

Dear PRI Exhibitor:

Thank you for participating in our 23rd Annual *Performance Racing Industry* Trade Show at Orlando's Orange County Convention Center, December 9–11, 2010. Your company, along with 1200 other exhibitors, is part of an outstanding lineup of hardcore racing businesses that will feature the latest in racing technology and products showcased in 3500 booths for the throngs of attending buyers from around the world. The Exhibitor Service Manual you are about to use is designed to help you facilitate all of your exhibit and trade show arrangements in a very efficient and cost savings manor, which is specially designed to make this a streamlined, convenient experience. We guarantee that it will be easy and efficient, and less expensive than ever before for you to make your exhibit plans and order the services you need by going through this “virtual” Exhibitor Service Manual.

We also have some great news to share with you about the new cost-saving elements for shipping, drayage services, furniture rental and customized rental exhibits. Trade Show Director Karin Davidson worked with our primary contractor, The George Fern Company, and created an aggressive pricing adjustment on a variety of services so our PRI Trade Show exhibitors can ship exhibits for substantially lower rates that include drayage service costs, order customized rental booths at affordable rates, rent furniture at lower rates and other programs to substantially lower exhibit expenses. When you add in the substantially reduced hotel rates at all hotels, too, you can see firsthand our PRI Trade Show production team has really done their homework to help our exhibitors with the reduction of the trade show expense items.

Take a quick look for yourself and see how these dramatic reductions in basic service fees can reduce your overall exhibit expenditures for the 2010 PRI Trade Show:

- **Special One Price Rate Shipping & Drayage Packages:** Save a minimum of 60% by shipping your exhibit with the George Fern Company.
- **Turnkey Booth Rentals:** Customized exhibit rentals offer substantial reduction in exhibit expenditure by alleviating shipping and drayage charges.
- **Self Unloading Options:**
 - Avoid drayage costs entirely by choosing to “self unload” your exhibit materials.
 - For the first time ever, crate storage is available for “self unloaders” for a minor \$50 service fee per container.
- **Lower Rates for on-site furniture rental, carpet and other services.**
- **Special Machinery Row Straight Time Drayage Services:** Reduce cost of heavy machinery move in and move out.
- **Early Bird Discounts:** Be sure to take advantage of all of the PRI Trade Show service vendors' early bird discounts by ordering your exhibit services in advance!
- **Big Discounts on PRI Hotel and Lodging:** Contact Bri or Michelle for substantial savings on your PRI exhibitor lodging needs.

Click [here](#) for details on all the cost savings opportunities.

Each of our PRI Exhibit Sales Managers are fully versed in how all of these cost saving elements work and are standing ready to help if you have any questions as to how to obtain “maximum” value and savings. Enjoy your voyage through the virtual Exhibitor Service Manual and enjoy the opportunity to save substantially as you prepare your exhibit plans for our 2010 *Performance Racing Industry* Trade Show.

See you in Orlando!!!!

A handwritten signature in blue ink, appearing to read 'Steve Lewis'.

Steve Lewis
Producer

STRATEGIES TO SAVE BIG MONEY!

PRI Partners With You In Reducing Costs!



**Performance
Racing Industry**
TRADE SHOW

PAGE 1 OF 2

1

One-Price Rate For Shipping & Drayage

In this very affordable one-price concept, round-trip transportation and material handling from your business to your booth location and back is an easy-to-calculate \$2.06 per pound!

SAVE
UP TO
60%

COMPARE COSTS: Chicago to Orlando

STANDARD RATE	ONE-RATE PLAN
Round Trip Shipping \$4,876.00	SPECIAL Per Pound Price*
Onsite Drayage \$680.00	\$2.06
Fuel Charge \$100.00 Approx.	Fuel Charge \$100.00 Approx.
Total Cost \$5,656.00	Total Cost Freight + Drayage \$2,160.00

YOU SAVE!
\$3,496.00

*Example based on 1,000-pound shipment.

2

Self-Unload: No Drayage Costs!

Avoid drayage costs altogether! Move self-transported materials onto the show floor yourself! All crates must have casters on the bottom or be placed on a roller device so they can be rolled in. We'll even store your crates for only \$50 per container!

AVOID
DRAYAGE!

3

"Straight Time" Machinery Row Drayage

Move into your exhibit space in Machinery Row on Monday, December 6, and move out on Monday, December 13, and we guarantee you'll pay zero in overtime charges. **Contact George Fern at 513/333-7060 for details.**

SAVE
MONEY!

4

Discount Turnkey Booth Rentals

No shipping, drayage or assembly charges! Use a simple or highly customized rental exhibit system from one of our service providers: **George Fern: 513/333-7060, Solutions Exhibits: 562/983-1440, Facet International: 734/453-3500.**

NO
SHIPPING &
DRAYAGE!

5

Early Bird Order Discounts for Services

Earn big discounts on exhibitor services ranging from 10% to 15% simply by placing your order by November 19. These discounts include exhibitor services provided by the George Fern Company, the Convention Center and other services, which include electrical, water, land-line telephone service, hanging, audio-visual and more.

SAVE
UP TO
15%

Complimentary Parking During Exhibitor Move-In!

6

The PRI Trade Show Team is pleased to announce another element has been added to the list of items that help to reduce

exhibitor expenses at the Orlando Convention Center. The PRI Trade Show Production Team have been working in diligent fashion with the Orlando decision makers on a variety of projects large and small to reduce your exhibit expenses. Recently, we all zeroed in on the \$11 parking fee during move-in hours and came up with a solution! So, for the first time ever, there will be no charge for exhibitors to park in the Convention Center north/south building parking lot during move-in days, Sunday through Wednesday, December 5 through 8! Enjoy!

SUPER BIG DISCOUNTS FOR HOTELS!

Huge savings at all PRI Trade Show hotels are available in 2010!

Take advantage of new low prices that start at just \$66 this year! Plus, check out savings by renting condos and suite properties.



Visit our hotel/
travel webpage

Special One-Price Rate Shipping & Drayage



PAGE 2 OF 2



George Fern Company
645 Linn Street
Cincinnati, OH 45203
513-333-7060 Phone
513-333-7067 Fax

Moving the Industry
NATIONWIDE

George Fern Transportation is offering special reduced exhibitor pricing for shipping and drayage for PRI 2010.

For the one-price rate of \$2.06 per pound, George Fern Company will schedule the pick-up of your shipment through GFT, transport to show site and deliver to your booth, store any empties, as well as re-load onto trailers after the show to return your shipment to your place of business.

One-Price Transportation and Drayage Rules:

1. Shipments must be skidded, crated or packaged.
2. Shipments must be picked up at business location with dock or forklift accessible.
3. Shipments must be shipped on time to arrive at show using regular transit times. RUSH SHIPMENTS WILL INCUR ADDITIONAL CHARGES.
4. Pricing applies to round-trip shipments only.
5. 200 pounds per shipment minimum.
6. Shipments must originate and be returned to a location in the continental United States.
7. SHIPMENTS SUBJECT TO FUEL SURCHARGE RATES IN FORCE AT TIME OF SHIPMENT.
8. SHIPMENTS SUBJECT TO CHARGES FOR RE-WEIGHING OF INCORRECT OR NO SHIPMENT WEIGHTS.

Our shipment will be ready for pick-up at:

Business Name	Street Address	City/State/Zip	Phone Number
---------------	----------------	----------------	--------------

Contact Name	Pick Up Date Requested
--------------	------------------------

Number of pieces	Estimated weight of shipment
------------------	------------------------------

George Fern Company will prepare your outbound bill of landing with labels for your return shipment. It is the exhibitor's responsibility to provide us with this information by completing and returning the Outbound Bill of Landing and Shipping Labels Form to us either in advance or at show site.

To learn more, or if you have any questions, call 866-527-5971.
Return this form with payment authorization to George Fern Company

Name of Event _____ Phone () _____ Booth# _____

Firm Name _____ Fax # () _____

Mailing Address _____ Email _____

City, State, & Zip Code _____ Date _____

Print/Type Name _____ Signature _____

All orders are subject to the terms and conditions as outlined on the payment form.

How to Use



Please note: Several documents in this manual are for information purposes only, while others are provided for the ordering of services. Please complete the necessary forms and return by e-mail, fax, or mail **to the party indicated on each form.**

Instructions to utilize this Exhibitor Service Manual:

1. Please select subject from the bookmark menu in the left margin.
2. Print each page separately as needed.

If you have any questions, please call:
PERFORMANCE RACING INDUSTRY

31706 South Coast Hwy
Laguna Beach, CA 92651
Phone: 949.499.5413
Fax: 949.499.0410

Attention: Trade Show Department

Karin Davidson - karind@performanceracing.com
Nicole Harless - nicoleh@performanceracing.com
Tammy Naylor - tammyn@performanceracing.com
Shaylee Sullivan - shaylees@performanceracing.com

Exhibitor Checklist



Use this helpful tool to mark off completed tasks.

DEADLINE DONE TASK/SERVICE



ASAP

☐

Hotel and Travel Arrangements

ASAP

☐

November Show Issue Exhibitor Listing (Map Your Show)

SEPT. 3

☐

FINAL BOOTH SPACE PAYMENT DUE

SEPT. 24

☐

Deadline for November Show Issue Advertising

NOV. 5

☐

Seminar/Meeting Room/Banquet Request Form

NOV. 5

☐

Exhibitor Credential Forms

- ☐ RSVP for the Industry Roundtable
- ☐ RSVP for the Exhibitor Reception
- ☐ RSVP for the Grand Opening Breakfast

NOV. 9

☐

Final day to submit Insurance Form

NOV. 9

☐

Submit Peninsula Booth Drawings

NOV. 19

☐

Trailer Rig Parking Pass (advance purchase)

NOV. 19

☐

Smart City

- ☐ Internet
- ☐ Telephone

NOV. 19

☐

Convention Center

- ☐ Electrical
- ☐ Gas
- ☐ Air, Water, Drain
- ☐ Peninsula Banner

NOV. 19

☐

George Fern Company

- ☐ Shipping
- ☐ Rental Booth
- ☐ Furniture
- ☐ Carpet
- ☐ Lead Retrieval

Trade Show Schedule



PHYSICAL ADDRESS

Orange County Convention Center • North/South Building
9899 International Drive, Orlando, Florida 32819

MOVE-IN DATES & HOURS

Sunday, December 5 7:00 a.m. – 5:00 p.m. • Appointment Only

Any exhibitor wishing to move in on Sunday will need to contact PRI to set up a move-in appointment.

ATTENTION EXHIBITORS!

To alleviate overtime drayage costs, consider moving in on Monday, December 6th with straight time rates.

Monday, December 6 7:00 a.m. – 5:00 p.m. • All Exhibits
• All Trailer Exhibits

PRI will call all trailer exhibitors to set up mandatory move-in appointments.

Tuesday, December 7 7:00 a.m. – 5:00 p.m. • All Exhibits

Wednesday, December 8 7:00 a.m. – 6:00 p.m. • All Exhibits

SHOW DATES & HOURS

Thursday, December 9 9:30 a.m. – 6:00 p.m.

Friday, December 10 9:00 a.m. – 6:00 p.m.

Saturday, December 11 9:00 a.m. – 5:00 p.m.

EVENTS & ATTRACTIONS

Monday, December 6 AETC Conference

Tuesday, December 7 AETC Conference
Motor Sport Business Forum USA
International Council of Motorsport Sciences
Annual Congress

Wednesday, December 8 AETC Conference
Motor Sport Business Forum USA
International Council of Motorsport Sciences
Annual Congress
1:30 p.m. – Industry Roundtable
5:00 p.m. – Exhibitor Reception

Thursday, December 9 7:00 a.m. – Grand Opening Breakfast (seating begins)
6:00 p.m. – PRI Happy Hour
7:00 p.m. – PRI All-Star Karting Classic

Friday, December 10 8:00 a.m. – PRI Seminars

Saturday, December 11 8:00 a.m. – PRI Seminars
Bobby Rahal Road Racing Drivers Club Symposium

MOVE-OUT DATES & HOURS

Saturday, December 11 5:00 p.m. – Midnight

Sunday, December 12 7:00 a.m. – 5:00 p.m.

Monday, December 13 7:00 a.m. – Noon (Straight Time)

ON-SITE NUMBERS

EXHIBITOR MESSAGES

Show Office Phone Number – 407/685-6100.
Show Office Fax Number – 407/685-6101.
THERE WILL BE NO GENERAL PAGING DURING SHOW HOURS.

HOTEL & TRAVEL INFORMATION

Hotel & Travel Services Phone Number – 407/685-6106.
Do not contact the hotels directly for reservations.
For more information, please refer to the Hotel & Travel section of this Service Manual.

Promotional Materials



INCREASE BOOTH TRAFFIC!

Put these complimentary promotional materials to work for you!

Take advantage of this opportunity to build pre-show sales momentum and inform your customers that you will be exhibiting in Orlando.

Print Materials:

Stickers, Postcards & Preregistration Flyers

Use these materials on: Direct Mail, Product Shipments and Billing. **Please order now while supplies last.**
Printed material orders will begin shipping in May 2010.

Online Materials:

PRI Web Banner Ads, PRI Show Logos, Embedable Show Promo Videos

Use these materials online to promote your presence at the Show. Available for download 24/7 at www.performanceracing.com under the [Press Media Tab](#). The username and password are **prishow**.

Show Issue and Online Listings:

Update your company's complimentary exhibit listing for the official PRI November Show Issue and online Exhibitor Search. Click on the [Exhibitor Login Button](#) on the PRI Trade Show homepage to take advantage of these valuable marketing opportunities.



This PDF has typeable fields

Once complete, save this form and e-mail to: shays@performanceracing.com or print form and fax to: 949.499.6399

QUANTITY REQUESTED:

ROLLS OF STICKERS
(1 roll = 200 stickers)

POSTCARDS

PREREGISTRATION FLYERS



PRINTED PROMO MATERIALS REQUESTED

EXHIBITOR INFORMATION

Company Name _____

Contact Name _____

Street Address _____

City/State/Zip _____

Country _____

Phone _____

Order these printed materials today while supplies last! Call 949.499.5413 for more info!

Trailer and Rig Parking Form



PAGE 1 OF 2

- Park your trailer and rig near the Convention Center in our special reserved trailer/rig parking area. It is convenient and near to where you will be unloading your exhibit freight.
- Any vehicles left in the OCCC lot overnight will be towed at the owner's expense.
- Parking passes may be purchased in advance (**deadline Nov. 19**), on site at exhibitor registration or at the Trailer Rig Parking Lot.
- One-time non-refundable parking fee of \$80.00.
- Complimentary 24-hour security will be provided. (Saturday, December 4 at noon–Saturday, December 11 at 5:00 p.m.
- PRI is not responsible for any vehicle/trailer outside the Trailer Rig Parking Lot or PRI overflow lot.
- **NO in-and-out privileges.**
- **Absolutely NO overnight camper or motor home parking.**

• **HOURS OF OPERATION:**

Saturday, December 4 12:00 p.m. to 5:00 p.m.

Sunday, December 5 7:00 a.m. to 5:00 p.m.

Monday, December 6 7:00 a.m. to 5:00 p.m.

Tuesday, December 7 7:00 a.m. to 5:00 p.m.

Wednesday, December 8 7:00 a.m. to 6:00 p.m.

