

GEMS, your Official General Contractor for show products and services, is proud to announce the all new GEMS TS online ordering system! Please follow these simple steps to order all your show services online.

Logging In & Ordering Online

You will be receiving an email from GEMS with your login information, show code and important information. If you do not receive an email, please contact your GEMS Project Manager, see below.

Please use your login information to view your service manual, important show information and use the GEMS TS online ordering system. The online ordering system allows you, the exhibitor, to order, view past orders and make changes to your order for up to 6 hours without penalties or surcharges. All you need to do is login, choose the services you would like to order and click “add to cart”, then checkout.

If you choose not to use the GEMS TS online ordering system, a 6% processing fee will be added to your total invoice.

As always, if you have any questions feel free to contact GEMS.



National Procurement Institute
October 23, 2012
The Westin Galleria Houston
Houston Texas

GEMS is proud to be your Exposition Management team The NPI Event. The following are important dates and information to keep at hand:

Official General Contractor

GEMS - Gilbert Exposition Management Services
 895 Central Florida Parkway, Orlando, Florida 32824
 Phone: (407) 438-5002 Fax: (407) 852-0286

Show Information:

Back-wall Drape:	Hunter Green/White
Side-wall Drape:	Hunter Green
Carpet Color:	Multi Colored Carpet in Ballroom
Booth Size:	8' x 10'
Booth Includes:	Pipe and drape and (1) ID sign provided

During the Show:

- GEMS maintains an on-site Exhibitor Center throughout the show. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.

SHIPPING ADDRESSES:

Advance to Warehouse:

GEMS Warehouse
 Company Name & Booth #
NPI 2012
 Airways % Direct Logistics
 Transport
 16637-C W. Hardy Road
 Houston, TX 77060

Direct to Show Site:

The Westin Galleria
 Houston c/o GEMS
 Company Name & Booth #
 NPI 2012
 5011 Westheimer @ Post Oak
 Houston, TX 77056

***Shipments arriving at show site before the designated move-in date will be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by GEMS. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines.**

Important Dates

Friday	September 21, 2012	Shipments may start arriving at the GEMS warehouse
Tuesday	October 1, 2012	Discount Deadline GEMS orders received with payment
Friday	October 19, 2012	Last day for shipments to arrive at GEMS warehouse without surcharges

**DO NOT SHIP TO SHOW SITE PRIOR TO
 Tuesday October 23, 2012.**

After the Show:

Feel free to contact GEMS throughout the year for assistance with any trade shows, Special Events, exhibit rentals, installation and dismantle labor, or material storage.

We look forward to serving you in the future!

A GEMS Project Manager is specifically assigned to this event in order to help you with all of your booth needs.

Please do not hesitate to contact her with any questions.

GEMS wants your event to shine!

SHOW HOURS

Monday October 22 , 2012

Exhibitor Move - In 1:00 pm - 6:00 pm

Tuesday October 23, 2012

Exhibits Open 7:00 am - 11:00 am

1:00 pm - 4:30 pm

Exhibits Move - Out 4:30 pm - 7:00 pm

- Airways Freight Trade Show will be on location if you would like to ship with the Show carrier.
- Please inform your drivers to be checked in at the loading area by 6:15 pm on Tuesday October 23, 2012.
- Freight not picked up by 7:30 pm on Tuesday October 23, 2012 will be redirected.
- All Exhibit Materials must be off the show floor by 7:30 pm.
- Stop by the GEMS Desk during move-out and get an out bound bill of lading.

Houston Texas

National Procurement Institute
October 23, 2012
The Westin Galleria Houston
Houston Texas

THIRD PARTY PAYMENT AND STATEMENT OF TERMS

GEMS will present invoices to third parties at the Show site for payment of all services rendered to exhibitors provided the following conditions are met :

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located on page 11 of this manual.
2. The payment record of the third party must be acceptable to GEMS. Also, the charge card information must be completed and submitted to GEMS as a deposit for the Show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires GEMS to fax an invoice from the Show Facility, a \$75.00 service charge will be added.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied.
Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment upon presentation of the invoice at the Show site, such charges will be presented to the exhibiting firm for payment.

ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Please fill out the form below completely.

EXHIBITING FIRM:		BOOTH#:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
DISPLAY HOUSE NAME/THIRD PARTY PAYER:		
COMPLETE ADDRESS:		
CITY, STATE:		ZIP CODE:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
PHONE NUMBER:		FAX NUMBER:
ITEMS TO BE BILLED TO THIRD PARTY:		
___ MASTERCARD ___ VISA ___ DISCOVER ___ AMERICAN EXPRESS		
ACCOUNT NUMBER:		EXPIRATION DATE:
NAME ON CARD:		
SIGNATURE:		
COMPANY NAME:		BOOTH #:
COMPANY ADDRESS:		
CITY, STATE:		ZIP CODE:
PHONE NUMBER:		FAX NUMBER:

October 23, 2012

The Westin Galleria Houston

Houston Texas

SHIPPING INSTRUCTIONS

ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the Show move-in date. Such shipments must arrive on or before **October 19, 2012** between 8:00am & 4:00pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment, call 407-438-5002.
- **HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**
- **NOTE:** Shipments that arrive at the warehouse after Show move-in has begun will be charged an additional 25% overtime rate of the advance warehouse rate.
- Label each package or crate as follows:

TO ARRIVE ON OR BEFORE

October 19, 2012

GEMS Warehouse
Company Name & Booth #
NPI 2012
Airways % Direct Logistics Transport
16637-C W. Hardy Road
Houston, TX 77060

SHIPMENTS TO SHOW SITE

- **All shipments arriving at the facility prior to October 22, 2012 will be refused & rerouted.**
- **NOTE:** Shipments will only be received at the Show site *during the move-in periods* - **SEE PAGE ONE OF THE SERVICE MANUAL.**
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the Show facility.
- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the Show site receiving report will verify the total count and weight.
- **NOTE:** Shipments arriving at Show site before the designated move-in date will be *refused, rerouted, or held by the facility*. You're responsible for all related charges incurred at site & by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.
- Label each package or crate as follows:

DO NOT DELIVER PRIOR TO

October 22, 2012

The Westin Galleria
Houston c/o GEMS
Company Name & Booth #
NPI 2012
5011 Westheimer @ Post Oak
Houston, TX 77056

Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by GEMS for such shipments.
- Crated materials will be received at the warehouse up to 28 days in advance and delivered to respective booths at the Show facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the Show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.





IMPORTANT: Refer to the "MATERIAL HANDLING RATES" in the Exhibitor Service Manual for rate information.

National Procurement Institute

October 23, 2012

The Westin Galleria Houston

Houston Texas

<p>FOR ADVANCE SHIPMENTS TO ARRIVE BY October 19, 2012</p> <p></p> <p>RUSH EXHIBITION MATERIALS</p> <p>To: _____ EXHIBITOR NAME</p> <p>GEMS Warehouse NPI 2012 Airways % Direct Logistics Transport 16637-C W. Hardy Road Houston, TX 77060</p> <p>Booth #: _____ #of Pieces: _____ Carrier: _____</p>	<p>FOR ADVANCE SHIPMENTS TO ARRIVE BY October 19, 2012</p> <p></p> <p>RUSH EXHIBITION MATERIALS</p> <p>To: _____ EXHIBITOR NAME</p> <p>GEMS Warehouse NPI 2012 Airways % Direct Logistics Transport 16637-C W. Hardy Road Houston, TX 77060</p> <p>Booth #: _____ #of Pieces: _____ Carrier: _____</p>
<p>FOR ADVANCE SHIPMENTS TO ARRIVE BY October 19, 2012</p> <p></p> <p>RUSH EXHIBITION MATERIALS</p> <p>To: _____ EXHIBITOR NAME</p> <p>GEMS Warehouse NPI 2012 Airways % Direct Logistics Transport 16637-C W. Hardy Road Houston, TX 77060</p> <p>Booth #: _____ #of Pieces: _____ Carrier: _____</p>	<p>FOR ADVANCE SHIPMENTS TO ARRIVE BY October 19, 2012</p> <p></p> <p>RUSH EXHIBITION MATERIALS</p> <p>To: _____ EXHIBITOR NAME</p> <p>GEMS Warehouse NPI 2012 Airways % Direct Logistics Transport 16637-C W. Hardy Road Houston, TX 77060</p> <p>Booth #: _____ #of Pieces: _____ Carrier: _____</p>

