
9% AL Sales Tax	**$**
TOTAL AMOUNT ➔	**$**

Sign prices are based on customer supplying print-ready graphics in the requested format (see previous page).

Payment Policy: Payment in full for sign order charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, American Express and Discover accepted.
Cancellation Policy: Sign orders cancelled before the return deadline will be refunded at 100%. Sign orders cancelled after the return deadline will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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HUNTSVILLE, ALABAMA

Vehicle Spotting Order Form

Return Deadline: Friday, October 30, 2015

VEHICLES ON DISPLAY

All vehicles entering the exhibit floor for booth display purposes
will be "Spotted" by RPMXPO.
A Spotting Fee of $95.00 (round trip) applies.

Quantity of Vehicles to be Spotted	Rate per Round Trip	Total
	$ 95.00	$
	TOTAL AMOUNT ➔	**$**

All vehicles must take the following safety precautions:

- Batteries must be disconnected and taped
- Fuel tanks must have no more than one quarter of a tank of gas
- Fuel tanks must be locked with a locking cover to prevent the escape of vapors
- Refueling, or removal of fuel from vehicles, on the premises is prohibited
- Vehicles may not be moved during show hours

Payment Policy: Credit Card information must be on file for all services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, American Express and Discover accepted.

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Ordered By:	Phone #:
Signature:	Date:

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Shipping Definitions

CRATED - Referred to as "Common Carrier Shipments"

- Crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

UNCRATED - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

ADDITIONAL HANDLING - Referred to as "Van Line Shipments"

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.) Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily, these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional RPM labor to load/unload.

SMALL PACKAGE SERVICE - Referred to as packages, cartons or envelopes.

- Any **single shipment** that arrives at the warehouse or show site weighing less than 50 lbs. In this category are shipments received from UPS, FedEx, DHL, AirBorne Express, etc.

*Overtime:

- is Monday-Friday prior to 8:00 a.m. and after 4:30 p.m. Also, all day Saturday, Sunday and observed union holidays.

In addition:

- Advance shipments are subject to overtime if moved into show site during overtime hours due to scheduling conflicts beyond RPM's control.
- Shipments during "move-in" or "move-out" are subject to overtime charges if handled during overtime hours due to scheduling conflicts beyond RPM's control.

Money Saving Tips

Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments.
See example of savings below.

Before the show…

THE WRONG WAY



— Shipped as three separate shipments —

RECEIVED:

54 lbs. charged @ 200 lbs. min x $88.00/cwt. $176.00
59 lbs. charged @ 200 lbs. min x $88.00/cwt. $176.00
72 lbs. charged @ 200 lbs. min x $88.00/cwt. $176.00

Total 185 lbs. **Total Cost:..... $528.00**

THE MONEY SAVING WAY



— Shipped everything together as a single shipment* —

RECEIVED:

3 pieces totaling 185 lbs. @ 200 lbs. min x $88.00/cwt. $176.00

TOTAL SAVINGS… $352.00!

- The Material Handling charge from RPM for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

After the show…

1) Obtain a Bill of Lading from the RPM Service Desk.
2) Once your freight is packed and ready to ship, complete and return the Bill of Lading form to the Service Desk.
3) If not using RPM Logistics, you must make and/or confirm arrangements for pick-up with your choice of carriers.
4) Be sure your chosen carrier is declared on the Bill of Lading.
5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

*Failure to follow these steps could result in freight being re-routed through RPM Logistics and assessed additional shipping charges.

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F.A.Q.

HOW DO I SHIP TO WAREHOUSE? (i.e. advance shipment to warehouse)

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE? (i.e. direct to show site)

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Material Handling Order Form page. We have also included in your service manual labels for both warehouse and show site shipments for you to copy and attach to cartons as needed.
- Some labels are color coded, so please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the RPM Service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- For your convenience, RPM Logistics will be on site to handle outbound transportation.
- Each shipment must have a completed Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the RPMXPO Service Desk.)
- After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the RPM Service Desk. DO NOT leave the bill of landing in your booth.
- Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment either will be rerouted through RPM Logistics.
- You must notify your carrier of the dates & times of pick-up if you are not using RPM Logistics.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding “riders” to your existing policies.