Saturday, December 11 3:00 p.m. to midnight

***No access to the PRI Trailer/Rig Parking Lot will be allowed before or after hours.**

Driver Name _____

Driver Cell Phone Number _____

Exhibiting Company Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone Number _____ Fax Number _____

Credit Card # _____

Please indicate payment type: ☐ VISA ☐ MC ☐ CHECK

3 Digit V Code

Expiration Date _____

Name (Please Print) _____

Authorized Signature _____



**PLEASE MAIL,
FAX, OR E-MAIL
ORDERS TO:**

Shaylee Sullivan, Performance Racing Industry
Mail: 31706 S. Coast Hwy., Laguna Beach, CA 92651
Phone: 949.499.5413 • Fax: 949.499.6399
E-mail: shays@performanceracing.com

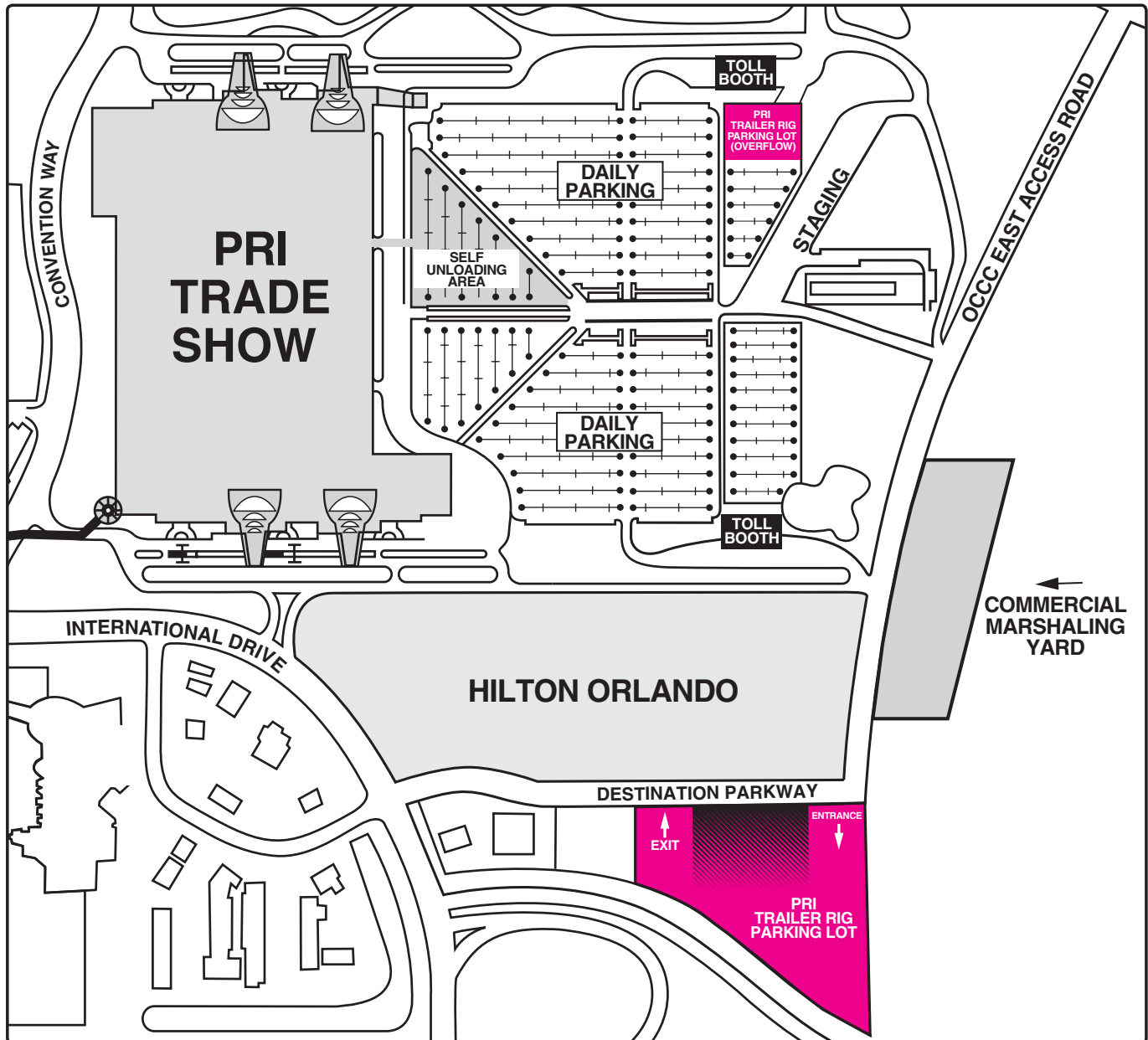


Trailer and Rig Parking Map

23RD ANNUAL Performance Racing Industry TRADE SHOW

PAGE 2 OF 2

PLEASE NOTE: All larger size trailers will be parked in the overflow lot.



Exhibitor Credential Form



**EXHIBITOR CREDENTIALS WILL BE MAILED DIRECTLY TO THE
EXHIBITING COMPANY TWO WEEKS PRIOR TO THE SHOW, VIA UPS.**

DEADLINE FOR MAILING EXHIBITOR CREDENTIALS IS NOVEMBER 5, 2010.

EXHIBITOR CREDENTIAL FORMS RECEIVED AFTER THE DEADLINE WILL BE PROCESSED, BUT MUST BE PICKED UP ON SITE.

Exhibiting Company Name _____

**Due to Liability and Safety Issues
NO ONE UNDER 18 WILL BE ALLOWED ON THE EXHIBIT FLOOR.**

FOR MORE CHILD CARE DETAILS, PLEASE [CLICK HERE](#).

Please list only names needing Exhibitor Credentials. Use the following page for GUEST credentials.

(ONLY 6 EXHIBITOR BADGES PER 10' X 10' BOOTH)

- | | |
|----------|-----------|
| 1. _____ | 8. _____ |
| 2. _____ | 9. _____ |
| 3. _____ | 10. _____ |
| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 6. _____ | 13. _____ |
| 7. _____ | 14. _____ |

☐ **BREAKFAST RSVP**

Please Reserve Seating for _____ people.

☐ **INDUSTRY ROUNDTABLE RSVP**

Please Reserve Seating for _____ people.

☐ **EXHIBITOR RECEPTION RSVP**

Please Reserve Seating for _____ people.



PLEASE MAIL, FAX, OR E-MAIL
Tammy Naylor, Performance Racing Industry
Mail: 31706 S. Coast Hwy., Laguna Beach, CA 92651
Phone: 949.499.5413 • Fax: 949.499.6399
ORDERS TO: E-mail: tammyn@performanceracing.com



—For Office Use Only—

ORG. #: _____

DATE ENTERED: _____

BY: _____

Exhibitor Guest Credential Form



**EXHIBITOR CREDENTIALS WILL BE MAILED DIRECTLY TO THE
EXHIBITING COMPANY TWO WEEKS PRIOR TO THE SHOW, VIA UPS.**

DEADLINE FOR MAILING EXHIBITOR CREDENTIALS IS NOVEMBER 5, 2010.

**Due to Liability and Safety Issues
NO ONE UNDER 18 WILL BE ALLOWED ON THE EXHIBIT FLOOR.**

EXHIBITOR CREDENTIAL FORMS RECEIVED AFTER THE DEADLINE WILL BE PROCESSED, BUT MUST BE PICKED UP ON SITE.

Exhibiting Company Name _____ Guest Name _____ Guest Company Name _____ Guest Company Address _____ City _____ State _____ Zip _____ Phone Number _____ Fax Number _____ E-mail _____	Exhibiting Company Name _____ Guest Name _____ Guest Company Name _____ Guest Company Address _____ City _____ State _____ Zip _____ Phone Number _____ Fax Number _____ E-mail _____
Exhibiting Company Name _____ Guest Name _____ Guest Company Name _____ Guest Company Address _____ City _____ State _____ Zip _____ Phone Number _____ Fax Number _____ E-mail _____	Exhibiting Company Name _____ Guest Name _____ Guest Company Name _____ Guest Company Address _____ City _____ State _____ Zip _____ Phone Number _____ Fax Number _____ E-mail _____

☐ **BREAKFAST RSVP**

Please Reserve Seating for _____ people.

☐ **INDUSTRY ROUNDTABLE RSVP**

Please Reserve Seating for _____ people.

☐ **EXHIBITOR RECEPTION RSVP**

Please Reserve Seating for _____ people.



PLEASE MAIL, FAX, OR E-MAIL
Tammy Naylor, Performance Racing Industry
Mail: 31706 S. Coast Hwy., Laguna Beach, CA 92651
Phone: 949.499.5413 • Fax: 949.499.6399
ORDERS TO: E-mail: tammyn@performanceracing.com



— For Office Use Only —

ORG. #: _____

DATE ENTERED: _____

BY: _____

Seminar & Meeting Room Request Form



Seminar/Meeting Room/Banquet Guidelines:

- 1 Exhibitor-sponsored seminars may not be scheduled during official PRI Trade Show events.
- 2 All seminar rooms will be supplied with theater-style seating.

*Please note: Meeting rooms are permanently set for the entire week of the show, therefore, absolutely no room set up changes will be allowed.
- 3 Exhibitor will be financially responsible for all other seminar elements (i.e. audiovisual, food and beverage, security will be exhibitor's responsibility).
- 4 The public address system may not be used to announce seminars.

ALL REQUESTS WILL BE FULFILLED ON A FIRST-COME, FIRST-SERVED BASIS, BASED ON ROOM AVAILABILITY

You will receive a confirmation of your room.

IMPORTANT DEADLINE DATE November 5, 2010

Seminar/Meeting Room/Banquet requests received **after September 5th will not** be included in the PRI November Show Issue and Exhibitor-Sponsored Seminar Flyer, or on-site show signage.

PLEASE MAIL, FAX, OR E-MAIL ORDERS TO:

Karin Davidson, Performance Racing Industry
Mail: 31706 S. Coast Hwy., Laguna Beach, CA 92651
Phone: 949.499.5413 • Fax: 949.499.6399
E-mail: karind@performanceracing.com



TIME AND DATE:

OPTION 1: _____ AM to _____ AM
PM PM
☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY

OPTION 2: _____ AM to _____ AM
PM PM
☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY

OPTION 3: _____ AM to _____ AM
PM PM
☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY

Seminar Title: _____

Number of People Attending: _____

Private Meeting _____ or Open To Trade Show Attendees _____

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Shipping Information



Advanced Warehouse

Please note: Freight must be received at advanced warehouse on or before Friday, December 3, by 4:00 p.m.

Your Company Name
George Fern Co/YRC
c/o KUB Tradeshow Support
1334 Spruce Ave.
Orlando, FL 32824
For: PRI Trade Show
Booth # _____

**LEARN ABOUT BIG SHIPPING &
DRAYAGE EXHIBITOR SAVINGS!**

Click Here

Direct to Show Site

(Delivery ON or AFTER Monday, December 6, 2010)

(Small Packages – Less than 150 lbs.)

Name of Exhibitor
c/o George Fern Company
Orange County Convention Center–North Concourse
9400 Universal Blvd.
Orlando, FL 32819
For PRI Trade Show
Booth # _____

(Freight – More than 150 lbs.)

Name of Exhibitor
c/o George Fern Company
Orange County Convention Center–South Concourse
9899 International Dr.
Orlando, FL 32819
For: PRI Trade Show
Booth # _____

● Shipping Options

GFT – Please refer to the Suppliers section. Take advantage of the \$2.06 shipping/drayage packages.

UPS – If you plan on shipping your materials UPS, please note that you must make arrangements directly with UPS to schedule a pick up for Monday morning. UPS does not offer Sunday pick up. Please note: UPS must pick up your materials by noon Monday, otherwise the George Fern Company will redirect your materials via George Fern Transportation.

FEDEX KINKO'S BUSINESS CENTER – Please note: The FedEx Kinko's Business Center gives you the option to ship FedEx, UPS or any other available carrier.

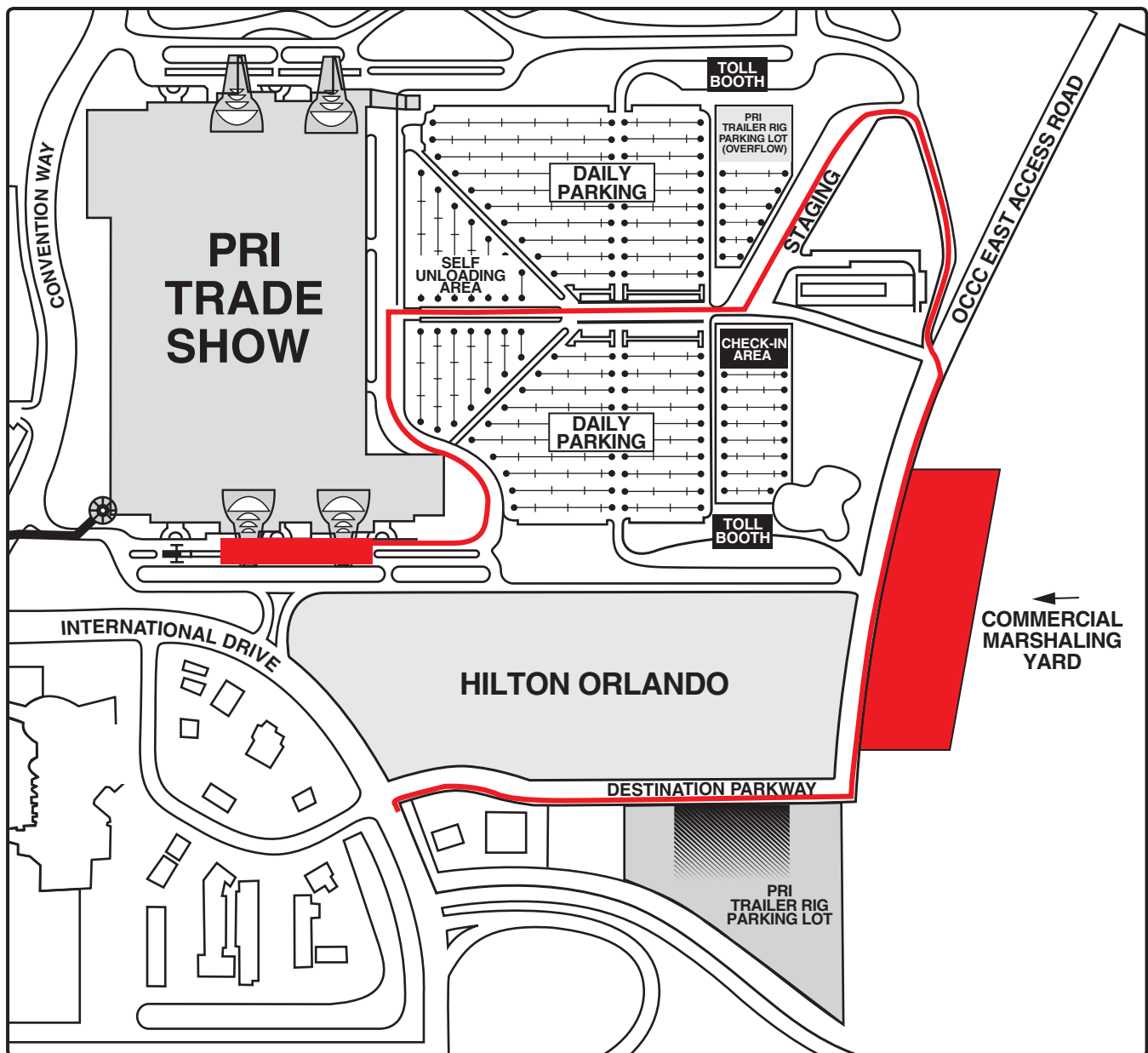
Commercial Freight Unloading Procedures

23RD ANNUAL **Performance Racing Industry** **TRADE SHOW**

RED – South loading docks (Please refer to self unloading marshaling yard map)

Check in – All over-the-road common carriers must first check in at the marshaling yard
(For example; YRC, UPS, FedEx, etc.)

Directions to the Commercial Marshaling Yard



Material Handling



Self Unload—Avoid all drayage fees by rolling your freight directly to your booth. The George Fern Company offers crate storage service for all self unload exhibit materials for a minor \$50 service fee per container. Crates will be stored and then returned after the Trade Show.

Exhibitors may unload their own materials. Please refer to the self unloading procedures page for locations.

Limited dock space requires a time limit of 30 minutes for unloading freight. Then move your vehicle or the George Fern Company will unload charging by weight.

Equipment **PERMITTED** to be used by exhibitor for self unload freight:

- Freight Dollies
- Freight Carts
- Wheeled Crates
- 2-Wheelers

Show Vehicles: After vehicle inspection is completed, display vehicles must be pushed to the exhibit area.

Note: Only trailers to be displayed in the exhibit hall will be permitted to drive onto the floor.

All commercial vehicles must be unloaded by the George Fern Company.

The following equipment is **PROHIBITED** to be used by exhibitors:

Any power equipment to include:

- Forklifts
- Electric Pallet Jacks
- Manual Pallet Jacks
- ATV/Golf Carts
- Skid Jacks
- Any building or contractor equipment

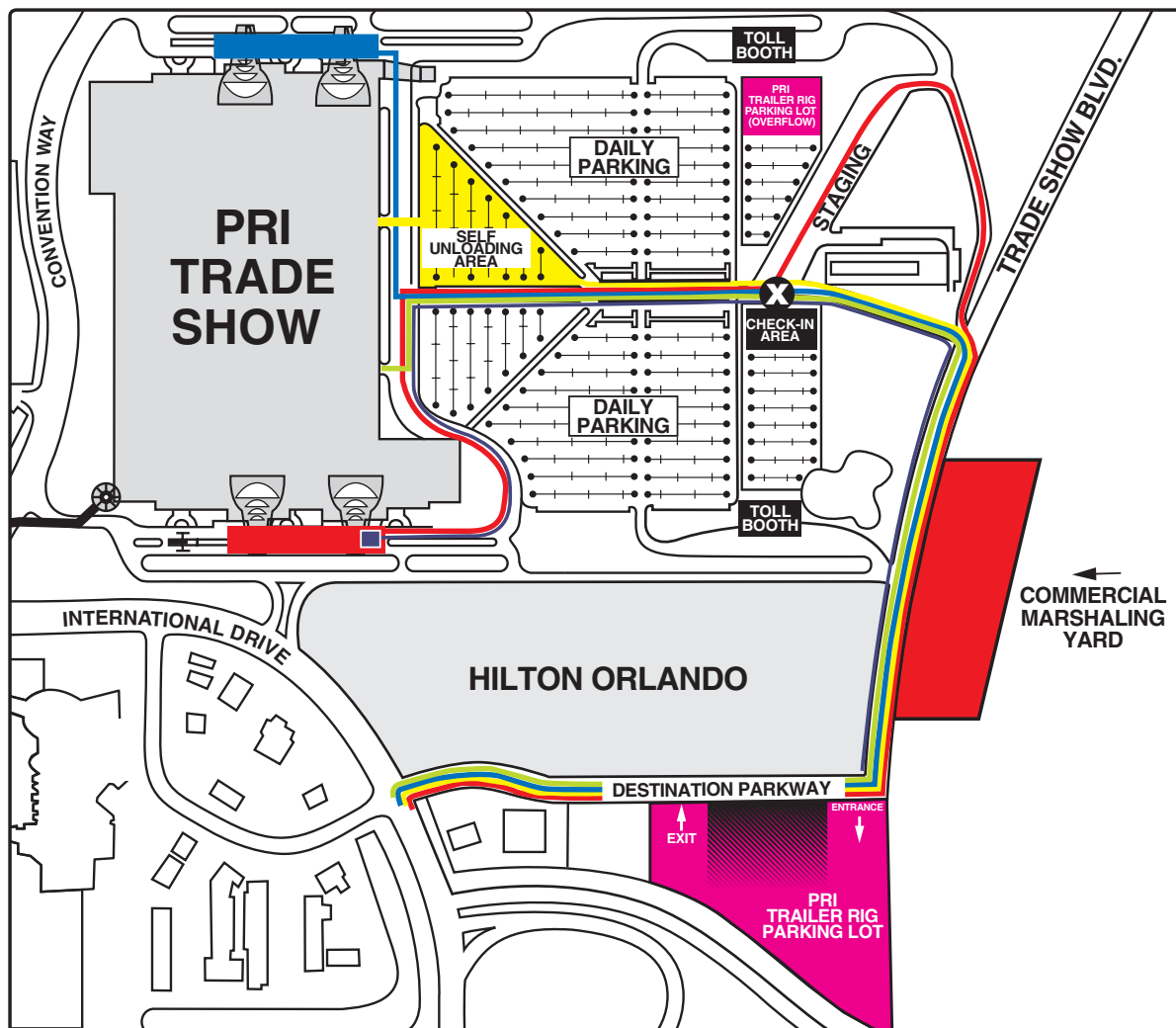
Complimentary Move-In Parking

23RD ANNUAL Performance
Racing Industry
TRADE SHOW

BREAKING GOOD NEWS!