National Procurement Institute**October 23, 2012****The Westin Galleria Houston****Houston Texas****MATERIAL HANDLING RECAP**

We will ship _____ pieces @ _____ lbs.	Warehouse	@ \$58.00 per 100 lbs. (200 lb. minimum)	\$
We will ship _____ pieces @ _____ lbs.	Show Site	@ \$68.00 per 100 lbs. (200 lb. minimum)	
Small Package Charge		@ \$50.00 (25 lb. maximum)	\$
Loose/Uncrated/Pad Wrapped		@ \$105.00 per 100 lbs. (200 lb. minimum)	\$

OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

Overtime rates prevail before 8:00AM and after 4:00PM daily, and all day on Saturdays, Sundays & Holidays.

Inbound Overtime Warehouse Shipment Charged at \$68.00 (100 lbs. (200 lb. minimum)	\$
Inbound Overtime Show Site Shipment Charged at \$78.00 (100 lbs. (200 lb. minimum)	\$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at Show site. If you have any questions about material handling, please call 407-438-5002.

Material Handling Straight time \$**Material Handling Overtime** \$**Material Handling Total** \$

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."

*When recording weight, round up to the next one hundred (100) pounds. *Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

FREIGHT INFORMATION GUIDE

PLEASE NOTE: To enable our tracking delayed shipments, please fax duplicate Bills of Lading to 407 852-0286.

COLLECT SHIPMENTS WILL NOT BE RECEIVED

Shipments arriving at Show site before the designated move-in date could be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at Show site

INSTRUCTIONS FOR OUTGOING SHIPMENTS AFTER THE SHOW

Consign to (Company Name):		Telephone:	
Street Address:		City:	
State:		Zip:	
Carrier:		Circle One: PREPAID COLLECT	
Total Number of Containers:		Total Weight of Shipment:	
INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT
Origin of Shipment:	Origin of Shipment:	Origin of Shipment:	Origin of Shipment:
Shipping Date:	Shipping Date:	Shipping Date:	Shipping Date:
Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:
Total Number of Containers:	Total Number of Containers:	Total Number of Containers:	Total Number of Containers:
Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:
Carrier:	Carrier:	Carrier:	Carrier:
Pro #:	Pro #:	Pro #:	Pro #:

Page 6

EXHIBITING FIRM:**BOOTH#:**

Cathy Gilbert, Project Manager

E-mail: cathy@gemsevents.com

895 Central Florida Parkway

Phone: (407) 438-5002 ext. 113

Orlando, Florida 32824

Fax: (407) 852-0286

GEMS Discount Deadline**October 1, 2012**

MATERIAL HANDLING RATES

- \$58.00 per hundred weight (or fraction thereof). Warehouse Deliveries
- \$68.00 per hundred weight (or fraction thereof). Show Site Deliveries
- Minimum of \$116.00 per shipment delivered - 200 lb. minimum.
- When recording weight, round up to the next one hundred (100) pounds. **Rates are calculated on a round trip basis.**
- If the inbound and / or outbound receiving hours occur during overtime there will be a 25% surcharge for each occurrence.
- Overtime hours are Monday-Friday before 8:00am and after 4:00pm, and all day Saturday, Sunday and on Holidays.

SMALL PACKAGE SHIPMENTS

Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition. GEMS will assume no liability for these shipments. \$50.00 per shipment will be charged for packages 25 pounds and under.

LABOR AND EQUIPMENT

Labor will be available for un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" in this manual.