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Material Handling Rate Schedule

RPMXPO has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

MATERIAL HANDLING RATES

200 lb. Minimum Charge

The following services, whether used complete or in part, are offered as a package. Rates include: Unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

	Crated Materials	Uncrated and/or Loose Shipments	Special Handling
	STANDARD RATES	***STANDARD RATES***	***STANDARD RATES***
WAREHOUSE ADVANCE RECEIVING	**ST Rate: $ 89.30 / cwt.** Receive crated materials only at our warehouse 30 days prior to show.	Shipments of loose or uncrated materials will **not** be received at the warehouse. They must be shipped directly to the show site.	**ST Rate: $ 130.36 / cwt.** Carpet and padding will be accepted at the warehouse at a Special Handing Rate of $130.36 / cwt.
DIRECT SHIPMENT TO SHOW SITE	**ST Rate: $ 83.80 / cwt.** Receive shipments at show site on move-in dates only.	**$ 125.70 / cwt.** Receive shipments at show site on move-in dates only.	**25% Surcharge** See Special Handling Information below.

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING (INCLUDING NON-SKIDDED, UNCRATED AND/OR LOOSE SHIPMENTS) RECEIVED AT THE EXHIBIT SITE will be subject to a 25% surcharge in addition to the above show site rates. This applies to all "van-line" shipments and trucks, due to the height of the truck bed, cannot be unloaded at the docks. If crated materials are combined with uncrated and loose materials in the same shipment, the whole shipment will be charged at the UNCRATED AND LOOSE MATERIAL RATE, PLUS SPECIAL HANDLING RATE IF APPLICABLE.

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties.

- Rates are based on incoming weight only. All weights are rounded off to the next 100 lbs. (cwt). Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. RPMXPO assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the Service Desk before leaving the Show. RPMXPO will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, RPMXPO reserves the right to re-route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by RPMXPO.

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E-Mail: info@rpmxpo.com

AAAA Joseph P. Cribbins
AVIATION PRODUCT SYMPOSIUM
NOVEMBER 18-19, 2015
VON BRAUN CENTER
HUNTSVILLE, ALABAMA

Material Handling Order Form

Return Deadline: Friday, October 30, 2015

Shipments Consigned to the Warehouse Must Arrive NO LATER THAN November 6, 2015

Shipments late to the Warehouse are subject to a 25% surcharge unless shipping through the Official Show Carrier, RPM Logistics

Shipments to the Show Site Should be Timed To Arrive NO EARLIER THAN November 17, 2015

WHERE TO SHIP:

Shipments consigned to WAREHOUSE:

AAAA Joseph P. Cribbins
Aviation Product Symposium
[Exhibiting Co. Name & Booth Number]
c/o Diversified Contractors, Inc / RPMXPO
9310 Madison Blvd. Suite 1
Madison, AL 35758
Phone: (256) 772-4091 Fax: (256) 772-4499

Shipments consigned to SHOW SITE:

AAAA Joseph P. Cribbins
Aviation Product Symposium
[Exhibiting Co. Name & Booth Number]
c/o RPMXPO
Von Braun Center
700 Monroe Street; North Hall
Huntsville, AL 35801

- ***The Show Name, Your Company Name and Booth Number MUST be referenced on all shipments.***

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize RPMXPO to handle our shipment(s) in accordance with the information above and on the following page, and have read this order and agree to the terms and provisions hereof, including the following page, and acknowledge receipt of a copy. We agree that RPMXPO will provide its services as our agent, and not as bailee or shipper, and if any employee of RPMXPO shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with RPMXPO relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by RPMXPO as an offset against the amount of the alleged loss or damage. Instead, we agree to pay RPMXPO for the full amount of the invoice for all such charges, and we further agree that any claim we may have against RPMXPO shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Please Complete	Piece Count	Estimated Weight	ST Rate Per CWT (100 lbs.)	ST Charges	Estimated Amount
Warehouse Advance Receiving - Crated			$ 89.30	$	$
Direct Shipment to Show Site - Crated			$ 83.80	$	$
Direct Shipment to Show Site - Uncrated			$ 125.70	$	$
Direct Shipment to Show Site - Special Handling			25% Surcharge	$	$
Specialized Carrier Shipment (Small package shipments under 50 lbs.)			$ 42.50 each carton $ 85.00 min. per shipment	$	$

NOTE: 200 LB. Minimum Charger Per Shipment

TOTAL AMOUNT ➔ **$**

Description: _____

_____

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Form #18b

Rev. 8/14/15

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Reverse Side of Material Handling Order Form

Please read carefully! You are entering a contract which may limit your possible recoveries in case of loss or damage.