COMPLIMENTARY Parking During Exhibitor Move-In!

The PRI Trade Show Team is pleased to announce another element has been added to the list of items that help to reduce exhibitor expenses at the Orlando Convention Center. The PRI Trade Show Production Team have been working in diligent fashion with the Orlando decision makers on a variety of projects large and small to reduce your exhibit expenses. Recently, we all zeroed in on the \$11 parking fee during move-in hours and came up with a solution! So, for the first time ever, there will be **no charge** for exhibitors to park in the Convention Center north/south building parking lot during move-in days, Sunday through Wednesday, December 5 through 8! Enjoy!



Self Unload Marshaling Yard



PAGE 1 OF 2

***Save on drayage fees by using the exhibitor self unload option. No drayage service fees!**

1. Follow official PRI directional move-in signs and PRI Exhibitor Services Personnel located at key intersections directing exhibitors to the self unload marshaling yard check-in point at the rear of the main convention center parking lot.
2. At the self unloading check-in point, exhibitors will be asked where they would like to unload.
3. At the check-in point, each vehicle will be given a color-coded move-in pass.
4. Depending on each exhibitor's specific needs, the exhibitor will be directed to the appropriate location for unloading.
5. Once released from the self unloading check-in point, the exhibitor will then follow the PRI Exhibitor Services Personnel directing exhibitor vehicles to the appropriate colored unloading area.
6. Go to the George Fern service desk to obtain crate storage labels. Nominal fee of \$50 crate service charge to store and return exhibitor self unload crates.

Blue

North loading docks are for all exhibitors needing dock space or vehicle ramps on the north end of the exhibit hall.

Yellow

The tarmac area is for all exhibitors wanting to self unload materials or vehicles on a flat surface directly from the tarmac to the north roll up door.

Green

The south roll up door is strictly for passenger vehicles dropping off small packages.

Purple

The purple area is strictly for south hall exhibitors wishing to self unload. The purple area consists of limited dock bays, one extra large vehicle ramp and a small flat surface area. Absolutely no other south docks and ramps will be utilized for self unload. All other south dock/ramp areas are strictly for commercial unloading.

Red Commercial Unloading ONLY!!!

The south loading docks and vehicle ramps are for commercial unloading.

 **Pink Trailer Exhibits**—Please refer to the Trailer Exhibitor Move-In Procedures for complete details.

Trailer/Rig Parking Lot

For the exhibitor's convenience, Destination Parkway has been designated for PRI Trailer Rig Parking. Trailer Rig parking passes may be purchased in advance, on site at Exhibitor Registration, and also at the PRI Trailer Rig Parking Lot. Please note: All larger sized trailers will be parked in the overflow lot.

ABSOLUTELY NO CAMPING IN THE PRI TRAILER RIG PARKING LOT.

ABSOLUTELY NO OVERNIGHT PARKING IN THE OCCC MAIN PARKING LOT. ANY VEHICLES LEFT IN THE OCCC LOT OVERNIGHT WILL BE TOWED AT THE OWNER'S EXPENSE.

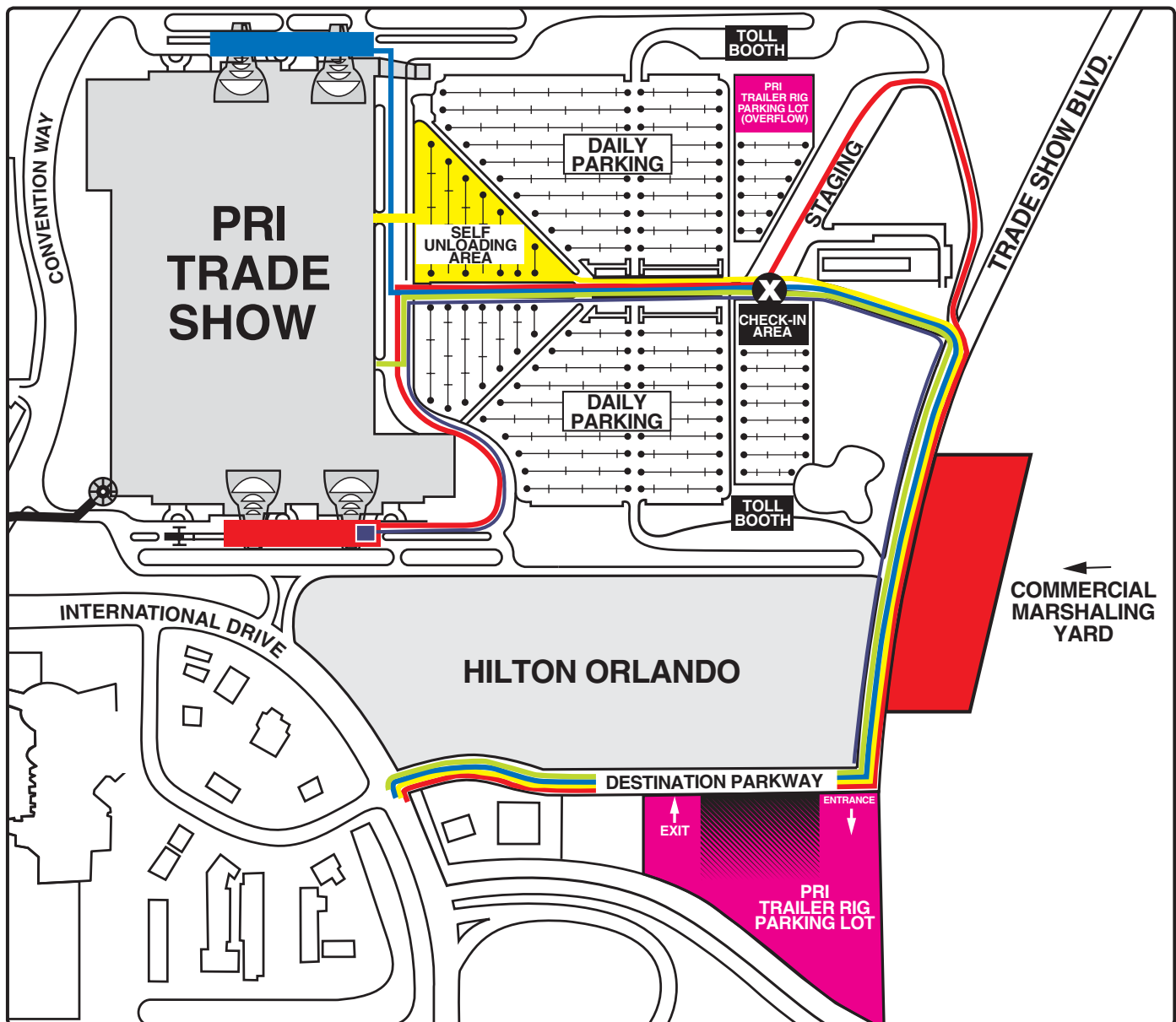
Self Unload Marshaling Yard Map

23RD **Performance**
Racing Industry
ANNUAL TRADE SHOW

PAGE 2 OF 2

No drayage fees by using the self unload option. Big savings!

***Exhibit materials must be able to be “rolled” into the convention center.**

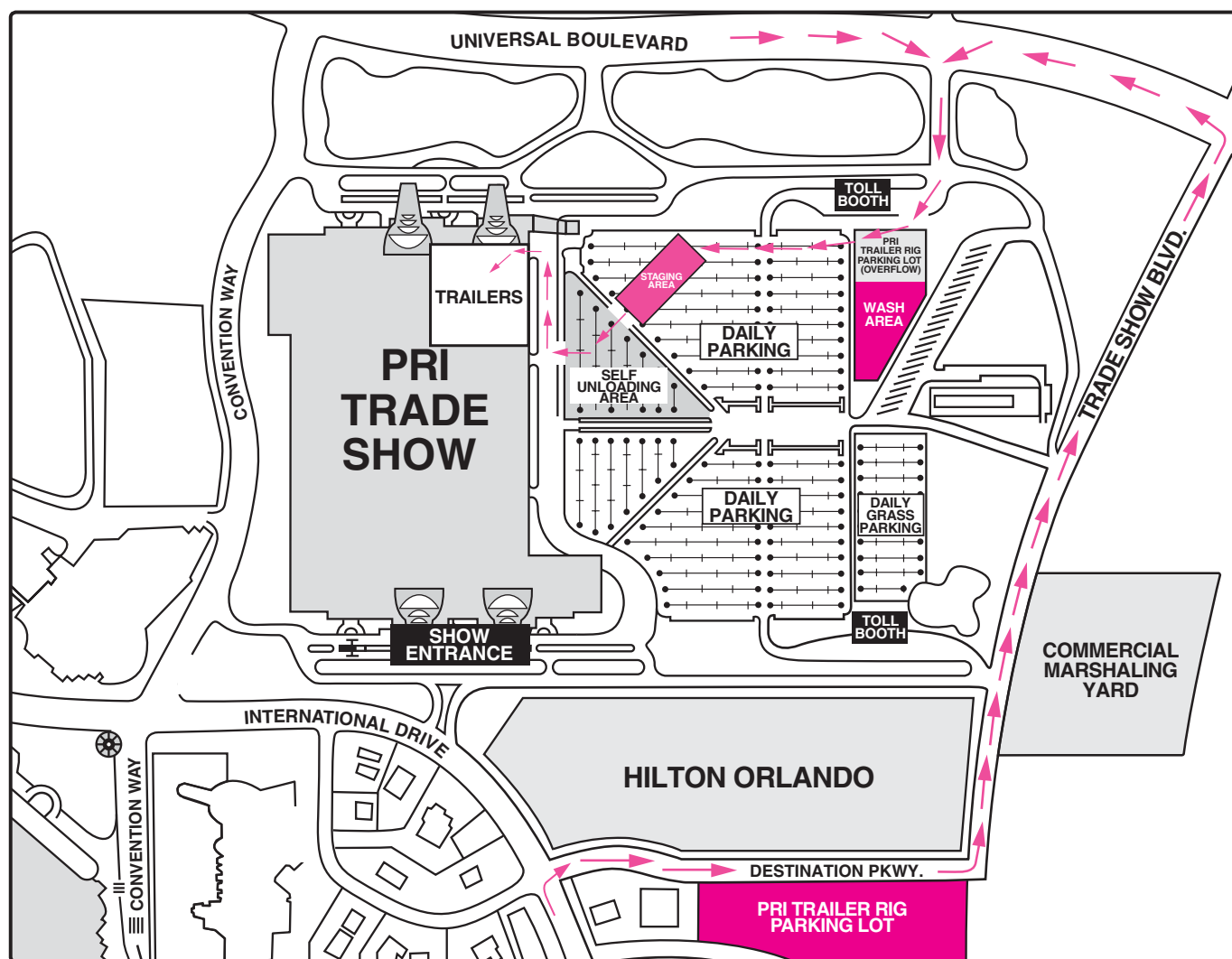


Trailer Exhibits Move-In Map



● Trailer Exhibit Move-in Procedures

1. All PRI Trade Show trailer rig and motorcoach exhibitors will be called by the PRI Trade Show Department and given a move-in appointment time.
2. Please report to the trailer exhibit staging area prior to your designated move-in time appointment. Remember if you miss your scheduled move-in appointment, possible delays in getting your trailer spotted on the exhibit floor can occur.
3. Please follow PRI Show Management signs to the trailer exhibit staging area.
4. Please enter the OCCC grounds off Universal Boulevard.
5. You will then be directed straight ahead to the trailer exhibit staging area.
6. Please **DO NOT** continue to the right through the OCCC toll booth.
7. Once you have reached the trailer staging area, at this time you may clean your trailer / hauler.
8. Per Orange County Fire Regulations, all trailers / haulers must have less than a quarter tank of fuel prior to entering the exhibit hall.
9. All trailer exhibits will be staged by PRI personnel according to booth location and move-in time.
10. You will be instructed by PRI personnel when it is time to move your trailer / hauler into the exhibit hall.
11. Regardless of your booth location, all trailer exhibits will enter the exhibit hall only through the North loading docks, unless you are one the few trailer exhibitors on the south end of the Exhibit Hall.



Meet the Floor Managers



PAGE 1 OF 2

PRI Trade Show floor managers are stationed on the exhibit floor to help you and will be roaming their specific floor zones to help expedite any random questions or concerns you may have during move in or move out. For example, if you have questions about locating freight, placing an order for furniture, electrical or any other services, please ask your designated floor manager (see aisle locations assigned to your floor manager listed below), and she will be happy to assist you.

Look for one of the floor managers (see photo) who will be wearing a shirt with the PRI Floor Manager logo on the back during the below move-in and move-out days and times to increase her visibility on the show floor.

PRI Floor Manager Hours **Move-in Days and Times**

Monday, December 6 7:00 a.m.–5:00 p.m.
Tuesday, December 7 7:00 a.m.–5:00 p.m.
Wednesday, December 8 7:00 a.m.–6:00 p.m.

Move-out Day and Time

Saturday, December 11 5:00 p.m.– 8:00 p.m.

MEET YOUR FLOOR MANAGERS!



Laura Vukich
Aisles: 300-2196
ZONE 1



Tammy Naylor
Aisles: 2101-4186
ZONE 2



Nicole Harless
Aisles: 4101-5997
ZONE 3



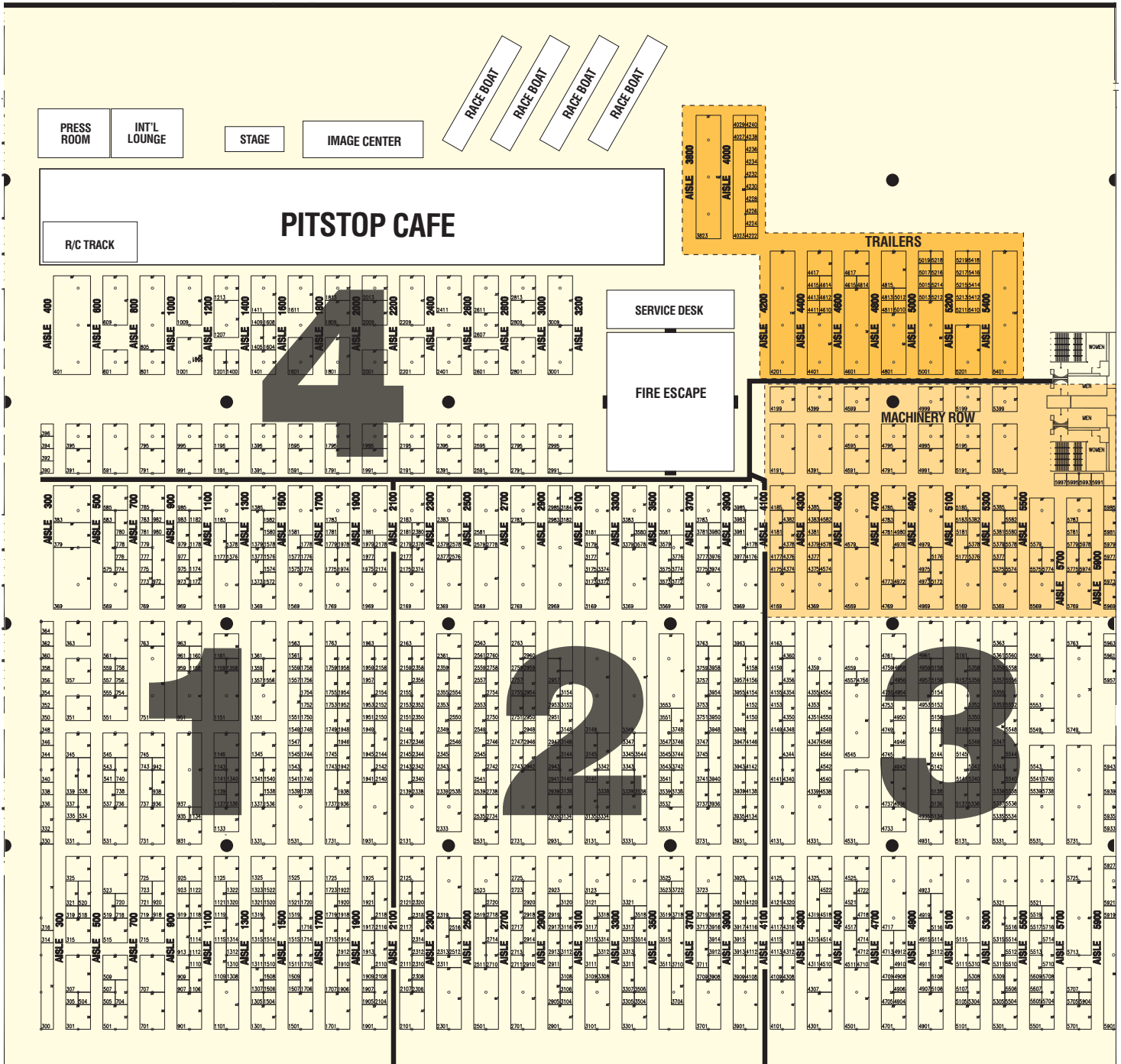
Shaylee Sullivan
Aisles: 390-5618
ZONE 4

ATTENTION!