SPECIAL HANDLING

Add 50% to the quoted Show facility rate for un-crated or loose display shipments or shipments by any truck which, because of height or truck bed, cannot be unloaded at the docks. Uncrated and loose display shipments will not be received at the warehouse. This form of shipment should be sent directly to the Show facility, scheduled to arrive during the move-in time. These shipments will not be accepted prior to the move-in dates. Uncrated and loose display shipments are defined as open displays (not crated or cased) or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks. If the crated materials are combined with un-crated or loose materials in the same shipment, and the Bill of Lading does not identify the various classifications, the whole shipment will be charged at the special handling rate.

INBOUND BILL OF LADING OR DELIVERY RECEIPT

All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event that no weight is indicated on the documents presented, GEMS shall estimate the weight, and all charges will be based on these estimates. The estimates will be binding on both parties. A \$25 fee will be applied to your invoice if GEMS finds it necessary to provide this weigh scale service. No adjustments will be made after the Show closes. Copies of the Bills of Lading, including pro number, should be mailed to GEMS as soon as shipments are made. This will assist in tracking, if necessary.

EMPTY CONTAINER LABELS

Empty labels for storage of containers during the Show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. GEMS assumes no liability for errors to the above procedure, removal of containers with old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

- Steel banding is available at \$0.95 per linear foot, plus one-half hour minimum labor.
- Mobile equipment will be moved in & out of the exhibit hall on a time & material basis with a minimum \$250 charge per round trip.

National Procurement Institute

October 23, 2012

The Westin Galleria Houston

Houston Texas

MATERIAL HANDLING RATES

-CONTINUED-

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to GEMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. GEMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. GEMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with GEMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. GEMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the Show. No liability will be assumed by GEMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the Show, should shipments need to be brought back for any reason, there will be an additional charge of \$89.00 per CWT for straight time and \$178.00 per CWT for overtime, with a 500 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned after the Show. All exhibits or materials handled by GEMS and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. GEMS and its subcontractors are not insurers. The amounts paid to GEMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

GEMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. GEMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. GEMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to GEMS by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of GEMS.* GEMS and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to GEMS within thirty (30) days of the close of the Show shall be considered waived.

No suit or action shall be brought against GEMS or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the Show site, GEMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to GEMS or its subcontractors by the exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.

Page 8



Cathy Gilbert, Project Manager

895 Central Florida Parkway

Orlando, Florida 32824

E-mail: cathy@gemsevents.com

Phone: (407) 438-5002 ext. 113

Fax: (407) 852-0286

GEMS Discount Deadline

October 1, 2012

National Procurement Institute**October 23, 2012****The Westin Galleria Houston****Houston Texas****INSTALLATION AND DISMANTLING LABOR ORDER**

Straight Time: \$75.00 per personnel hour Overtime: \$85.00 per personnel hour

Overtime rates prevail before 8:00AM and after 4:30PM, daily and all day on Saturdays, Sundays & Holidays.

A minimum charge is one hour per labor personnel,

PLAN A: Installation and dismantling of display**under the supervision of I&D GEMS.**

Please note the following:

- In addition to the above listed rates, a 35% supervision fee will apply to the above rates with a \$50.00 minimum charge.
- Work will be done on a straight time basis if possible. However, overtime charges will be invoiced, if necessary.
- Notice of cancellation should be made at least 24 hours prior to the move-in to avoid a one-hour minimum charge.

PLAN B: Installation and dismantling of display**under the supervision of Exhibitor.**

Please note the following:

- Labor personnel must be picked up at GEMS Exhibitor Service Center when under exhibitor supervision.
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.
- Notice of cancellation should be made at least 24 hours prior to the Show move-in to avoid a one-hour charge per requested personnel.

Workers are assigned to orders at 8:00AM daily and completion time of first assignments is uncertain.