The terms and conditions set forth below, become a part of the contractual agreement between RPMXPO Services/RPM Logistics, Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed by agreeing to the rules and regulations of exhibiting at the event. This Bill of Lading and/or Delivery Receipt will act as a binding document for any potential claims. By signing this RPM Bill of Lading, Exhibitor/Exhibitor's Agent guarantees payment for shipping services provided by RPM and/or RPM's Agent — no exceptions.

1. DEFINITIONS. The name RPM shall be construed within the meaning of this contract as RPM Logistic Services, or RPMLS and their employees, officer, agents, and assigns including any subcontractors that RPM may appoint. The term EXHIBITOR refers to any party who contracts for services with RPM.
2. RPM RESPONSIBILITIES. RPM shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. RPM assumes no responsibilities for any persons, parties, or other contracting firms not under RPM direct supervision and control. RPM shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond RPM reasonable control, of for ordinary wear and tear in the handling of materials.
3. INSURANCE. It is understood that RPM is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide RPM with a release of subrogation to the extent that any insurance settlement is received.
4. CLAIMS(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage shall be submitted to RPM prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes the "conclusion" of the show shall be construed as the end of the day on which EXHIBITOR must vacate the show site. All claims reported after the (30) day period will be rejected. In no event shall a suit or action be brought against RPM more than one year after the date that loss or damage occurred.
5. INDEMNIFICATION. Exhibitor agrees to indemnify, forever hold harmless and defend RPM and their employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to, by any of the following:
• EXHIBITOR'S negligent supervision of any labor secured through RPM or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, invitees, and/or any EXHIBITOR appointed contractor (EAC).
• EXHIBITOR'S negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of RPM equipment.
• EXHIBITOR'S violation of Federal, State, or Local ordinances.
• EXHIBITOR'S violation of Show Regulations and/or Rules as published by Facility and/or Show Management.
6. PACKAGING AND CRATES. RPM shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials RPM shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. RPM shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.
7. EMPTY CONTAINERS. Affixing "empty storage" labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels should be removed. RPM assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels, or for loss or damage to materials stored in containers labeled "empty."
RPM'S LIABILITY LIMITS. If found liable for any loss or damage, RPM's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of $50.00 per shipment, whichever is less. RPM shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPM specifically acknowledges receipt in writing. RPM shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPM be held liable for any concealed damage-no exceptions.
8. PAYMENT FOR SERVICES MAY NOT BE WITHELD. In the event of any dispute between EXHIBITOR and RPM relative to any loss or damage claim, the EXHIBITOR shall not be entitled to and shall not withhold payment to RPM as an offset against the amount of the alleged loss or damage. Any claim against RPM shall be considered a separate transaction and shall be resolved on its own merit.
9. INBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the EXHIBITOR or his representative. During such time the materials will be left unattended. RPM is not, and cannot be, responsible for loss, damage, theft, or disappearances of EXHIBITOR'S material after same have been delivered to the EXHIBITOR'S booth at show site.
10. OUTBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick up of EXHIBITOR'S materials from the booth for loading onto a carrier. During such time the materials will be left unattended. RPM shall not be responsible for loss, damage, theft of, or disappearance of EXHIBITOR'S material before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to RPM by EXHIBITOR. Notations of exceptions to conditions of materials, or piece counts will be made on the form submitted by EXHIBITOR. RPM assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, or agent for transportation after the show. RPM loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. RPM assumes no liability for any materials after carrier assumes custody of materials. If EXHIBITOR'S designated carrier fails to show by the move out deadline after a show, RPM shall have the authority to route EXHIBITOR'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at EXHIBITOR'S expense.