**Floor Zone
Map Located on
Next Page**

Floor Manager Map

GRAND OPENING BREAKFAST



FLOOR ZONES: Zone 1: 300-2196 Zone 2: 2101-4186
Zone 3: 4101-5997 Zone 4: 390-5618

Our friendly, qualified and helpful PRI floor managers will be roaming the show floor to help expedite any questions or concerns you may have during move in or move out.

General Move-In Information



● **Cleaning**

George Fern Company is the official service provider for booth cleaning. Exhibitors can clean their own exhibits with their own equipment. Install and dismantle display house representatives must check with the George Fern Company before proceeding.

● **Drayage/Freight Handling**

Freight handling (drayage) is the movement of your exhibit and materials from the facility's dock to your booth and return after the trade show to the loading dock. This service includes storage of your empty crates and boxes during the show by the drayage contractor. The empty crates will be returned to your booth after the close of the show and aisle carpet is removed. You can order drayage service from George Fern Company either in advance or at show site.

● **Installation and Dismantling**

Information on installation and dismantling of exhibits will be sent to you in ample time to prepare for these activities. Exhibitor agrees to abide by the schedule for setting up and dismantling in accordance with the individual instruction bulletins. No exhibitor shall be allowed to remove any part of their booths' display until the show is officially closed. Exhibitors shall be responsible for any expenses incurred by Trade Show Management caused by their delay in removing their equipment. Exhibitors must not injure or deface property. Should such damage occur, the exhibitor is liable to the damaged property's owner.

● **Labor**

Exhibitors are permitted to set up their own booths with their own full-time employees. Outside display houses can be employed to set up displays (please see Independent Display House Contractors form in this service manual). If additional labor is required, it must be provided through the correct local union and can be hired through the show contractor to assist in installation and dismantlement (please see Labor Form in this service manual).

● **PRI Show Cars and Display Vehicles**

All PRI Trade Show vehicles must be in the exhibit hall no later than Tuesday, December 7, 2010, at 4:00 p.m. Please be sure the fuel tank is DRY or less than a quarter full. If there is a battery ignition, be sure the battery cables are disconnected. Show Management Security Personnel will inspect your vehicle BEFORE it will be allowed inside the building and positioned. Please note: All vehicles must be placed at least 10 inches from the aisle, per Orange County Fire Codes. Display vehicles must conform to the line-of-site rules stated in the Booth Guidelines section of the Exhibitor Service Manual.

● **POV Storage (Self Unload Storage)**

PRI Exhibitors now have the option for George Fern Company to store your empties on site instead of hauling them out yourself. For more information and rates, go to <http://servicekits.georgefern.com/kits/01-02703-10/01-02703-10.asp>.

● **Weight & Dimension Specifications for Exhibitor Freight Movement:**

- Exhibit Floor Ceiling Height – 40'
- North Hall Roll Up Door – 32' wide x 22'8" high
- North Hall Aircraft Door – 58' wide x 20' high
- South Hall Roll Up Door – 30' 8" wide x 20' high

Move-Out Procedures



To help with an orderly move out, please read and follow these important instructions, as it will help expedite the move-out procedures with minimum wear and tear.

The PRI Trade Show closes Saturday at 5 p.m. Any exhibitor that begins breaking down their booth prior to 5:00 p.m. will impose a penalty by PRI management.

1. No movement of any exhibit materials or freight can occur until the aisle carpet is removed.
2. Crate return will begin at 5:30 p.m. and will take approximately 6 to 8 hours to complete.


Commercial Move-Out Procedures:


1. The docks will be open and controlled by the George Fern Company from Saturday, December 11, at 5:00 p.m. through Monday, December 13, at 12:00 p.m.
2. The floor must be completely cleared by Monday, December 13, by noon. If a carrier had not checked in for freight pick up by noon, the George Fern Company will reconsign freight to the house carrier at that time. The exhibitor will be responsible for all expenses incurred.


Self-Load Move-Out Procedures:


1. Follow official PRI directional signs and PRI Exhibitor Services Personnel located at key intersections directing you to the move-out staging area. This lot will open one hour prior to the close of the show.
2. As space permits, you will then be directed to the self-unload check-in point, you will be asked where you would like to load your exhibit materials.
3. At the check-in point, each vehicle will be given a color-coded move-in pass.
4. Depending on your specific needs, you will be directed to the appropriate location for loading:

 **Blue** The north loading docks and vehicle ramps are for any exhibitor needing dock space or vehicle ramps.

 **Yellow** The tarmac area is for any exhibitors wanting to self load materials or vehicles on a flat surface directly.

 **Green** The south roll up door is strictly for passenger vehicles wishing to load small packages.

 **Purple** The purple area is strictly for south hall exhibitors wishing to self load. The purple area consists of limited dock bays, one extra large vehicle ramp and a small flat surface area. Absolutely no other south docks and ramps will be utilized for self load. All other south dock / ramp areas are strictly for commercial loading.

 **Red (Commercial Loading)** The south loading docks and vehicle ramps are for all commercial loading, **NO SELF LOADING** allowed.

5. Once released from the self-loading check-in point, you will then follow the PRI Exhibitor Services personnel directing your vehicle to the appropriate colored loading area.

● Move-Out Hours

Saturday, December 11 5:00 p.m. – 12:00 a.m.

Sunday, December 12 7:00 a.m. – 5:00 p.m.

Monday, December 13 7:00 a.m. – Noon (Straight Time)

Peninsula Booth



*** ALL PENINSULA EXHIBITORS ARE REQUIRED TO SUBMIT ACCURATE RENDERINGS AND DIMENSIONS OF THE PENINSULA EXHIBIT TO TRADE SHOW MANAGEMENT FOR APPROVAL PRIOR TO THE SHOW.**

(For questions, please contact Shaylee Sullivan at 949.499.5413 or email: shays@performanceracing.com)

Definition

Exhibit with four or more 10' x 10' standard units back to back with an aisle on three sides. Exhibitor cannot create an island effect with flooring variation, within 10 linear feet of a neighboring exhibitor.

Intent

Peninsula booths are normally faced toward the cross aisle. However, if you wish to have a different configuration, Show Management must approve your booth designs.

Height

The maximum height permitted for any non-hanging sign, display, product, fixture, or decoration within the exhibit is 16', provided it is not located in the area that is 5' from the aisle and 10' from any neighboring exhibit. In the area 5' from the aisle and 10' from a neighboring exhibit, the maximum height for any non-hanging sign, display, product, fixture, or decoration is 4'. This includes the booth circumference height.

Dimensions

Exhibit structures must be constructed to allow 9" for utility service access at the rear, i.e. a 20' x 30' exhibit space has 29' 3" usable space from front to back wall.

Depth

Absolutely no display fixtures can be over 4' in height and placed within 10 linear feet of a neighboring exhibit, unless it is within 5' of the centerline to avoid blocking the sight line from the aisle to the adjoining booth.

Intent

Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sight line from the aisle, as they would expect if they were adjacent to an exhibitor with a standard booth.

Opening

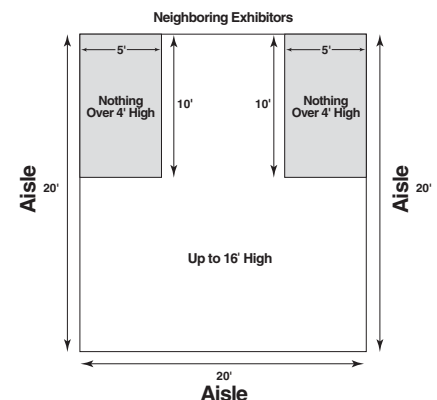
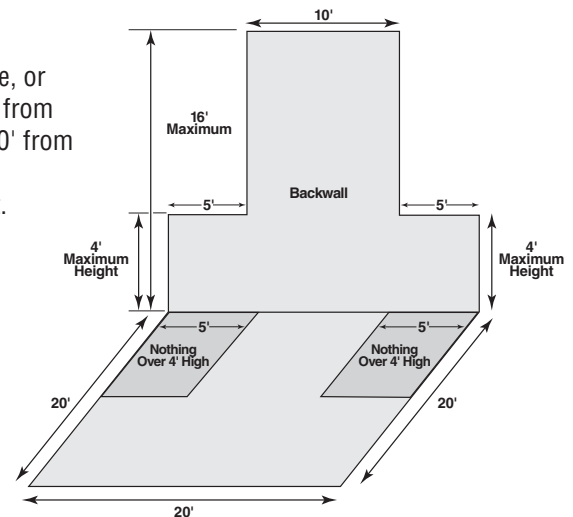
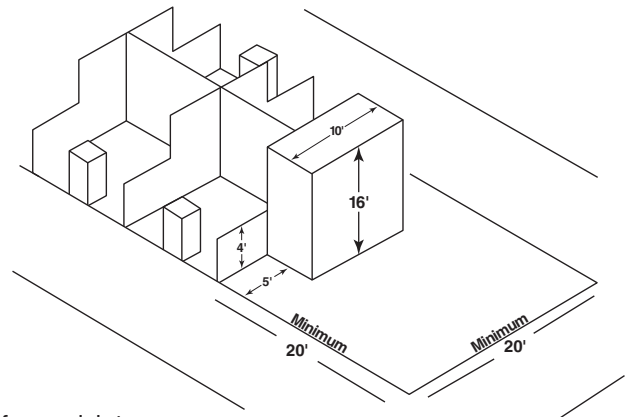
Peninsula exhibits must have a minimum 10' wide entrance every 20'.

Finished Booth Surfaces

Peninsula exhibits must have a finished back wall and finished sides. Plain drape or unfinished hard-walls are not permitted. Drape and hard-wall may be silk-screened with company identification. Any portion of the exhibit bordering another exhibitor's exhibit space must have the back side of that portion finished, and must not have any company identification.

PLEASE NOTE:

PRI needs to ensure every peninsula exhibitor is working within the booth guidelines to be fair to other peninsula exhibitors as well as the neighboring exhibits behind and around your company's exhibit. Please refer to the PRI Exhibit Space Rental Contract as it states, "Exhibits out of regulation—PRI Management will have the right to decide at any time if an exhibitor is not in compliance to PRI booth guidelines. Any booth infraction found onsite must be fixed and comply within PRI booth guidelines prior to opening of the show. If the exhibitor wishes not to comply with PRI booth guidelines, the exhibitor will be asked to leave the show without a refund of booth payment."



Peninsula Banner & Sign Hanging



Definition

A sign suspended from the Convention Center ceiling above a peninsula exhibitor for the purpose of displaying graphics or company identification.

Important

Exhibitors must make arrangements with the Convention Center labor for suspended sign installation.

Height

Hanging identification signs and graphics will be permitted to a maximum height of 24' from the floor to top of sign. (Maximum height of sign not to exceed 8' in height.)

Intent

Hanging signs are part of the overall exhibit presentation and therefore, must be treated as a component of the total exhibit configuration.

Depth

All hanging signs must be set back at least 10' from the back line of the booth.

Intent

Hanging signs, whether double-faced or not, should be set back within the exhibitor's space so as not to detract from the overall impact of the exhibit that is directly adjacent.

Size

Hanging signs and graphics will be permitted to a total length on each side of the exhibitor's space that does not exceed 50% of the corresponding dimension of the booth. (Please refer to diagram.)

Intent

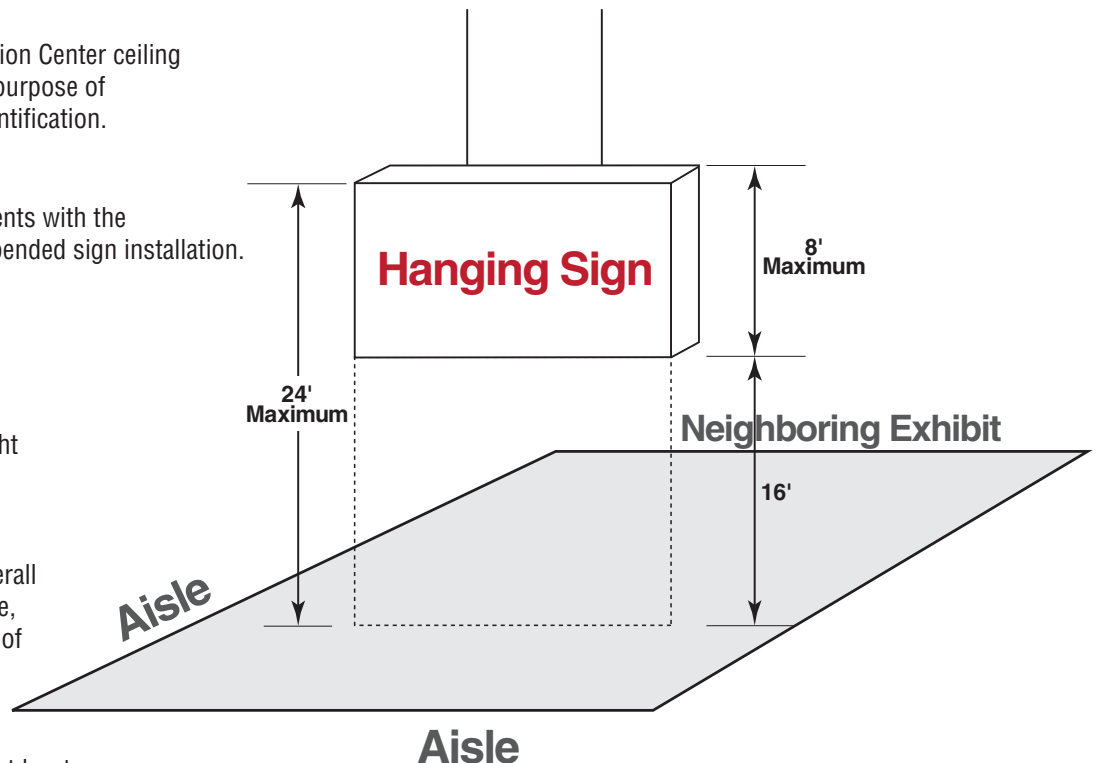
The size and number of hanging signs must be limited in order to minimize the stress to the facility ceiling structure on the part of any one exhibitor.

Structural Integrity

All hanging signs must meet Orange County Convention Center engineering requirements as to structural integrity.

Please Note:

Any type of balloon or helium filled device may not be distributed, used or displayed.



Two-Story Peninsula Booth



★ **ALL TWO-STORY PENINSULA EXHIBITORS ARE REQUIRED TO SUBMIT ACCURATE RENDERINGS AND DIMENSIONS OF THE TWO-STORY PENINSULA EXHIBIT PRIOR TO THE SHOW TO TRADE SHOW MANAGEMENT, THE CONVENTION CENTER AND THE FIRE MARSHAL FOR APPROVAL.**

Definition

Exhibit with four or more 10' x 10' standard units back to back with an aisle on three sides on the bottom level, with a second story. Exhibitor cannot create an island effect with flooring variations, within 10 linear feet of a neighboring exhibit.

All drawings must meet structural criteria codes.

Guidelines

1. All 2-story peninsula exhibitors are required to submit accurate renderings and dimensions of the 2-story peninsula exhibit prior to the show to trade show management, the Orange County Convention Center and the Fire Marshal for approval.
2. Plans should be submitted before exhibit construction begins and must adhere to the following:
 - a. Plans must be scaled, signed and dated by a registered architect or engineer.
 - b. Plans must include the show name and dates.
 - c. Plans must include exhibitor's name and assigned booth number.
 - d. Plans must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
 - e. Plans must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management. Refer to the Booth Guidelines section in this Exhibitor Service Manual.
 - f. Please send a copy of a scaled, signed and dated blueprint (with front and side elevations), by a registered architect or engineer, to:

Shaylee Sullivan, Trade Show Coordinator
Performance Racing Industry
31706 South Coast Hwy
Laguna Beach, CA 92651

Fees

Bottom Level – \$1,600 per booth, four-booth minimum.

Top Level – 50% of earned booth rate for upper level total square footage.