FORKLIFT ORDER Straight Time: \$75.00 per personnel hour Overtime: \$85.00 per personnel hour Forklift: \$50.00 per hour

A forklift crew will consist of one forklift, one driver and one spotter. Please note that a forklift crew should be ordered if you need equipment spotted in your booth area, removed from crates, positioned or repositioned once it is in your booth area. Forklift crews do not need to be ordered if it is part of the Material Handling Process. The same rules and regulations apply to forklift crew labor as to all other labor services.

INSTALL & DISMANTLE RECAP

Please check the appropriate line:

☐ GEMS Supervision☐ Exhibitor Supervision☐ Forklift Crew

Install	Date:	Time:	Total Laborers:	Hours per Laborer:	\$
Dismantle	Date:	Time:	Total Laborers:	Hours per Laborer:	\$
GEMS Supervision Install 35%:		GEMS Supervision Dismantle 35%:		Forklift Fee: \$50.00	\$
ESTIMATED COST FOR INSTALLATION, DISMANTLE LABOR, AND/OR FORKLIFT LABOR:					\$

LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. Gilbert Exposition Management, Inc., GEMS & its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Gilbert Exposition Management, Inc., GEMS and its subcontractors shall not be responsible for loss, injury or damage cause by laborers or equipment furnished by Gilbert Exposition Management, Inc., or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Gilbert Exposition Management, Inc., GEMS or its subcontractor.
3. Gilbert Exposition Management, Inc., GEMS and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss, injury or damage to an exhibitor's material or personnel, which may make it impossible or impractical to exhibit exhibitor's materials.

4. Claims for loss, injury or damage which are not submitted to Gilbert Exposition Management, Inc., GEMS, within thirty (30) days of the close of the Show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Gilbert Exposition Management, GEMS or its subcontractor more than one year after the accrual of the cause of action.
5. Gilbert Exposition Management, GEMS, will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. Gilbert Exposition Management, Inc., GEMS will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 6 above.

EXHIBITING FIRM:**BOOTH#:**

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Orlando, Florida 32824

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Fax: (407) 852-0286

GEMS Discount Deadline**October 1, 2012**

October 23, 2012

The Westin Galleria Houston

Houston Texas

NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS

Gilbert Exposition Management, Inc. (GEMS), has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A **NON-OFFICIAL CONTRACTOR IS:** Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

- Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibit Crew" badge at the GEMS Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor he/she must be accompanied to the GEMS exhibitor Service Center by a representative who has verifying identification.
- These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and Show management regarding entrance.
- The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the move-in date and shall not solicit business on the Show floor.
- The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules & Regulations* of this Exposition.

INTENT TO USE NON-OFFICIAL CONTRACTORS**A NON-OFFICIAL CONTRACTOR IS:**

Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the Show facility and does not represent on or more of the official contractors.

- Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Gilbert Exposition Management Services, Inc. (GEMS), no later than the Deadline Date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
- The Non-Official Contractor must provide GEMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
- Failure to provide GEMS with items 1 and 2 above will result in said firms being required to hire installation and dismantling labor from GEMS. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the **GEMS Exhibitor Service Center**.

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to GEMS no later than **October 1, 2012**.

- "INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names Gilbert Exposition Management, Inc. (GEMS), as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability & Worker's Compensation as required in the state the exposition is located.)

If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to GEMS by **October 1, 2012**, then any representative of the Exhibiting Firm or Non-Official Contractor will be required to order labor from GEMS.

INTENT TO USE NON-OFFICIAL CONTRACTORS**NOTIFICATION DEADLINE: October 1, 2012**

EXHIBITING FIRM:		BOOTH #:
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:		
FULL NAME OF NON-OFFICIAL CONTRACTOR:		
COMPLETE ADDRESS:		
CITY:	STATE:	ZIP CODE:
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:	PHONE NUMBER:	FAX NUMBER:
NON-OFFICIAL CONTRACTOR "SHOW SITE" REPRESENTATIVE (if not same as above):		
DIRECT PHONE NUMBER:	TYPE OF SERVICE TO BE PERFORMED:	