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AVIATION PRODUCT SYMPOSIUM
NOVEMBER 18-19, 2015
VON BRAUN CENTER
HUNTSVILLE, ALABAMA

Accessible Storage Order Form

Return Deadline: Friday, October 30, 2015

ACCESSIBLE STORAGE

RPMXPO will go to all reasonable lengths to secure your product; however, we are not responsible for the contents of open boxes put into storage. All storage will be delivered to your booth first. Once the piece count has been verified, the product will be moved into storage.

THE CHARGES FOR ACCESSIBLE STORAGE ARE AS FOLLOWS:

- STORAGE CHARGE — $75.00 per 16 square feet per day (size of a 4' x 4' pallet)
- LABOR CHARGE — 1/2 hour minimum labor charge per move, based on the rates set forth in this manual on the "Display Labor Order Form" ($83.00 per hour ST, $124.50 per hour OT)

Please complete all sections below:

1. We will require _____ square feet of space in Accessible Storage for:

   a. # of boxes _____ c. # of cartons_____ e. # of skids_____
   b. # of cases _____ d. # of crates _____

2. Description of product we are storing: _____

3. We will need access to this product:

   _____ times a day at _____ a.m. and/or _____ times a day at _____ p.m.

STORAGE CHARGE ($ 75.00 per 16 sq ft increment)	X	**Qty of Sq. Ft. Required** (16 sq ft increments)	X	**Total # of Days You Will Need Access**	=	**Storage Charge — Est. Amount Due**
$ 75.00	X		X		=	$
LABOR CHARGE — ST (1/2 hr. min. labor charge — $ 83.00/hr ST — per move.)	X	**# of Times per Day You Will Need Access**	X	**Total # of Days You Will Need Access**	=	**ST Labor Charge — Est. Amount Due**
$ 83.00/hr ST (min. 1/2 hr)	X		X		=	$
LABOR CHARGE — OT (1/2 hr. min. labor charge — $ 124.50/hr OT — per move.)	X	**# of Times per Day You Will Need Access**	X	**# of Days Required**	=	**OT Labor Charge — Est. Amount Due**
$ 124.50/hr OT (min. 1/2 hr)	X		X		=	$

TOTAL AMOUNT ➔ **$**

Payment Policy: Payment in full of all charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, American Express and Discover accepted.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Display Labor Order Form

Return Deadline: Friday, October 30, 2015

Labor Rates

Display Labor for Installation and Dismantling of Exhibits
— Power Tools Are Not Supplied —

Straight Time 8:00 am to 4:30 pm Monday through Friday.	Overtime After 4:30 pm until 8:00 am Monday through Friday, all day Saturday and Sunday.	Double Time All Holidays
$ 83.00 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	$ 124.50 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	$ 165.00 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.
All Labor orders received after the return deadline date will be charged an additional 25%		

NOTE: 8:00 am is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in and out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per worker ordered, unless we receive written cancellation 24 hours prior to starting time.

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	Tuesday, November 17th				$
	Wednesday, November, 18th				
DISMANTLE	Thursday, November 19th				$
				TOTAL AMOUNT ➔	**$**

PLEASE INDICATE SERVICE REQUIRED:

- ☐ EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor
- ☐ RPMXPO SUPERVISION – Hourly rate plus 30% Supervision charge. Minimum $40.00. Detailed set-up and outbound shipping instructions must be sent in advance.

Please complete this section if you have chosen RPM to supervise your installation and/or dismantling.

Inbound Freight Information
Carrier Name: _____
# of pieces: _____ Weight of Shipment: _____
Is shipment: ❑ Crated ❑ Uncrated
Tacking/Pro #: _____
Estimated arrival date: _____
Shipment to arrive at: ❑ Warehouse ❑ Show site

Set-up Information for Installation
Please check all that apply and provide information where requested.
Booth Size: _____ x _____
Forklift required: ❑ Yes ❑ No
Carpet is: ❑ Owned ❑ Rented from RPM
Carpet padding: ❑ Yes ❑ No
Drawings are: ❑ Faxed to RPM ❑ Shipped w/exhibit crates