Standard Linear Booth

Definition

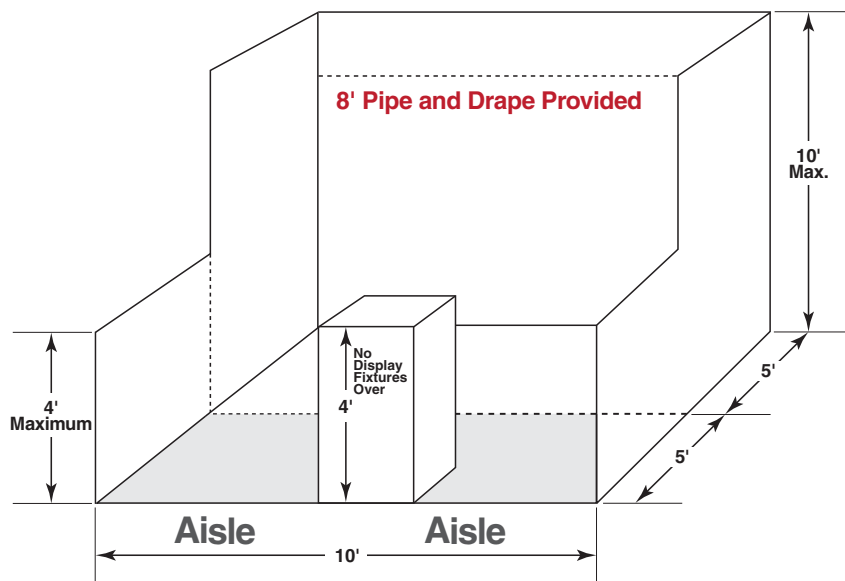
One or more standard 10'x10' units in a straight line configuration.

Height

Exhibit, fixtures, components and identification signs will be permitted to a maximum height of 10'. (An 8' pipe and drape is provided.)

Intent

If a portion of an exhibit booth extends above 10' high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.



Depth

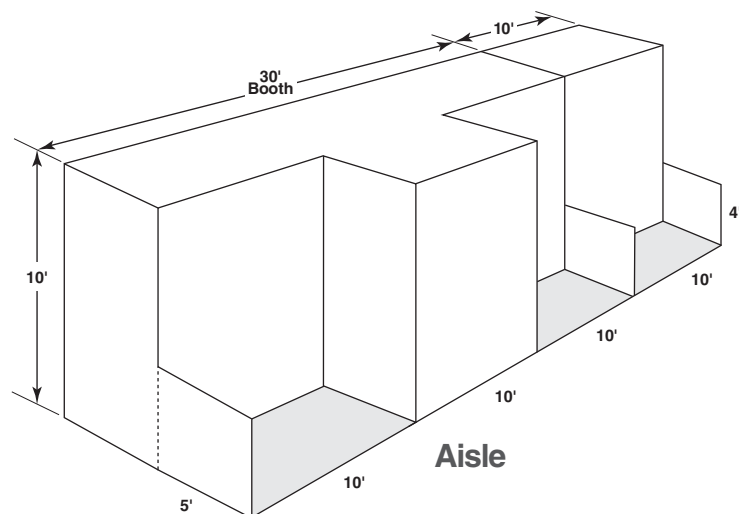
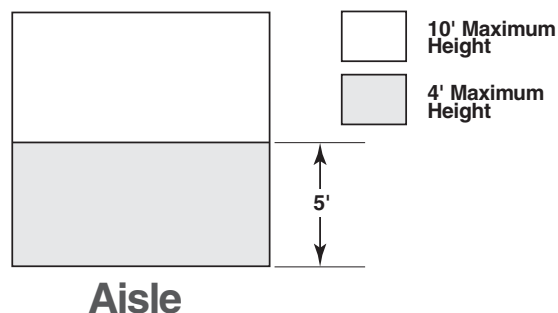
All display fixtures over 4' in height and placed within 10 linear feet of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5' from the aisle line. (Please refer to diagram.)

Intent

Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit. Exhibitors with large space—30 linear feet or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4' and within 10 linear feet of a neighboring exhibit is intended to accomplish both of these aims.

Important!

Space dimensions shown on floor plan are from centerline of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.



Canopies & Ceilings

Definition

An exhibit component supported over an exhibitor's space for decorative purposes only.

Height

Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 10' in height in a standard booth configuration.

Intent

Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the canopy and its support structure does not violate the intent of the height or depth regulation.

Depth

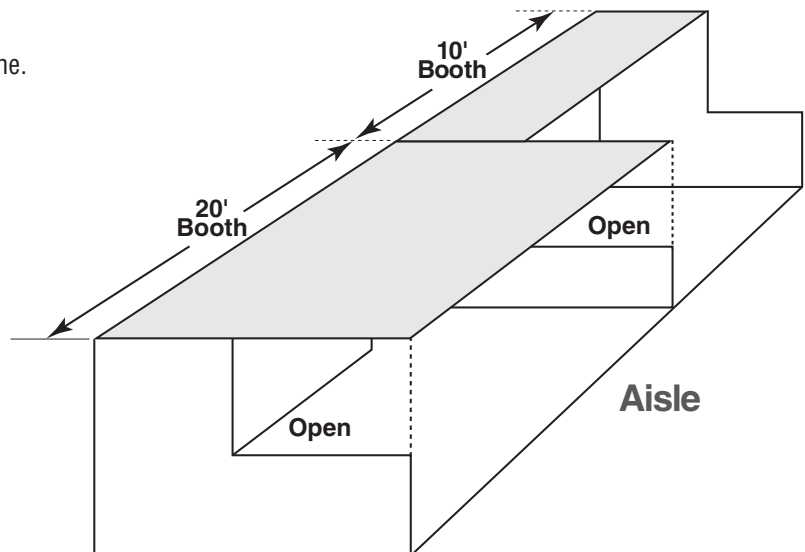
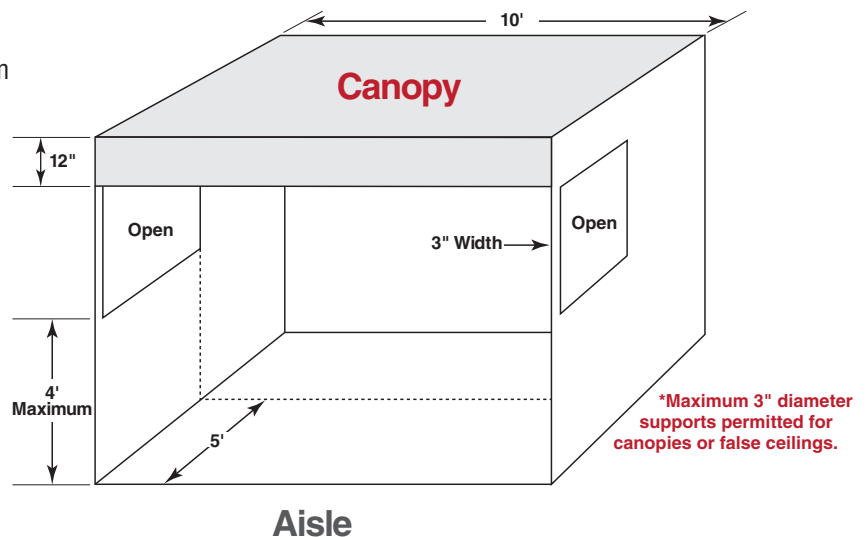
Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space providing that the support structure will not exceed 3" in width when placed within 10 linear feet of an adjoining exhibit and not confined to that area of the exhibitor's space, which is at least 5' from the aisle line.

Intent

Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sight line from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

Important!

Canopy materials must meet all fire code regulations. Exhibitor must provide at least (1) 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location and be accessible at all times.



Trailer Exhibits



● **Mandatory Move-In Appointment Time**

All PRI Trade Show trailer exhibitors will be called by the PRI Trade Show Department and will be given a move-in appointment time. Please refer to the Trailer Exhibits [move-in map](#) for complete details.

● **Trailer Exhibit Staging Area**

Please report to the trailer exhibit staging area at least one hour prior to your designated move-in time. Remember if you miss your scheduled move-in appointment, possible delays in getting your trailer spotted can occur. All exhibit trailers will be staged according to booth location and move-in time.

● **Marshaling Yard Clearance**

Absolutely no trailers / haulers may be brought into the convention center without going to the trailer staging area first.

● **Booth Width**

In order to maintain a safe environment and retain parity among fellow trailer exhibitors, it is imperative that all trailer and hauler exhibits do not protrude into the aisles. Every exhibitor must fit within the allotted 10-foot-wide booth space. If an exhibitor needs to extend a pop-out or canopy or any other element of their booth display past 10 feet, that exhibitor must purchase a 20-foot-wide booth space.

● **Trailer Detailing**

If you need to clean your trailer / hauler prior to entering the exhibit hall, please arrive in plenty of time at the staging area prior to your scheduled move-in time.

● **Local Trailer Detailing**

All Brite RV Cleaning
1108 Inverness Blvd. #106, Inverness, FL 34452
Phone: 352/212-6494 • Contact: Dawn Corlew
E-Mail: Dawn.todd@yahoo.com

● **Fuel Levels**

Per Orange County Fire Regulations, all trailers/haulers must have less than 1/4 tank of fuel prior to entering the exhibit hall.

General Booth Guidelines



● Aisle Carpet

All exhibitor carpet must not extend out to the aisle carpet.

● Adjacent Peninsula Aisle Carpet

Exhibitors may NOT utilize the aisle carpet area between two adjacent peninsula booth spaces for exhibit display purposes.

● Booth Change Policy

Changes to booth locations can occur at any time from the initial assignment through show opening. Modifications to an exhibitor's display, including, but not limited to fixture placement, material display, material distribution, model's attire, and noise levels, may be made by Show Management at any time.

● Bridging Peninsulas

An exhibitor may "bridge" the aisle between two side-by-side peninsula booth spaces in accordance with the following regulations:

- Minimum height – 10'
- Maximum height – 16'
- The actual bridge structure may not exceed 4' in height.
- The "bridge" must be a bonafide structural component of the booth, such as a roof. Signs and banners are prohibited unless they conform to the architectural integrity of the booth and the bridge.
- Architectural renderings must be submitted and approved from Show Management at least three months prior to the first day of the show.

● Machinery Row Peninsula

Machinery Row exhibitors may exercise a variance from PRI booth guidelines due to the nature of the size and bulk equipment being displayed.

● Age Requirement

Due to liability and safety issues, no one under the age of 18 years will be allowed on the exhibit floor. Child care is available in the lobby area; please [click here](#) for more information.

● Alcoholic Beverage Distribution

All alcoholic beverages to be used in exhibitor booths must be ordered through the contracted catering company—Centerplate.

● Animals

No animals of any kind will be allowed, except service dogs.

● Balloons/Inflatables

Any type of balloon or inflatable may not be used, displayed or distributed.

● Cameras/Photography

Because of the small size and speed of digital cameras it is extremely difficult for Show Management and security to prevent “unauthorized” photography during the trade show. Show Management strongly suggests that all proprietary products be displayed in a part of your booth that can be closely monitored. If you notice anyone taking “unauthorized” pictures of your product, please contact the Show Management and/or Security.

● Cancellation of Event

If Trade Show Management should be prevented from holding the Trade Show or if it cannot permit the exhibitor to occupy his space due to circumstances beyond its control, including, but not limited to strike, civil disobedience, and/or acts of God, Trade Show Management will refund to the exhibitor the amount of the rental paid by him, less a proportionate share of the Trade Show expenses, and Trade Show Management shall have no further obligation or liability to the exhibitor if the exhibitor shall have made no rental payment, he nevertheless shall be obligated to pay his proportionate share of such expenses.

● Demonstrations & Entertainment

Demonstration areas must be organized within the exhibitor's space so as not to interfere with any traffic aisle, and sampling or demonstration tables must be placed a minimum of 1'0" from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will have no alternative but to request that the presentation or sampling be moved entirely into the exhibitor's booth space or be eliminated.

All product demonstration involving any moving and potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by products, such as dust, fumes, sparks, or flames, must be approved in writing by Show Management 60 days prior to the show.

● Dress Code

Models shall act and wear clothing that is considered both professional and in good taste. String bikinis, thong bathing suits, and front or rear nudity are not allowed. Models, as well as other company representatives, are not allowed to work outside the booth. They may only pass literature, business cards, samples, etc. and approach customers from within the booth space.

● Exhibit Noise Level Policy

Sound levels in the booth must not prevent neighboring exhibitors from conducting business. Speakers should be directed into the booth. Music or noise emitting from the exhibit space cannot exceed 85 decibels. Show management shall have the right to lower volume to a reasonable level, remove sound equipment, or disconnect power if necessary for compliance.

● Exhibitor Appointed Contractor (EACs)

EAC's are contractors other than official show contractors hired by the exhibitor. Any exhibitor-appointed company providing a service during the trade show on the property of the OCCC must comply with specific requirements prior to commencement of work at the facility. Permits are issued on an annual basis.

● Facility Smoking Regulations

The Orange County Convention Center is a non-smoking facility. Smoking is only permitted outside the building.

● Fair Guide Disclaimer

It has come to our attention that you may be receiving solicitations, which are deceptively similar to our communications with you from a company out of Austria named Fair Guide. Please understand that *Performance Racing Industry* has no connection with Fair Guide and does not in any way endorse this solicitation or any offers made in their solicitation. In fact, *Performance Racing Industry* has made a number of efforts to attempt to stop any further solicitation to our customers; however, as you might appreciate doing so with a company located in Austria is virtually impossible. Should you have any questions with respect to such solicitation, we would suggest that you contact your attorney or Fair Guide directly. We hope this clears up any confusion and should you wish to discuss this with your sales representative please do not hesitate to do so.

● Fire & Safety

All aisles and exits shall be kept clean and free of obstructions. No storage of any kind is allowed in the loading dock area. Empty packing containers, wrapping or display materials must be removed from the exhibit hall before the show opens. Any type of balloons may not be distributed, used, or displayed.

● Insurance

Exhibitors shall carry and maintain during the period of any show in which they exhibit, including move-in and move-out days, and at their sole cost and expense personal injury and property damage coverage under a policy of general public liability insurance, with limits of at least \$1,000,000 combined single limit for bodily injury and property damage naming Trade Show Management as an additional insured. Exhibitor warrants that by signing the PRI Exhibit Space Rental Agreement, he/she has complied specifically with the insurance requirements and upon request will deliver a certificate of such insurance to Trade Show Management prior to the event. If an exhibitor needs to purchase insurance for the PRI Trade Show, Wells Fargo Insurance Services offers a special premium to cover exhibitors for the duration of the PRI Trade Show. Please refer to the next page for details or call Wells Fargo Insurance Services directly at 866/441-3936. **(See sample certificate on following pages.)**

● Public Address Announcement Policy

The PA will only be used for Show Management announcements and at Show Management's discretion. Show Management will not make general announcements.

● Security Do's & Don'ts

- Escort your merchandise and/or goods to and from your booth if at all possible. The greatest risks of theft or loss occur during set up and tear down.
- Treat your valuable goods, especially prototypes, as irreplaceable. If they truly are one-of-a-kind, it's Show Management's suggestion you hire your own security for the duration of the show. Under no circumstances should such goods ever be left unattended. DVD players, televisions, computers, other electronic devices, and soft goods (such as t-shirts and jackets) are popular items for theft.

● Security Do's & Don'ts (Continued)

- At the close of each show day, cover all display tables. This establishes a barrier to curiosity-seekers.
- During tear down, stay within your exhibit until the empty cartons are delivered, your goods are packed, sealed, properly labeled, and if at all possible, until your cartons are picked up by the decorator or freight company.
- Obtain proper insurance coverage for your goods, including transit to and from show site. Please refer to the Exhibitor Insurance Form in the Exhibitor Information section of this Service Manual for more information.
- Show Management provides 24-hour general perimeter security, however, exhibitors are ultimately responsible for their own merchandise. Show Management, the Orange County Convention Center, or any of the contracted vendors do not assume responsibility for loss by theft, transportation, breakage, etc.
- Please report any on-site thefts to the Security Office located in the main lobby next to the Show Office. An Orange County Sheriff representative will be on hand to file an incident report for you to take back home to submit to your insurance company.

● Selling on the Show Floor

Any retail at-show sale of product for cash, check or credit card is prohibited. This retail sale policy in no way interferes or prohibits the placing of orders by retailers for exhibitor products and services.

● Subletting of Exhibit Space

The exhibitor shall not assign, sublet, or apportion the whole or any part of the space assigned, or have representatives, equipment, or materials from firms other than its own in the exhibit space.

● Unoccupied Exhibit Space

Trade Show Management reserves the right, should any rented exhibitors' space remain unoccupied on the opening day or should any space be forfeited due to failure to make proper payment, to rent said space to any other exhibitor, or use said space in any other manner, but this clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in his invoice for space rental, or the obligation of Trade Show Management to refund any deposits or fees.

● Violation of Regulations and Policies

An exhibitor who violates any regulations and policies is subject to forfeiture of booth space as well as possible loss of the right to exhibit or attend future PRI Trade Shows.

MAKE SURE YOUR BOOTH, EXHIBIT MATERIALS, PRODUCTS AND VALUABLES ARE COVERED.

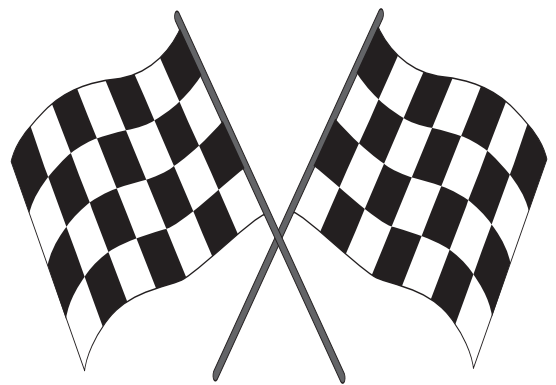
LIABILITY\$1,000,000.00
PROPERTY \$50,000.00 (\$500.00 DEDUCTIBLE)
PREMIUM \$250.00

- Merchandise will be covered on a replacement cost basis.
- Exhibitor displays will be covered on an actual cash value basis.
- Premium is collected prior to activation of coverage.