National Procurement Institute
October 23, 2012
The Westin Galleria Houston
Houston Texas

ADDITIONAL FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$40.75	\$55.00	\$
	Basic Black Stool with Back	\$120.00	\$135.00	\$
	Literature Stand	\$110.00	\$137.50	\$
	Waste Basket	\$15.50	\$21.00	\$
	Easel, Chrome	\$32.00	\$39.75	\$
	Tack Board	\$150.00	\$175.00	\$
	42" High Round Café Table	\$175.00	\$210.00	\$
	Bag Rack	\$60.00	\$80.00	\$

SPECIAL DRAPERY BACKGROUNDS—Ordered in 10' Increments

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Teal ☐ Grey ☐ White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$9.25	\$13.75	\$
	8' Drapery Installed, per linear foot	\$12.00	\$18.25	\$

DRAPED DISPLAY TABLES—30" High x 24" Wide

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Teal ☐ Grey ☐ White ☐ Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$89.75	\$115.50	\$
	6' Draped	\$99.25	\$138.50	\$
	8' Draped	\$107.25	\$154.50	\$
	4th Side Draped	\$22.00	\$29.75	\$

DRAPED DISPLAY COUNTERS—42" High x 24" Wide

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Teal ☐ Grey ☐ White ☐ Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$95.75	\$129.25	\$
	6' Draped	\$108.75	\$147.00	\$
	8' Draped	\$120.50	\$162.75	\$
	4th Side Draped	\$22.00	\$29.75	\$

TABLE RISERS AND DRAPING

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Teal ☐ Grey ☐ White ☐ Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$35.25	\$47.50	\$
	6' x 10" x 12" Draped	\$45.00	\$60.75	\$
	8' x 10" x 12" Draped	\$57.75	\$78.00	\$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT
THE EVENT COORDINATOR AT GEMS FOR ORDERING AND PRICING DETAILS.

Subtotal \$

Tax @ 7% \$

EXHIBITING FIRM:

BOOTH #:

Total \$

National Procurement Institute
October 23, 2012
The Westin Galleria Houston
Houston Texas

A/V EQUIPMENT RENTAL ORDER FORM				
Qty	Video Equipment	Discount Price	Standard Price	Total
	DVD Player (Standard)	\$95	\$115	\$
	54" Roll Cart Stand with Drape	\$75	\$95	\$

Qty	LCD & Plasma Monitors	Discount Price	Standard Price	Total
	19" Flat Screen	\$285	\$360	\$
	26" Flat Screen	\$565	\$710	\$
	42" Plasma Display	\$1420	\$1740	\$
	55" Plasma Display	\$1870	\$2340	\$
	TV Stand	\$100	\$125	\$

EXHIBITING FIRM:	BOOTH #	Delivery Charge	\$ 100.00
<p>Any and all rentals do not include wires or cords, except power cords, If you need any additional wires or cords, please contact your project manager for availability. Please call for items not listed! A 40% surcharge applies to orders placed within 72 hours of delivery. No credits will be issued after delivery or attempted delivery. Appropriate cancellation fees will apply to orders cancelled within 15 days of delivery.</p>		Subtotal	
		Tax @ 7%	\$
		Total	\$



Cathy Gilbert, Project Manager
 895 Central Florida Parkway
 Orlando, Florida 32824

E-mail: cathy@gemsevents.com
 Phone: (407) 438-5002 ext. 113
 Fax: (407) 852-0286

GEMS Discount Deadline
October 1, 2012

October 23, 2012

The Westin Galleria Houston

Houston Texas

STANDARD CARPET ORDER

CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Indicate Color: ☐ Black ☐ Blue ☐ Grey ☐ Burgundy ☐ Red

Quantity	Description	Discount Price	Standard Price	Total
	8' x 10'	\$137.50	\$175.50	\$
	8' x 20'	\$250.00	\$326.75	\$
	8' x 30'	\$375.00	\$490.00	\$
	8' x 40'	\$490.00	\$653.50	\$
	Carpet Padding per 10' space	\$75.00 x _____	\$95.00 x _____	\$

DELUXE & SPECIAL CUT CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental or outright purchase for use at further Shows at a very reasonable cost. Carpeting is 30 oz. stain-resistant Zeftron Nylon. Other colors may be available; please call the number below for additional colors and prices. Also consider foam padding for comfort and added luxury feeling.