On-site Exhibitor Contact Information
Name: _____
Phone#: _____ Hotel: _____
Arrival date/time: _____ Departure date/time: _____

Outbound Freight Information
Carrier Name: _____
Deliver shipment to: _____
Address: _____
City, State, ZIP: _____
Type of service (air, van line, ground, etc.): _____

Services You Have Ordered
Please check all that apply.
❑ Electrical ❑ Furniture ❑ A/V Equipment
❑ Booth Cleaning ❑ Telephone/Internet

Electrical Information:
❑ Electrical should go under the carpet (diagram is attached)
❑ Electrical drawing are attached
❑ Electrical drawings are with exhibit in crate number _____
❑ Electrical drawings were sent to the official contractor

Payment Policy: Credit Card information must be on file for all display labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, American Express and Discover accepted. **Cancellation Policy:** Display labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Display labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Rigging Labor Order Form

Return Deadline: Friday, October 30, 2015

Order Rigging Labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function; however, any additional movement or unskidding at exhibit booth will require a rigging order. Do not order rigging labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00 AM, will be assigned after finishing earlier requests. Exhibitors must verify any rigging labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk.

Rigging Labor Rates	**Rigging Crew Consists of One Rigger and One Equipment Operator**		
	Straight Time **8:00 am to 4:30 pm** **Monday through Friday**	**Overtime** **After 4:30 pm until 8:00 am** **Monday through Friday,** **all day Saturday and Sunday**	**Double Time** **All holidays and any time a worker works more than ten (10) hours in the same day**
Rigger	$ 83.00 per hour, one hour minimum, per worker, thereafter ½ hr. increments	$ 124.50 per hour, one hour minimum, per worker, thereafter ½ hr. increments	$ 166.00 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Fork Lift with Operator **Up to 5,000 lbs. Capacity**	$ 131.25 per hour, one hour minimum, per worker, thereafter ½ hr. increments	$ 196.88 per hour, one hour minimum, per worker, thereafter ½ hr. increments	$ 262.50 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Over 5,000 lbs.	Quoted Upon Request		
	All Labor orders received after the return deadline date will be charged an additional 25%		

	Dates Required (circle all that apply)**:**	**Service Required**	**Time Requested**	**Estimated # of Hours Per Crew**	**Estimated Amount**
ERECT	**Tuesday, November 17th**				$
	Wednesday, November 18th				
DISMANTLE	**Thursday, November 19th**				$

# of Pieces to be Spotted:_____ Heaviest Pieces:_____ **TOTAL AMOUNT ➔** **$**

Payment Policy: Credit Card information must be on file for all rigging labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, American Express and Discover accepted.

Cancellation Policy: Rigging labor service orders cancelled before the return deadline will be refunded at 100%. Cancellation of any advance order for rigging labor or material handling equipment must be at least 24 hours in advance. Rigging labor service orders cancelled after move-in begins will be charged a one hour minimum per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Booth Cleaning/Periodic Porter Service

Return Deadline: Friday, October 30, 2015

BOOTH CLEANING RATES

All carpets ordered from RPMXPO are installed clean for your use; however, you may want to order cleaning services for debris created during set-up.

Please choose either **One-Time** (before initial opening) **Vacuuming** or **Daily Vacuuming** below.

VACUUMING - Once Before Initial Opening

Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	X	# of Days Required	Amount
ft.	ft.	ft.	X	$ 0.32 / sq. ft.	or	$ .42 / sq. ft.	X	1	$

VACUUMING - Daily (Rate is for duration of show - not per day)

Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
ft.	ft.	ft.	X	$ .70 / sq. ft.	or	$ .82 / sq. ft.	3	$

MINIMUM CHARGE - 100 Sq. ft. per day

TOTAL AMOUNT ➔ $

PERIODIC PORTER SERVICE

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for the first day of the show only or daily.

Please choose either **Once** (before initial opening) or **Daily Porter Service** below.