CALL WELLS FARGO INSURANCE SERVICES AT 866.441.3936

INSURANCE (DOMESTIC)

Wells Fargo Insurance Services (Jennifer Brucker)
P.O. Box 50405
Indianapolis, IN 46250
Phone: 317-841-5090
E-mail: jennifer.brucker@wellsfargo.com



ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 01/01/06
PRODUCER	Agent Name Agent Address Agent Address Line 2 City, State Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	Agent Phone	INSURERS AFFORDING COVERAGE
INSURED	Insured Name (Exhibitor) Insured Address. City State ZIP	INSURER A: Insurance Company Name INSURER B: INSURER C: INSURER D: INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	Policy #	Eff Date	Exp Date	EACH OCCURRENCE \$ 1000000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$ 100000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 0
					PERSONAL & ADV INJURY \$ 1000000
					GENERAL AGGREGATE \$ 1000000
					PRODUCTS - COMP/OP AGG \$ 0
	GEN'L AGGREGATE LIMIT APPLIES PER:				
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				
	<input type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
					\$
	DEDUCTIBLE				\$
	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS OTH-ER
					E.L. EACH ACCIDENT \$
					E.L. DISEASE - EA EMPLOYEE \$
					E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 ADDITIONAL INSURED CLAUSE IN FAVOR OF CERTIFICATE HOLDER RE PRI EXHIBITOR AT ORLANDO TRADE SHOW

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION
PERFORMANCE RACING INDUSTRY 31706 SOUTH COAST HIGHWAY LAGUNA BEACH, CA 92652		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
		AUTHORIZED REPRESENTATIVE <i>Kathleen B. Hoyer</i>

- ☐ THE CINCINNATI INSURANCE COMPANY
☐ THE CINCINNATI CASUALTY COMPANY
☐ THE CINCINNATI INDEMNITY COMPANY

SPECIAL EVENTS QUESTIONNAIRE

Agency: Wells Fargo Insurance Services of Indiana, LLC

* Named Insured: _____

Limit of Liability: \$1,000,000 Contents: \$50,000 Deductible: \$500

* Address: _____

Medical Payments: Excluded

Dates(s) of Event (Begin / End): 12/4/10-12/14/10 Participants: ☒ Included ☐ Excluded

Type of Event: PRI Trade Show Coverage: ☒ CGL ☐ Liquor Liab. ☒ Property

Location(s) of Event: Orange County Convention Center, Orlando, FL

Total Expected Attendance: 40,000 Total Expected Receipts: - 0 -

Facilities to be Used: Convention Center ☐ Owned ☒ Rented

Building(s):

Construction: Fire Resist Portion Occupied: 100% Number of Exits: _____

Bleachers:

Permanent or Portable? N/A

Construction: _____

Capacity: _____ Height: _____

Railings: ☐ Top ☐ Side

Premises / Operations Hazards (Indicate "no," or explain):

Amusement Rides / Games: N/A Beer / Alcohol: _____

Cooking Facilities: _____ Other: _____

Parking:

On or Off Premises? Off Amount of Parking Receipts: _____

Attended or Unattended? _____

* Products - Concessions:

List Insured's Products: _____ List Products of Others: _____

Receipts: _____ Receipts: _____

Where Prepared? _____

Other Exposures Not Listed Above: N/A

Prior Coverage for Event:

When Held: Dec. 2008 Who Insured: _____

Prior Losses: _____

Interest of Applicant: _____

Do any parties other than the insured participate? ☒ Yes ☐ No

What do they do? Race Related

If the Named Insured is sponsor of the event, are certificates obtained? ☐ Yes ☐ No

For What Exposures: N/A

For What Limits: _____

If the Named Insured is not the sole sponsor, must they provide certificates? ☒ Yes ☐ No

For What Exposures: Exhibitor - General Liability

To Whom: PRI

Unusual Exposures? None

WARNING: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER PERSON FILES AN APPLICATION FOR INSURANCE CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING INFORMATION CONCERNING ANY FACT MATERIAL THERTO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS THE PERSON TO CRIMINAL AND (NY: SUBSTANTIAL) CIVIL PENALTIES. IN MAINE AND VIRGINIA, INSURANCE BENEFITS MAY ALSO BE DENIED.

NOTICE TO OHIO APPLICANTS: ANY PERSON WHO, WITH INTENT TO DEFRAUD OR KNOWING THAT HE / SHE IS FACILITATING A FRAUD AGAINST AN INSURER, SUBMITS AN APPLICATION OR FILES A CLAIM CONTAINING A FALSE OR DECEPTIVE STATEMENT IS GUILTY OF INSURANCE FRAUD.

★ Signature of Insured: _____ Date: _____

Signature of Agent / Producer: _____ Date: _____

Agency: Wells Fargo Insurance Services of Indiana, LLC Code: 13-320

Suppliers



Click on the Supplier Website for Supplier Forms

Audio Visual

Prestige Audio Visual

4835 Para Dr, Cincinnati, OH 45237
Phone: 800.294.3179 • Fax: 513.641.3200
<http://prestigeav.com/pri2010.htm>

Business Center

FedEx / Kinkos

9800 International Dr, Orlando, FL 32819
Phone: 407.363.2831 • Fax: 407.363.4731
<http://www.fedex.com/us/office/services/conventions/index.html>
[Click here for 1 page PDF](#)

Booth Rentals

George Fern Company

645 Linn St, Cincinnati, OH 45203
Phone: 513.333.7060 • Fax: 513.333.7067
<http://www.performanceracing.com/tradeshow/exhibitors/exhibits.html>

Facet International Marketing

14975 Cleat St, Plymouth, MI 48170
Phone: 734.453.3500 • Fax: 734.483.3843
E-mail: cellis@facetcompany.com
<http://www.facetcompany.com>

Solutions Exhibits

1600 Daisy Ave, Long Beach, CA 90813
Phone: 562.983.1440 • Fax: 562.983.8390
E-mail: solutionsnow@earthlink.net
<http://www.solutionsexhibits.com>

Catering

Centerplate

9800 International Dr, Orlando, FL 32819
Phone: 407.685.5185 • Fax: 407.685.9359
http://www.occc.net/pdf/Info_CenterplateMenuExh.pdf
[Click here for 1 page PDF](#)

Drayage / Carpet / Furniture / Lead Retrieval

George Fern Company

645 Linn St, Cincinnati, OH 45203
Phone: 513.333.7060 • Fax: 513.333.7067
<http://servicekits.georgefern.com/kits/01-02703-10/01-02703-10.asp>
[Badge Classification PDF](#)

Electric / Gas / Water / Air / Drain / Banner Hanging

Orange County Convention Center

Exhibit Services Department
9800 International Dr, Orlando, FL 32819
Phone: 407.685.5166 • Fax: 407.685.9884
<http://bit.ly/occcservices>
[Click here for 13 page PDF](#)

Floral

Green With Envy

3808 Beacon Woods Dr, Clevs, OH 45002
Phone: 513.941.4255 • Fax: 513.941.5884
E-mail: gwe@fuse.net
[Click here for 1 page PDF](#)

Insurance

Wells Fargo Insurance

PO Box 50405, Indianapolis, IN 46250
Phone: 317.814.5090 • Fax: 317.841.5058
E-mail: jennifer.brucker@wellsfargo.com

Internet / Telephone

Smart City

5795 W Badura Ave Ste 110, Las Vegas, NV 98118
Phone: 888.446.6911 • Fax: 702.943.6001
E-mail: csr@smartcity.com
<https://www.smartcity.com/order/ordering.asp>
[Click here for 1 page PDF](#)

Photography

Steve Essig Photography

4203 88th Ave NW, Gig Harbor, WA 98335
Phone: 253.396.1800 • Fax: 253.265.0875
E-mail: steveessig@aol.com
<http://www.essigphoto.com>
[Click here for 1 page PDF](#)

Security

Staff Pro Inc

15272 Newsboy Circle, Huntington Beach, CA 92649
Phone: 714.230.7210 x254 • Fax: 562.596.2105
On site at the PRI Show: 714.227.4503
E-mail: jsutton@staffpro.com
[Click here for 2 page PDF](#)

Shipping

George Fern Transportation (GFT) (Domestic/Air/International) (\$2.06 One-Rate Program)

Phone: 866.527.5971
E-mail: transportation@georgefern.com
<http://servicekits.georgefern.com/kits/01-02703-10/01-02703-10.asp>
[Click here for 1 page PDF](#)

YRC (Domestic)

Phone: 800.610.6500
<http://www.yrc.com>

Delivered on Time LTD. (International)

Phone: +44 (0) 20 8890 5511
E-mail: sales@deliveredontime.com
<http://www.deliveredontime.com>

Solutions Exhibits (California & SEMA Show)

Phone: 562.983.1440
E-mail: solutionsnow@earthlink.net
<http://www.solutionsexhibits.com>

Find out what **CONVENTION** and **CONVENIENCE** have in common



FedEx Office Print & Ship CenterSM is here, on site, to offer you virtually everything to meet your business needs.

Place all your orders online, and have them delivered straight to your room or booth.

Go to **fedex.com/conventions**
or visit our on-site center:

Orange County Convention Center

9800 International Dr.
Orlando, FL 32819
1.407.363.2831

Fax: 1.407.363.4731
usa3996@fedex.com

Gregory Granda
1.407-616-6130
Gregory.Granda@fedex.com

Enjoy the show.

Packing and shipping

There's no need to lug your materials to and from the show. Let us ship them via FedEx Express[®] or FedEx Ground[®].



Last-minute office supplies

Did you forget your stapler? Are you out of tape? We stock those little things you need to run your booth smoothly.



Posters and signage

We produce high-quality signs for your booth, hospitality rooms and presentations.



Basic copying, faxing and binding

Whether you need basic flyers or colorful presentations, our document services are first-class.



Computer rental

Use our technology resources to supplement or replace your own.



Special Services

Large-format color printing, signs and banners, pre-convention printing and file assistance, Sony[®] PictureStation,TM notary services.

Catering, Restaurant & Specialty Services for Exhibitors



Centerplate crafts and delivers extraordinary entertainment experiences in over 125 prominent convention, sports, and entertainment venues across North America. We are particularly proud of our performance at high profile, showcase events where the very finest in food and service is demanded. We have orchestrated the catering operations for eleven Super Bowls, twenty five World Series and nine Presidential Inaugural Balls. For every event, our approach is to create a unique food and beverage experience tailored to the specific needs and tastes of that particular guest audience.

Centerplate has created menus especially designed to accommodate the exhibit floor. Food and beverage services in your booth heighten your company's visibility, help to attract more potential buyers and increase trade show sales.

Whether you desire specialty coffee services such as espresso/cappuccino, fresh baked pastries or a box lunch for your staff, our Exhibit Catering Sales Manager can offer valuable suggestions to make planning services a breeze. Centerplate can also arrange for professional massage or shoe shine services to be provided right in your booth.

To begin planning for your needs, you may review our menus at:

http://www.occc.net/pdf/Info_CenterplateMenuExh.pdf

Please order 21 days in advance of your show dates to take advantage of our entire menu and best pricing.

A wide array of dining options is provided by Centerplate at the Orange County Convention Center including:

- Buffet restaurants with full cocktail service in the North/South Buildings
- Food concepts like the OC Spice Grill, Florida Surf & Turf, Big Dolphin Deli, Tortilla Junction, La Mia Familia, Habana Grill, Ezra's Barbeque, ZaZa's Cuban Coffee, Hill of Beans Coffee, Chef Audrey's Pizza, and Taste of the East.
- Upscale Espresso & Coffee Bar by "Hill of Beans" in the West Building, central lobby
- Portable food service carts featuring Greek, Sushi, Cajun, and American food offerings are available for your attendees.
- Novelty foods are also available like ice cream, yogurt, cinnamon roasted nuts, smoothies, mini donuts, and lemonade.
- Creative catering menus designed to fit any group and budget
- Exhibit Booth Catering menus customized to draw attendees to your display
- Shoe Shine Services and Massage Kiosks Available for booths or on the concourse

Ask our catering professionals for additional ways we can "Create Something Special" on your behalf.

*Centerplate
Exhibitor Catering Services
Orange County Convention Center
9800 International Drive
Orlando, FL 32819
T (407)685-5712
F (407) 685-9859*

Badge Classifications



Badge identification system features magnetic swipe technology for fast, efficient lead retrieval.

The Magnetic Swipe Badge will be easy to maintain clear records of buyers that have visited your booth. Swipe the badge of interested prospects with the magnetic stripe on the back of the badge through the system, and you'll return home with names, addresses and phone numbers of the hottest leads for your 2011 product lines!

TRADE SHOW BADGE CLASSIFICATIONS

EMPLOYEE



Tammy Naylor

PERFORMANCE RACING INDUSTRY
LAGUNA BEACH CA

PUBLICATION/PRESS/MEDIA

- Retail Employee
- Press/Media/Publication
- Ad Agency
- Exhibitor Guests

EXHIBITOR



Shaylee Sullivan

SS CHASSIS
LAGUNA NIGUEL CA

EXHIBITOR

- Exhibitor
- Manufacturer's Rep

NON-EXHIBITING MANUFACTURER



Laura Vukich

VUKICH CONSULTING
DANA POINT CA

SERVICE PROVIDER

- Service Provider
- Manufacturer

BUYER



Nicole Harless

HARLESS PERFORMANCE PARTS
DANA POINT CA

PERFORMANCE RETAILER

- Retail Buyer
- Distributor
- Professional Race Team

Lead Retrieval Systems Supplied by George Fern Company. Please see the [Decorator/George Fern](#) link for the order form.

EXHIBITOR SERVICES ORDERING INFORMATION

Orange County Convention Center

Attention: Exhibitor Service

Mail to: P.O. Box 691509, Orlando, FL 32869-1509

Overnight Mail: 9860 Universal Blvd., Orlando, FL 32819-8199

Convention Center (800) 345-9898 - Exhibit Services (407) 685-9824 - Fax (407) 685-9884

E-MAIL: exhibit.services@occc.net

PERFORMANCE RACING INDUSTRY TRADESHOW

Incentive Deadline Date: November 19, 2010

Contact: Patrick LeBrun, Exhibitor Services Coordinator

Phone: 407-685-5166, Fax: 407-685-9884

Email: patrick.lebrun@ocfl.net

- ◆ **Services provided** by the Center for exhibitors include: Electrical, plumbing, air, lighting, water, and aerial rigging. **Services provided** by on-site Service Partners: Internet, telecommunications, booth catering, advertising, business center, audiovisual and attractions.
- ◆ We have made it easy to order Orange County Convention Center services and services provided by on-site Service Partners. Options for ordering your services:
 - ❖ Order online @ <http://www.occc.net/Exhibitor/Orders/default.asp>
 - ❖ View OCCC Exhibitor Page / Forms @ <http://www.occc.net/exhibitor/default.asp>
 - ❖ Call 1-800-345-9898 to speak with a personal Exhibitor Services Representative to place your order or request a form.
- ◆ Save money by ordering services **early**. Full payment must be received at least twenty-one (21) days prior to the first move in date to qualify for incentive rates. Payment may be made by check or money order (US funds drawn on US banks only), Visa, MasterCard, American Express or Cash. SORRY, NO PURCHASE ORDERS ACCEPTED. **ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**
- ◆ Florida **State Sales Tax** and **Public Services Tax** when applicable must be included with payment for services. Service will be rendered after payment in full (including tax) is received.
- ◆ If you are claiming Florida **Sales Tax exemption**, a copy of the Florida Department of Revenue **Consumer's** Certificate of Exemption (DR-14) must be included with each order placed, and payment must be made by company check or company credit card. Public Services Tax is a non-exempt tax and is paid by all entities utilizing public services.
- ◆ Exhibitors requiring **aerial rigging** (items suspended from the ceiling) should complete the Aerial Rigging Order at least twenty-one (21) days prior to the first move in date. Please stop by the Exhibit or Services Desk to initiate your on-site aerial rigging. Special 1000 watt overhead **spotlighting** (par can) is available depending on exhibit location and Show Management's approval.
- ◆ Exhibitors having equipment that require connection (**208V and higher**) must stop by the Exhibit Services Desk when the equipment is set and ready for hookup. Additional rental fees may apply.
- ◆ **Utility** services originate from floor boxes. **For exact placement attach a scaled diagram indicating the location of outlets including booth dimensions and aisle/booth numbers. If a drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.**

The staff of the **Orange County Convention Center**
Looks forward to your arrival and wishes you a successful show!



Exhibitor Services
CREDIT CARD AUTHORIZATION & PAYMENT FORM
(OCCC only accepts American Express, Visa and MasterCard)

IF FAXING, PLEASE DO NOT DUPLICATE BY MAILING THE COPIES.

MAIL TO: Orange County Convention Center Attention: Exhibitor Services Regular: P.O. Box 691509, Orlando, FL 32869-1509, Overnight: 9860 Universal Blvd, Orlando, FL 32819 Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824 • Fax (407) 685-9884 E-MAIL: exhibit.services@occc.net WEB: http://www.occc.net/exhibitor/default.asp

Name of Event: **THE 2010 PERFORMANCE RACING INDUSTRY TRADESHOW**

Exhibiting Company: _____

Booth Number: _____ Booth Size: _____ X _____

I, the undersigned cardholder, give the Orange County Convention Center, Orlando, Florida USA, authorization to charge the following services to my credit card number listed below. This information may be used for the above referenced event only.