<input type="checkbox"/> Gunmetal	<input type="checkbox"/> Misty Grey	<input type="checkbox"/> Bay Water	<input type="checkbox"/> Cherry Red
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Silver Mist	<input type="checkbox"/> Baby Blue	<input type="checkbox"/> Ebony
<input type="checkbox"/> Navy	<input type="checkbox"/> Sky Blue	<input type="checkbox"/> Dusty Rose	<input type="checkbox"/> Light Teal

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quotation will be forwarded to you before we proceed.

RENTAL PRICE order includes installation, carpet padding, poly covering and removal.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$3.25/Sq. Ft. \$ _____

PURCHASE PRICE order includes installation, carpet padding, poly-covering and removal.

Freight handling charges at the close of the Show will be additional.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$4.25/Sq. Ft. \$ _____

CARPET PADDING order includes installation and disposing of padding. Padding is only offered at the purchase price.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$0.75/Sq. Ft. \$ _____

EXHIBITING FIRM:

BOOTH #

Subtotal \$

Tax @ 7% \$

Total \$

National Procurement Institute
October 23, 2012
The Westin Galleria Houston
Houston Texas

FLORAL SERVICE ORDER FORM

(Call for Additional Information)

QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL
	Flower Arrangement	\$96.00	\$
	Seasonal Flowering Plants (ie: Mums, Azalea, etc.)	\$61.50	\$
	Large Fern	\$59.50	\$
	2' Green Plant	\$59.50	\$
	3' Green Plant	\$65.00	\$
	4' Green Plant	\$76.00	\$
	5' Green Plant	\$87.00	\$
	6' Green Plant	\$98.00	\$





Plants may vary from pictures in color and size.

Subtotal	\$
Tax @ 7%	\$
Total	\$

BOOTH CLEANING ORDER FORM

Cleaning orders placed during move-in will be charged an additional 25%.

CARPET SERVICE (Check One)

<input type="checkbox"/> Vacuum Booth Carpet—One time (Before exhibits open)	\$0.40/sq. ft. X _____ sq. ft. = _____	\$
<input type="checkbox"/> Vacuum Booth Carpet—Daily (Before exhibits open, and each morning before exhibits open)	\$0.30/sq. ft. X _____ sq. ft. X _____ days = _____ Indicate dates required: _____	\$

PORTER SERVICE

<input type="checkbox"/> Empty wastebaskets, police floor at 2 hour intervals.	\$67.00 per day Indicate dates required: _____	\$
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Booth Cleaning Total **\$**

NOTE: All rental carpets are clean upon delivery to your booth space. However, during set-up, the carpet can become soiled.

We suggest that you order cleaning service at least once prior to the exhibit opening.

Please include any specific instructions:

Please retain one copy for your files

National Procurement Institute
October 23, 2012
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Houston Texas

SIGN ORDER FORM

SHOWCARDS:

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

BANNERS:

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	DIGITAL BANNER	\$15.00 psf	\$24.00 psf	

FORMULA: _____ X _____ = \$ _____

ADDITIONAL SERVICES:

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

SIGN SPECIFICATIONS (PLEASE INDICATE YOUR PREFERENCES):

TEXT STYLE:	BLOCK	ROMAN	SCRIPT	CASUAL	SCHOOL
PANEL STYLE:	VERTICAL	HORIZONTAL			
LETTER COLOR:					
BACKGROUND COLOR:					

INDICATE SIGN COPY HERE (PLEASE PRINT):

IMPORTANT NOTE: Any in-house work needed to prepare non-digital art for production, or to correct digital files to a production ready state, is billed at \$65.00 per hour with a one-half (½) hour minimum.

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: \$ _____



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