PORTER SERVICE- Once

Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	X	# of Days Required	Amount
ft.	ft.	ft.	X	$ 0.21 / sq. ft.	or	$ .26 / sq. ft.	X	1	$

PORTER SERVICE - Daily (Rate is for duration of show - not per day)

Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
ft.	ft.	ft.	X	$ 0.46 / sq. ft.	or	$ 0.59 / sq. ft.	3	$

MINIMUM CHARGE - 100 Sq. ft. per day

TOTAL AMOUNT ➔ $

Payment Policy: Payment in full for Booth Cleaning and Periodic Porter Service charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, American Express and Discover accepted.

Cancellation Policy: Booth Cleaning and Porter Service orders cancelled before the return deadline will be refunded at 100%. Booth cleaning orders cancelled after the return deadline will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Non-Official Contractor Request Form

Return Deadline: Friday, October 30, 2015

For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from RPMXPO, please read the following restrictions, requirements and restraints. A non-official contractor is any company other than the designated official contractors. If an Exhibitor wishes to use a non-official contractor that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted. The following services cannot be provided by provided by any non-official contractor:

Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Booth • Cleaning • Catering

PLEASE NOTE: A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use contractor's services.

Complete this form ONLY if your company is using a Services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.

Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by October 30, 2015.

Event Name: **AAAA Joseph P. Cribbins Aviation Product Symposium**		
Exhibiting Company Name:		Booth#:
Address:	State:	Zip:
Authorized On-Site Representative:		
Name of Service Firm:		
Address:	State:	Zip:
Telephone:	On-Site Supervisor:	
Signature:		Date:

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Third Party Authorization Form

Return Deadline: Friday, October 30, 2015

You may arrange for a third party to handle your display and be billed for the services. RPMXPO will agree to this arrangement if the third party has a satisfactory payment record with us. Both firms must complete this form, and return this form by the Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred.

Should the third party fail to present payment at show site, the exhibitor will assume responsibility for payment.

Exhibiting Company Name: _____ Booth # _____

Contact Person (Print or Type): _____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

☐ ALL SERVICES ☐ Booth Cleaning ☐ Material Handling ☐ I & D Labor ☐ Rigging
☐ Booth Furnishings ☐ Signs ☐ Other (please specify) _____

PAYMENT METHOD: ☐ Personal Credit Card ☐ Corporate Credit Card ☐ Company Check

CARD TYPE: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

CARD NUMBER EXP. DATE

Please enter the CVV2 (security) Code listed on your card: ☐☐☐☐

THIRD PARTY INFORMATION			
Cardholder's Name as Listed on Credit Card:			
Cardholder's Billing Address:			
City:	State:		ZIP:
Cardholder's Signature:			
Name of Service Firm/Third Party:			
Authorized On-Site Representative:		Title:	
Address:	City:	State:	ZIP:
Telephone:	On-Site Supervisor:		
Signature:	Email:		Date:



SAFETY FIRST



SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL — ESPECIALLY YOU!

RPMXPO is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention an RPMXPO supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR LOSS PREVENTION GUIDELINES AT SHOWSITE

- Children under the age of 14 will not be permitted on the show floor during the set-up and dismantling of the show. There will be no exceptions.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
  Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.

VBC

VON BRAUN CENTER

HUNTSVILLE, ALABAMA



Exhibitor Guide

www.vonbrauncenter.com













Von Braun Center
700 Monroe Street
Huntsville, AL 35801
Attn: Decorating Department
(256) 551-2241 FAX (256) 551-2221
decorating@vonbrauncenter.com

AAAA

Booth Name: _____

Booth Number: _____

CREDIT CARD AUTHORIZATION FORM

(Required for all services including drayage)

Dear Exhibitor:

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

[ ] AMERICAN EXPRESS

[ ] VISA

[ ] MASTER CARD

[ ] DISCOVER

Please Print

ACCOUNT NUMBER:	
EXPIRATION DATE:	CID #:
CARD HOLDER NAME:	
CREDIT CARD BILLING ADDRESS:	
EXHIBITOR:	
TELEPHONE NUMBER:	BOOTH NO:
SIGNATURE:	

If you would like confirmation of your order please provide an email address:

_____

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EXHIBITOR TELEPHONE SERVICE

The VBC provides all telephone service. No other organizations are authorized to provide phone services in the VBC without approval by VBC Decorating Department (256) 551-2241.

All phone lines have voice & data capability and will accommodate analog modems with up to 9600-baud rate.