- | | |
|--|---|
| <ul style="list-style-type: none">• Electrical• Compressed Air• Water and Drain | <ul style="list-style-type: none">• Lighting• Fire Watch• Aerial Rigging |
|--|---|

To be completed by Cardholder:

Please complete all areas below. **Incomplete requests will be rejected and orders will not be processed.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion.

☐ Corporate Card ☐ Personal Card

Cardholder Name: _____ Company: _____

Credit Card Billing Address: _____

City: _____ State/Province: _____

Zip/Postal code: _____ Country: _____

Daytime Telephone: _____ ext. _____ Fax Number: _____

E-mail: _____

Security ID Code (from back of card V / MC/ front of card AX): _____ ☐ Visa ☐ MasterCard ☐ AMEX

Card Number: _____ Exp Date: _____

Signature of Cardholder: _____ Date: _____

I further authorize the following named person(s) to use the above listed credit card to pay for any additional services deemed necessary by said person(s).

Print Name

Signature

Payment for Services: OCCC requires payment in full at the time the service(s) is ordered. For your convenience we will use this authorization to charge your account for services, which may include labor and retained rental equipment.

Incentive Pricing: To qualify for the incentive rate, **payment** and a **complete floorplan** MUST be received **21 days prior** to the first move in day of the event.

Third Party Charges: You may authorize a third party to utilize your credit card by completing the Credit Card Authorization Form.

Tax Exempt: If you are tax exempt in the state of Florida, USA, you must provide a Sales Tax Exemption Certificate to the address listed above.

Please note: Your card will be charged for the entire amount of the services requested as orders are placed for your booth(s). The exceptions are for Aerial Rigging service, cable TV box rental and the rental of UL certified plugs. When applicable your card will be charged initially for an aerial rigging labor minimum deposit. Additional Aerial Rigging labor, equipment, rigging materials used (if any) and a replacement fee in the amount below for any item rented and not returned will be charged to the credit card above. ● **\$150 for each UL certified plug** ● **\$300 for each Cable TV box**

2010 SERVICE PLACEMENT PLOT

Show Name: THE 2010 PERFORMANCE RACING INDUSTRY TRADESHOW

Exhibiting Company: _____

Booth Number: _____ Booth Size: _____

Use the squares to indicate the dimensions of your booth size
Mark where you need your utilities / service

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____



2010 STANDARD ELECTRICAL (120V) SERVICE ORDER FORM

NAME OF EVENT: **THE 2010 PERFORMANCE RACING INDUSTRY TRADESHOW** BOOTH: _____

BOOTH SIZE: _____ X _____ BOOTH TYPE: ☐ ISLAND ☐ INLINE ☐ PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ EXT: _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

AUTHORIZED PERSON: _____ EMAIL: _____

IF USING AN EXHIBIT HOUSE, PLEASE INDICATE CONTACT NAME & PHONE NUMBER BELOW:

CONTACT NAME: _____ PHONE: _____

120 VOLT POWER OUTLET Placement included with outlet			*Incentive Order With Payment Before November 19, 2010				**Base Order With Payment After November 19, 2010				
Floor	Ceiling	Quantity	Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	TOTAL
		Single Outlet Up to 500 Watts	99.56	9.96	6.48	116.00	158.79	15.88	10.33	185.00	\$ _____
		Single Outlet Up to 1000 Watts	113.30	11.33	7.37	132.00	181.97	18.20	11.83	212.00	\$ _____
		Single Outlet Up to 1500 Watts	127.03	12.71	8.26	148.00	204.29	20.43	13.28	238.00	\$ _____
		Single Outlet Up to 2000 Watts	141.62	14.17	9.21	165.00	225.74	22.58	14.68	263.00	\$ _____
_____ Rigging Charge for Ceiling Drop Single Outlet**						\$250.00	\$370.00				\$ _____
Electric power comes from the floor, unless otherwise indicated. OCCC electricians will not branch power.										Total:	\$ _____
** Must order power in addition to ceiling drop											
PRICES ARE SUBJECT TO CHANGE											

ADDITIONAL RENTAL ITEMS

_____ 25' Extension Cord (Power not included)
_____ Multi Outlet Assembly (Six outlets multi-strip - Power not included, maximum 1500 watts)

Cost	Tax	Unit Total	TOTAL
22.53	1.47	24.00	\$ _____
22.53	1.47	24.00	\$ _____
TOTAL:			\$ _____

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

Convention Center (800) 345-9898 • Exhibitor Services (407) 685-9824

E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

- **ORDERS RECEIVED ON SITE ARE SUBJECT TO A 50% SERVICE CHARGE**
- FOR EXACT PLACEMENT ATTACH A SCALED DIAGRAM INDICATING THE LOCATION OF OUTLETS, INCLUDING BOOTH DIMENSIONS, OUTLET DIMENSIONS AND AISLE / BOOTH NUMBERS.
- IF A DRAWING IS NOT PROVIDED THE CENTER WILL INSTALL THE SERVICE IN THE MOST CONVENIENT LOCATION AND CHARGES WILL APPLY FOR RELOCATION
- EXHIBIT HOUSES ARE PERMITTED TO BRANCH POWER IN THE BOOTH. OCCC ELECTRICIANS ARE NOT RESPONSIBLE FOR POWER DISTRIBUTION INSTALLED BY OTHERS. LABOR CHARGES WILL APPLY FOR SERVICE CALLS.
- CHANGES, ADDITIONS, OR MODIFICATIONS TO INCENTIVE RATE ORDERS RECEIVED AFTER THE 21-DAY INCENTIVE RATE DEADLINE ARE SUBJECT TO BASE RATE. **ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Payment Information

- All payment **MUST** be paid in full before services are provided. NEW ONSITE ORDERS are subject to 50% increase over the Base Rate.
- Orders without payment and/or floor plan will **NOT** be processed and service will be withheld.
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers** are accepted forms of payment. **Absolutely NO Purchase Orders will be accepted**
- Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

Please complete all areas below. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Check Amount Enclosed: \$ _____ ☐ Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Security ID Code: _____ ☐ Visa ☐ MasterCard ☐ American Express

Account No. _____ Exp. Date _____

Card Holder Name (Please Print) _____

Authorized Signature _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee. Changes, additions or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate as well as a \$35.00 administration fee if a refund is required at the close of the show.

FOR OFFICE USE ONLY



208 VOLT ELECTRICAL SERVICE ORDER FORM

NAME OF EVENT: **THE 2010 PERFORMANCE RACING INDUSTRY TRADESHOW** BOOTH: _____

BOOTH SIZE: _____ X _____ BOOTH TYPE: ☐ ISLAND ☐ INLINE ☐ PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ Ext. _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

AUTHORIZED PERSON: _____ EMAIL: _____

IF USING AN EXHIBIT HOUSE, PLEASE INDICATE CONTACT NAME & PHONE NUMBER BELOW:

CONTACT NAME: _____ PHONE: _____

Incentive Rate with Payment

Base Rate with Payment

Before November 19, 2010

After November 19, 2010

Quantity	Floor	Ceiling	Cost	Utility Tax	Sales tax	Total	Cost	Utility tax	Sales tax	Total	TOTAL
		20 Amp Single Phase*	\$182.82	18.29	11.89	\$213.00	\$292.70	29.27	19.03	\$341.00	\$
		20 Amp Three Phase*	\$279.82	27.99	18.19	\$326.00	\$448.92	44.90	29.18	\$523.00	\$
		30 Amp Single Phase*	\$240.33	24.04	15.63	\$280.00	\$384.54	38.46	25.00	\$448.00	\$
		30 Amp Three Phase*	\$400.00	40.00	26.00	\$466.00	\$642.05	64.21	41.74	\$748.00	\$
		40 Amp Single Phase*	\$310.72	31.08	20.20	\$362.00	\$494.41	49.45	32.14	\$576.00	\$
		40 Amp Three Phase*	\$534.76	53.48	34.76	\$623.00	\$855.79	85.58	55.63	\$997.00	\$
		50 Amp Single Phase*	\$386.26	38.63	25.11	\$450.00	\$618.88	61.89	40.23	\$721.00	\$
		50 Amp Three Phase*	\$666.94	66.70	43.36	\$777.00	\$1068.66	106.87	69.47	\$1245.00	\$
		60 Amp Single Phase*	\$465.23	46.53	30.24	\$542.00	\$733.04	73.31	47.65	\$854.00	\$
		60 Amp Three Phase*	\$800.00	80.00	52.00	\$932.00	\$1282.40	128.24	83.36	\$1494.00	\$
		80 Amp Single Phase*	\$605.14	60.52	39.34	\$705.00	\$968.23	96.83	62.94	\$1128.00	\$
		80 Amp Three Phase*	\$1068.66	106.87	69.47	\$1245.00	\$1708.15	170.82	111.03	\$1990.00	\$
		100 Amp Single Phase*	\$774.24	77.43	50.33	\$902.00	\$1237.76	123.78	80.46	\$1442.00	\$
		100 Amp Three Phase*	\$1335.61	133.57	86.82	\$1556.00	\$2137.33	213.74	138.93	\$2490.00	\$
		150 Amp Single Phase*	\$1084.11	108.42	70.47	\$1263.00	\$1733.90	173.39	112.71	\$2020.00	\$
		150 Amp Three Phase*	\$1872.10	187.21	121.69	\$2181.00	\$2993.99	299.40	194.61	\$3488.00	\$
		200 Amp Single Phase*	\$1446.34	144.64	94.02	\$1685.00	\$2315.01	231.51	150.48	\$2697.00	\$
		200 Amp Three Phase*	\$2495.27	249.53	162.20	\$2907.00	\$3993.12	399.32	259.56	\$4652.00	\$
		400 Amp Single Phase*	\$2891.84	289.19	187.97	\$3369.00	\$4627.46	462.75	300.79	\$5391.00	\$
		400 Amp Three Phase*	\$5782.82	578.29	375.89	\$6737.00	\$9254.07	925.41	601.52	\$10781.00	\$

ADDITIONAL RENTAL ITEMS

	Incentive	Base	TOTAL
Ceiling Drop Request for Single or Three Phase Outlet (must order power separately)	\$250.00	\$370.00	\$
UL Certified Plug (* All 208V Service requires the use of a UL Certified Plug)	\$ 93.00	\$ 93.00	\$
European Multi-Strip (for use with 20 amp single phase only)	\$ 46.00	\$ 46.00	\$
		TOTAL:	\$

EXPRESS MAIL TO: Orange County Convention Center
Attention: Exhibitor Services

9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center
Attention: Exhibitor Services

PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884 • Convention Center (800) 345-9898

Exhibit Services (407) 685-9824 • E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

- FOR EXACT PLACEMENT ATTACH A SCALED DIAGRAM INDICATING THE LOCATION OF OUTLETS, INCLUDING BOOTH DIMENSIONS, OUTLET DIMENSIONS AND AISLE/BOOTH NUMBERS
- PAYMENT AND FLOORPLAN ARE REQUIRED TO COMPLETE ORDER
- OCCC ELECTRICIANS ARE NOT RESPONSIBLE FOR POWER DISTRIBUTION INSTALLED BY OTHERS. LABOR CHARGES WILL APPLY FOR SERVICE CALLS
- THERE MAY BE ADDITIONAL CHARGES FOR RENTAL OF UL CERTIFIED PLUGS
- ALL UNRETURNED RENTAL PLUGS WILL RESULT IN A \$150 CHARGE

Payment Information

- Order MUST be paid in full before services are provide
- Absolutely NO purchase orders will be accepted
- Orders without payment and/or floorplan will NOT be processed and service will be withheld.
- ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment
- Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

Amount Enclosed: \$ _____ ☐ Company Check or Money Order (Made Payable to Orange County Convention Center, \$USD, US Bank)

Please complete all areas below. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Security ID Code: _____ ☐ Visa ☐ MasterCard ☐ American Express

Account No. _____ Exp. Date _____

Card Holder Name (Please Print) _____

Authorized Signature _____

Credit Card Billing Address: _____ City: _____ State: _____ Zip: _____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee. **PLEASE NOTE THAT ON SITE ORDERS ARE SUBJECT TO A 50% INCREASE OVER THE BASE RATE**

FOR OFFICE USE ONLY



380V-480V SPECIAL ELECTRICAL SERVICE ORDER FORM

NAME OF EVENT: **THE 2010 PERFORMANCE RACING INDUSTRY TRADESHOW** BOOTH: _____

BOOTH SIZE: _____ X _____

BOOTH TYPE: ☐ ISLAND

☐ INLINE

☐ PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ EXT. _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

AUTHORIZED PERSON: _____ EMAIL: _____

IF USING AN EXHIBIT HOUSE, PLEASE INDICATE CONTACT NAME & PHONE NUMBER BELOW:

CONTACT NAME: _____ PHONE: _____ EXT. _____

Incentive Rate with Payment

Base Rate with Payment

Before November 19, 2010

After November 19, 2010

Quantity	Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	TOTAL
<input type="checkbox"/> 380V <input type="checkbox"/> 480V									
20 Amp Single Phase	\$364.80	36.48	23.72	\$425.00	\$584.54	58.46	38.00	\$681.00	\$
20 Amp Three Phase	\$561.37	56.14	36.49	\$654.00	\$897.85	89.79	58.36	\$1046.00	\$
30 Amp Single Phase	\$479.82	47.99	31.19	\$559.00	\$768.23	76.83	49.94	\$895.00	\$
30 Amp Three Phase	\$800.00	80.00	52.00	\$932.00	\$1282.40	128.24	83.36	\$1494.00	\$
40 Amp Single Phase	\$618.88	61.89	40.23	\$721.00	\$988.83	98.89	64.28	\$1152.00	\$
40 Amp Three Phase	\$1068.66	106.87	69.47	\$1245.00	\$1708.15	170.82	111.03	\$1990.00	\$
50 Amp Single Phase	\$771.67	77.17	50.16	\$899.00	\$1236.04	123.61	80.35	\$1440.00	\$
50 Amp Three Phase	\$1334.76	133.48	86.76	\$1555.00	\$2135.61	213.57	138.82	\$2488.00	\$
60 Amp Single Phase	\$928.75	92.88	60.37	\$1082.00	\$1486.69	148.67	96.64	\$1732.00	\$
60 Amp Three Phase	\$1599.13	159.92	103.95	\$1863.00	\$2562.22	256.23	166.55	\$2985.00	\$
80 Amp Single Phase	\$1210.30	121.03	78.67	\$1410.00	\$1937.33	193.74	125.93	\$2257.00	\$
80 Amp Three Phase	\$2135.61	213.57	138.82	\$2488.00	\$3420.60	342.06	222.34	\$3985.00	\$
100 Amp Single Phase	\$1547.63	154.77	100.60	\$1803.00	\$2476.39	247.64	160.97	\$2885.00	\$
100 Amp Three Phase	\$2670.38	267.04	173.58	\$3111.00	\$4272.95	427.30	277.75	\$4978.00	\$
150 Amp Single Phase	\$2167.38	216.74	140.88	\$2525.00	\$3466.94	346.70	225.36	\$4039.00	\$
150 Amp Three Phase	\$3742.48	374.25	243.27	\$4360.00	\$5988.83	598.89	389.28	\$6977.00	\$
200 Amp Single Phase	\$2891.84	289.19	187.97	\$3369.00	\$4627.46	462.75	300.79	\$5391.00	\$
200 Amp Three Phase	\$4990.55	499.06	324.39	\$5814.00	\$7986.26	798.63	519.11	\$9304.00	\$
400 Amp Single Phase	\$5782.82	578.29	375.89	\$6737.00	\$9254.07	925.41	601.52	\$10,781.00	\$
400 Amp Three Phase	\$11,565.66	1156.57	751.77	\$13,474.00	\$18,505.57	1850.56	1202.87	\$21,559.00	\$

1 Rigging Charge for Ceiling Drop **MUST BE INCLUDED WITH TOTAL \$250.00**

UL Certified Plug (ALL UNRETURNED RENTAL PLUGS WILL RESULT IN A \$150 CHARGE)

\$93.00

* All 380V/480V Service requires the use of a UL Certified Plug

MUST BE INCLUDED WITH TOTAL \$370.00

Grand Total \$

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

PO Box 691509, Orlando, FL 32869-1509

Fax (407) 685-9884 * Convention Center (800) 345-9898 * Exhibit Services (407) 685-9824

E-MAIL: exhibitor.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

- FOR EXACT PLACEMENT ATTACH A SCALED DIAGRAM INDICATING THE LOCATION OF OUTLETS, INCLUDING BOOTH DIMENSIONS, OUTLET DIMENSIONS AND AISLE/BOOTH NUMBERS
- OCCE WILL NOT BRANCH/SPLIT POWER FROM ONE OUTLET THROUGH A MULTI OUTLET ASSEMBLY TO ACHIEVE MULTIPLE LOCATIONS
- OCCE ELECTRICIANS ARE NOT RESPONSIBLE FOR POWER DISTRIBUTION INSTALLED BY OTHERS. LABOR CHARGES WILL APPLY FOR SERVICE CALLS

Payment Information

- Order **MUST** be paid in full before services are provided
- Absolutely **NO** purchase orders will be accepted
- Orders without payment and/or floorplan will **NOT** be processed and service will be withheld.
- ONLY** Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment
- Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

Amount Enclosed: \$ _____ ☐ Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Please complete all areas below. **Incomplete requests will be rejected.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Security ID Code: _____ ☐ Visa ☐ MasterCard ☐ American Express

Account No. _____ Exp. Date _____

E-mail Address to where final invoice should be sent: _____

Card Holder Name (Please Print) _____

Authorized Signature _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee.