Item	Quantity	Advance Cost	Floor Cost	Total
Telephone Line- Local Calls	X	$150.00 each	$175.00 each	
Telephone Line- Long Distance	X	$185.00 each	$205.00 each	
Telephone Instruments	X	$35.00 each	$40.00 each	
			TOTAL:	

CABLE

Item	Quantity	Advance Cost	Floor Cost	Total
Cable Line dropped to booth	X	$105.00	$155.00	
Satellite Dish Hook Up	X	$150.00	Must be pre-order	
			TOTAL:	

*** If you want to have Satellite Dish Hook up, you must call the decorating department before ordering.***
****you will not be able to order Satellite Dish Hook Up on the show floor****

HIGH SPEED INTERNET ACCESS

WiFi is available in South, East and North Hall. You do not have to pre-order WiFi, it is available when you log onto VBC Public. Call the decorating department with any questions (256) 551-2237.

Description (1.5 mb)		Quantity	Total
RJ45 Drop From Router	$420.00	X	
Additional IP Address From RJ45 Drop	$120.00	X	
Hub/Switch Rental	$100.00	X	
**WiFi Available (Limited Bandwidth)	$21.00 Per Day	X	**Preorder not required**

**Bandwidth Limitation:

The Von Braun Center Wireless Network is intended for guest users access to email and web surfing which is labeled as low bandwidth requirements. If medium or high bandwidth is required please contact the decorating department.

Low - Email and simple Web Surfing
Medium - Web Applications and Streaming Audio
High - Instructor Lead Web Training, Large File Transfers, SD Video Stream

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UTILITY SERVICE ORDER FORM

ELECTRICAL

The rates listed below are for one (1) quadbox only. Rates are applicable for both single phase and three-phase power. The charge for service includes electrical current, installation in the most convenient location unless designated below and removal at the close of the show. **Special service or wiring of or into equipment will be charged at prevailing rates for labor and materials**. VBC will not be responsible for power failures or voltage fluctuations. **WE CANNOT GUARANTEE SERVICE PRIOR TO SHOW OPENING ON LATE REQUESTS.**

Sharing with neighbor booths is not allowed. You must purchase electricity in order to use it.

	Advance Price	Floor Price	Quantity Ordered	Amount
110 Voltage				
20 amp or 0-2400 watts	$85.00	$110.00	X	
30 amp or up to 3600 watts	100.00	130.00	X	
208 Voltage				
0-30 amps	$110.00	$135.00	X	
31-60 amps	135.00	160.00	X	
61-100 amps *	185.00	240.00	X	
100 - 200 amps *	235.00	N/A	X	
Over 200 amps *	N/A	N/A	X	
Circle one: single / three phase				
480 Voltage				
0-30 amps	$135.00	$160.00	X	
31-60 amps	185.00	230.00	X	
61-100 amps *	260.00	375.00	X	
100 – 200 amps *	335.00	N/A	X	
Over 200 amps *	N/A	N/A		
Circle one: single / three phase				

By special arrangement prior to move-in, call 256 551-2241

PAYMENT POLICY

*To receive discount prices, orders must be accompanied by credit card authorization form or check made payable to the Von Braun Center and received no less than **7 days** prior to the event move in day. When requirements are not received at least 5days in advance with payment, charges are due at floor order prices. Payment for all services and materials is due before services will be performed or materials supplies. Visa/Mastercard & American Express services are available for exhibitor convenience.*

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Booth Number: _____

COMPRESSED AIR

Exhibitors must provide their own pressure regulator valves and fittings. VBC will provide a 1/2" quick disconnect, female to your booth. You must supply your own adapters to fit these requirements. In situations where required materials are not supplied and the VBC Engineering Department is required to assist and supply parts, additional charges for materials and labor will apply.

Cubic Feet per minute required:

Advance Price	Floor Price	Quantity Ordered	Amount
$80.00	$105.00	**X**	

WATER SERVICE

Pressure may vary. No guarantee can be made of minimum pressure. If pressure is critical, exhibitor should arrange to have a pressure regulator valve.

*****Drain service by special arrangement prior to move in*****

Advance Price	Floor Price	Quantity Ordered	Amount
$80.00	$105.00	**X**	

Hot water is available by request (Applicable power charge as well as labor charges to complete the installation will be calculated into the cost)

Water and air service is limited to the South, East, and West Exhibit Halls only.

ENGINEERING LABOR (One Hour Minimum)

Number of Men	Price Per Hour	Number of Hours	Amount
	X $25.00	**X**	

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AAAA

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Booth Number: _____

PSAV™
PRESENTATION SERVICES

Show Name:
AAAA Von Braun Huntsville
November 16-19

Exhibit Order Form

Please Fill Out Completely

Video Equipment		Qty	DAILY RATE Advanced	DAILY RATE On Site	Days Used	Total
Tripod Screen			$80.00	$90.00		
DVD			$85.00	$100.00		
Blu-Ray Player			$110.00	$125.00		
34" Rollcart w/skirt			$20.00	$25.00		
42" Rollcart w/skirt			$20.00	$25.00		
54" Rollcart w/skirt			$20.00	$25.00		
HD Camcorder			$200.00	$250.00		

Computer Display Equipment	Qty	DAILY RATE Advanced	DAILY RATE On Site	Days Used	Total
17" High-Scan Color Flat Screen Monitor		$100.00	$200.00		
24" High-Scan Color Flat Screen Monitor		$150.00	$175.00		
42" High-Scan Color Flat Screen Monitor		$225.00	$250.00		
46" LCD Monitor w/ Stand		$400.00	$500.00		
55" LCD Monitor w/ Stand		$650.00	$700.00		

Audio Equipment	Qty	DAILY RATE Advanced	DAILY RATE On Site	Days Used	Total
CD Player with 4 Channel Mixer		$90.00	$100.00		
4 Channel Mixer		$60.00	$75.00		
Wireless Microphone: Handheld or Lavalier (circle one)		$165.00	$185.00		
Wireless Headset Microphone		$150.00	$175.00		
Powered Speaker with stand		$90.00	$100.00		
Sound System with (2) speakers, mixer and (1) Wired Microphone: Handheld or Lavalier (circle one)		$245.00	$275.00		

Lighting	Qty	DAILY RATE Advanced	DAILY RATE On Site	Days Used	Total
Basic Booth Flood Lighting Package		$250.00	*Call*		
Specific Item / Area Spot Lighting Package		$250.00	*Call*		
Custom Company Logo in Light		*Call*	*n/a*		
Call for details and custom lighting recommendations					

Computer Rental	Qty	DAILY RATE Advanced	DAILY RATE On Site	Days Used	Total
Laptop Computer (Win 2007 & Microsoft Office)		$225	$250		

	Qty	DAILY RATE Advanced	DAILY RATE On Site	Total

Customer Information

Firm Name:
Address:
City:
State: Zip:
Ordered By:
Telephone #:
Email

Orders received within 48 hours of show date will be subject to the **ON-SITE DAILY RATE**
Special requests or additional equipment, please call (205) 458-8554

Ordering Instructions

- The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.
- Please include applicable Sales Tax on equipment rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.
- To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery.
- Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- On site additions are subject to additional labor.
- CANCELLATIONS:
  - A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.
  - B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.

Rental Totals

PAYMENT IS DUE WHEN ORDER IS PLACED

EQUIPMENT TOTAL	1	$0.00
SET/STRIKE *(21% of line 1 or one time $15 if equip is less than $75)*	2	$0.00
SUBTOTAL	3	$0.00
RENTAL TAX *(8 %)*	4	$0.00
TOTAL DUE	5	$0.00

Delivery Information

Show Name
On-Site Contact:
Booth #: Room #
Delivery Date: Time:
Pickup Date: Time:

Method of Payment

PLEASE CHECK ONE

Card Number: _____
Exp Date _____/_____ SEC Code _____
Cardholder's Name (as appears on card):
Print: _____
Cardholders Signature: _____

AM EX ☐
Visa ☐
Discv ☐
MC ☐
Check ☐

Return for Processing

Presentation Services
2101 Richard Arrington Blvd.
Birmingham, AL 35203
Phn: 205-458-8554

E-mail: michaelbrown2@psav.com