ALL PRICES ARE SUBJECT TO CHANGE. NEW ONSITE ORDERS are subject to a 50% increase over the BASE RATE.

FOR OFFICE USE ONLY

208 VOLT ELECTRICAL UL CERTIFIED PLUG DIAGRAM

The Orange County Convention Center is a certified UL manufacturing facility. As a result, exhibitors will need to provide proper UL certified plugs for connection to equipment. If you are unable to bring a UL certified plug to match the power you have ordered in your booth, you may rent one from the OCC. Exhibitors are responsible for returning all rented UL certified plugs to the Utilities Service Desk and the close of the event. **All unreturned plugs will result in a \$150 charge.**



20 AMP SINGLE PHASE-FLOOR

Industry standard for low amperage industrial equipment. Two hots, neutral and a ground. Our standard plug is a L21-20.

20 AMP THREE PHASE-FLOOR

Industry standard for low amperage industrial equipment. Three hots, neutral and a ground. Our standard plug is a L21-20.

Rental Fee: \$93.00



30 AMP SINGLE PHASE

Industry standard for low amperage industrial equipment. Two hots, neutral and a ground. Our standard plug is a L21-30.

30 AMP THREE PHASE

Industry standard for low amperage industrial equipment. Three hots, neutral and a ground. Our standard plug is a L21-30.

Rental Fee: \$93.00

40, 50, 60, 80 OR 100 AMP SINGLE PHASE

Industry standard for low amperage industrial equipment. Two hots, neutral and a ground.

40, 50, 60, 80 OR 100 AMP THREE PHASE

Industry standard for low amperage industrial equipment. Three hots, neutral and a ground.

Rental Fee: \$93.00



150, 200, OR 400 AMP SINGLE PHASE/THREE PHASE-CEILING DROP

Aerial Rigging Required. Industry standard for high amperage industrial equipment. Two hots, neutral and a ground. A refundable deposit is required for connection. Will be connected using cam locks.

Rental Fee: \$93.00





2010 LIGHTING SERVICE ORDER FORM

PLEASE PRINT OR TYPE: **Bolded** fields are required for processing.

NAME OF EVENT: **THE 2010 PERFORMANCE RACING INDUSTRY TRADESHOW** BOOTH: _____

BOOTH SIZE: _____ X _____

BOOTH TYPE: ☐ ISLAND ☐ INLINE ☐ PENINSULA

EXHIBITING COMPANY: _____

PHONE: _____

EXT. _____

ADDRESS: _____

FAX: _____

CITY: _____

STATE/PROVINCE: _____

ZIP: _____ COUNTRY: _____

AUTHORIZED PERSON: _____

EMAIL: _____

IF USING AN EXHIBIT HOUSE, PLEASE INDICATE CONTACT NAME & PHONE NUMBER BELOW:

CONTACT NAME: _____ PHONE: _____

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

Track Lights	*Incentive Order With Payment Before November 19, 2010			**Base Order With Payment After November 19, 2010			
Quantity	Cost	Sales Tax	Unit Total	Cost	Sales Tax	Unit Total	TOTAL
4' Track with 2 lights*	\$ 176.52	+ \$ 11.48	\$ 188.00	\$ 284.50	+ \$ 18.50	\$ 303.00	\$
4' Track with 3 lights*	\$ 205.63	+ \$ 13.37	\$ 219.00	\$ 331.45	+ \$ 21.55	\$ 353.00	\$
4' Track with 4 lights*	\$ 232.86	+ \$ 15.14	\$ 248.00	\$ 373.70	+ \$ 24.30	\$ 398.00	\$
Add'l Track Light Fixtures*	\$ 56.33	+ \$ 3.67	\$ 60.00	\$ 89.20	+ \$ 5.80	\$ 95.00	\$
300 Watt Pole Light**	\$ 92.95	+ \$ 6.05	\$ 99.00	\$ 147.41	+ \$ 9.59	\$ 157.00	\$

*Price includes: fixtures, maintenance, power, installation, removal and metal bar for placement in your booth (Please see reverse side).

** Includes Power and Installation

ADDITIONAL OVERHEAD LIGHTING (Pricing is per event)

Quantity	Cost	Tax	Unit Total	Cost	Tax	Unit Total	TOTAL
Par Can**	\$ 266.66	+ \$ 17.34	\$ 284.00	\$450.00	+ 29.25	\$ 479.25	\$
Lights Out (Per Pod)	Requires Show Mgmt Approval		\$55.00	Requires Show Mgmt Approval		\$75.00	\$

++ (1000 watt Theatrical Ceiling Light Includes Installation, Removal, Electric, and 1 Focus

- If refocus is required, an additional labor charge will apply.
- Please attach blueprints, floor plans, booth diagrams, sketches or drawings with surrounding booth or aisle numbers in order to determine proper orientation of your booth and the location of par cans and/or track or pole lights.
- **ALL PAYMENTS MUST BE MADE IN FULL by check, cash, money order or credit card, payable in US dollars, before services are provided.**

Payment in full must be received before service is provided.

Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

FORM OF PAYMENT: Remit to Orange County Convention Center. NEW ONSITE ORDERS are subject to 50% Increase over the Base Rate.

☐ Company Check or Money Order in the amount of \$ _____ ☐ Visa ☐ MasterCard ☐ American Express
(Made Payable to Orange County Convention Center, \$USD, US Bank)

Please complete all areas below. Incomplete requests will be rejected. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Account No. _____ Exp. Date _____

Name (Please Print) _____

Authorized Signature _____ Date _____

Credit Card Billing Address: _____

Security ID Code: _____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee.

ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

FOR OFFICE USE ONLY



COMPRESSED AIR, WATER, DRAIN SERVICES ORDER FORM

PLEASE PRINT OR TYPE: **Bolded** fields are required for processing.

NAME OF EVENT: **THE 2010 PERFORMANCE RACING INDUSTRY TRADESHOW** BOOTH: _____

BOOTH SIZE: _____X_____ BOOTH TYPE: ☐ ISLAND ☐ INLINE ☐ PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ EXT. _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

AUTHORIZED PERSON: _____ EMAIL: _____

IF USING AN EXHIBIT HOUSE, PLEASE INDICATE CONTACT NAME & PHONE NUMBER BELOW:

CONTACT NAME: _____ PHONE: _____

Quantity	*Incentive Order With Payment Before November 19, 2010				**Base Order With Payment After November 19, 2010				TOTAL
	<u>Cost</u>	<u>Utility Tax</u>	<u>Sales Tax</u>	<u>Unit Total</u>	<u>Cost</u>	<u>Utility Tax</u>	<u>Sales Tax</u>	<u>Unit Total</u>	
COMPRESSED AIR SERVICES * *+ Service Outlet 1/2" FPT Maximum Pressure 90 PSI									
Air Service Connection	\$265.72		+17.28	\$283.00	\$362.44		+23.56	\$386.00	\$
WATER SERVICES * + Service Outlet 1/2" FPT									
Water Service Connection	\$190.55	+19.06	+12.39	\$222.00	\$307.29	+30.73	+19.98	\$358.00	\$
DRAIN SERVICES * +									
Drain Service	\$170.89		+11.11	\$182.00	\$272.30		+17.70	\$290.00	\$
WATER FILL & DRAIN (One Time) Labor Included									
Water Fill & Drain (1-99 Gal)	\$80.68	+8.07	+5.25	\$94.00	\$128.75	+12.88	+8.37	\$150.00	\$
Water Fill & Drain (100-299 Gal)	\$162.22	+16.23	+10.55	\$189.00	\$259.22	+25.93	+16.85	\$302.00	\$
Water Fill & Drain (300-500 Gal)	\$232.61	+23.27	+15.12	\$271.00	\$375.10	+37.51	+24.39	\$437.00	\$
Water Fill & Drain – Additional (Over 500 Gallons – in 500 Gallon increments)	\$33.47	+3.35	+2.18	\$39.00	\$58.36	+5.84	+3.80	\$68.00	\$
GRAND TOTAL									\$

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

E-MAIL: exhibit.services@occc.net **WEB:** <http://www.occc.net/exhibitor/default.asp>

CONNECTION INFORMATION:

- PRICE INCLUDES ONE CONNECTION TO EXHIBITOR'S EQUIPMENT. ADDITIONAL CHARGES WILL INCUR FOR ADDITIONAL CONNECTIONS.
- SERVICES ONLY AVAILABLE **FROM FLOOR**.
- **NOTE: PRESSURE MAY VARY. NO GUARANTEE CAN BE MADE OF MINIMUM AND MAXIMUM PRESSURE. IF PRESSURE IS CRITICAL, PLEASE CONTACT EXHIBIT SERVICES AT (407) 685-5646.**
- PLEASE PROVIDE AN ATTACHED DRAWING INDICATING LOCATION OF YOUR CONNECTIONS. IF A DRAWING IS NOT PROVIDED THE CENTER WILL INSTALL THE SERVICE IN THE MOST CONVENIENT LOCATION AND CHARGES WILL APPLY FOR RELOCATION.

Payment Information

All payments MUST be paid in full before services are provided. Onsite orders are subject to a 50% increase over the base rate.

- **Absolutely NO purchase orders will be accepted. PRICES ARE SUBJECT TO CHANGE.**
- **Orders without payment and/or floorplan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Amount Enclosed: \$ _____ ☐ Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Please complete all areas below. **Incomplete requests will be rejected.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Note: We will be contacting your bank to verify that you are able to make these charges.

Security ID Code: _____ **Form of Payment:** ☐ Visa ☐ MasterCard ☐ American Express

Account No. _____ Exp. Date _____

Card Holder Name (Please Print) _____

Authorized Signature _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee.

FOR OFFICE USE ONLY



**COMPRESSED AIR, WATER,
DRAIN SERVICE ORDER FORM**
CONDITIONS AND REGULATIONS

1. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
2. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
3. All material and equipment furnished by the Center for this service order shall remain the property of the Center and shall be removed ONLY by the Center at the close of show.
4. The Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Center's Plumbing Supervisor.
5. Unless otherwise directed, Center personnel are authorized to cut floor coverings to permit installation of service.
6. All payments **MUST** be paid in full before services are provided. **Onsite orders are subject to a 50% increase over the base rate.**
7. Incentive orders shall receive priority service.
8. Prices are based upon current wage rates and are subject to change without notice.
9. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.
10. The exhibitor **must** notify the OCCC service desk for installation if no detailed diagram has been submitted indicating location of the ordered services.

Services requested on this form are for the single event listed.

Revisions and/or changes after the 21 day deadline will be charged at the base rate

Cancellation Policy:

Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a \$35.00 administrative fee.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

Credit will not be given for services provided and not used.



PENINSULA BANNER ORDER FORM

NAME OF EVENT: **THE 2010 PERFORMANCE RACING INDUSTRY TRADESHOW** BOOTH: _____

BOOTH SIZE: _____ X _____

BOOTH TYPE: ☐ ISLAND ☐ PENINSULA

EXHIBITING COMPANY: _____

PHONE: _____ ext. _____

ADDRESS: _____

FAX: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

ONSITE AUTHORIZED PERSON: _____ EMAIL: _____

USING AN EXHIBIT HOUSE, PLEASE INDICATE CONTACT NAME & PHONE NUMBER BELOW:

CONTACT NAME: _____ PHONE: _____

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

9860 Universal Blvd, Orlando, FL 32819 -8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

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E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

RIGGING LABOR RATES

Incentive Deadline Date: November 19, 2010

INCENTIVE RATE: \$84.00 PER PERSON/HR. (Three-person team - minimum of 1 hr in & 1 hr out) The rigging form and payment of **\$504.00 MUST** be received 21 days prior to the first move in day to receive incentive pricing for event.

BASE RATE - \$122.00 PER PERSON/HR. (Three-person team - minimum of 1 hr in & 1 hr out). All rigging forms received after the incentive deadline or on-site will be charged base rate for event. A payment of **\$732.00** is required for base rate.

All labor in excess of 1 hr for installation and 1 hr for removal will be billed in ½ hr increments. There is no charge for aerial lifts used to suspend items. There is a charge when used for other purposes.

After 8 hours per day and on holidays, overtime rates (time & ½ per hour) apply.

Normal hardware to suspend items is available through the Convention Center at an additional charge (truss, electric chain hoists, aircraft cable, ropes, etc.).

ONLY RATED RIGGING HARDWARE IS PERMITTED.

THE ONSITE AUTHORIZED PERSON MUST STOP BY THE OCCC EXHIBITOR SERVICES DESK TO SIGN PAPER WORK BEFORE RIGGING CAN COMMENCE. RIGGING ORDERS ARE HANDLED IN THE ORDER IN WHICH THE PAPER WORK IS SIGNED OFF AT THE OCCC SERVICE DESK, OR AT THE DISCRETION OF OCCC RIGGING SERVICES. OCCC IS NOT RESPONSIBLE FOR ANY SIGNAGE LEFT IN CLIENTS' BOOTH. RIGGING SERVICES' POLICY IS TO REMOVE ALL SIGNAGE PROMPTLY DURING THE MOVE OUT PERIOD, PROVIDING THERE IS A CLEAR AREA WITHIN THE ASSIGNED BOOTH SPACE TO DO SO SAFELY. IT IS THE RESPONSIBILITY OF THE CLIENT TO RETRIEVE THEIR SIGNAGE AFTER BEING REMOVED BY OCCC RIGGING SERVICES. ALL SIGNAGE WILL BE LEFT IN THE BOOTH WHETHER CLIENT IS PRESENT OR NOT. IF OTHER ARRANGEMENTS ARE NEEDED, PLEASE CONTACT THE OCCC SERVICE DESK.

Rigging Install date _____

Rigging Removal date _____

Dates of installation may vary depending on the quantity of orders received and how many move-in days your event may have. OCCC personnel does not assemble item(s). Assembly must be completed before initiating services. All rigging orders are subject to approval by the Orange County Convention Center and must be installed, removed and supervised by OCCC personnel.

Description of item (sign, banner, truss, etc.) _____

Quantity (if item are different, please attach descriptions of each) _____

Type of material (wood, vinyl, cloth, steel, etc.) _____

Size: _____ Weight: _____

Height desired from floor to top of suspended item _____

Will you require:

OCCC Chain Hoist (Motors) ? _____ Quantity: _____

OCCC Truss? _____ Quantity: _____

Please contact Rigging Services at 407-685-5555 to discuss details or to ask questions.

Does this item require power? _____ (Please order on electrical form and note that power is for overhead rigging only)

Note: The Credit Card listed below will be initially charged for the rigging labor payment as noted above when this order form is received. Additional charges (if any) for additional labor or normal hardware needed to suspend items will be charged separately to the card listed below. NO PURCHASE ORDERS ACCEPTED. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. PLEASE NOTE THAT ON SITE ORDERS ARE SUBJECT TO A 50% INCREASE OVER THE BASE RATE.

FORM OF PAYMENT - Payment must be received before service is provided.

Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

☐ Company Check or Money Order in the amount of \$ _____ (Made Payable to Orange County Convention Center, \$USD, US Bank)

Security ID Code: _____ ☐ Visa ☐ MasterCard ☐ American Express

Please complete all areas below since we are unable to process incomplete information. **A copy of the front of the credit card is required if tax exempt.**

Account No. _____ Exp. Date _____

Name (Please Print) _____

Credit Card Billing Address: _____

Authorized Signature _____ Date _____

Cancellation Policy: Notification must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee. Prices are subject to change.

FOR OFFICE USE ONLY

AERIAL RIGGING ORDER FORM
CONDITIONS AND REGULATIONS
Exhibitor Rigging Information

- The Orange County Convention Center is the **EXCLUSIVE** provider of Aerial Rigging Services.
- All rigging must conform to Show Management rules, regulations, and facility limitations.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls or decorative surfaces is **NOT PERMITTED**.
- All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural engineer's seal of approval.
- Care must be taken to use only **RATED RIGGING HARDWARE** when designing, constructing or purchasing such items. All hardware is required to have a working load limit, (W.L.L.). For assistance, contact OCCC Rigging Services at 407-685-5555.
- Rigging plots, drawings, blueprints or engineer's certification (when requested) must be submitted to the Orange County Convention Center Rigging Services Department a **MINIMUM of THREE WEEKS** in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
- All points where nylon slings are used will require a steel safety cable.
- **All assembly of equipment, signs, products, etc., will be the responsibility of the Exhibitor or Contractor.**
- OCCC Rigging Department's policy is to remove all signage promptly at the end of each event, providing there is a clear area within the assigned booth space to do so safely.
- **OCCC is not responsible for any signage left in clients' booth. It is the responsibility of the client to retrieve their signage after being removed by the OCCC Rigging Department.**
- Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed.
- All payments must be made by CHECK, MONEY ORDER (payable in U. S. funds on U. S. Banks), VISA, MASTERCARD, AMERICAN EXPRESS or CASH. No PURCHASE ORDERS accepted. **A credit card must be placed on file for any additional charges.**
- Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
- **All orders for rigging will be handled in the order in which the paper work is signed off at the Orange County Convention Center Exhibitor Services Desk or at the discretion of the Rigging Department.**
- If you are not flexible and need a **DEFINITIVE DATE AND TIME** to install or remove your signage, you will be charged a **minimum** of 4 hours up and 4 hours down times the number of men needed.
- Refer to Rate Sheet for equipment/labor rates at our web site: www.occc.net
- **The Orange County Convention Center, Rigging Services – Rigging Department can be reached by phone (407) 685-5555, or via FAX (407) 685-5974 to clarify or assist you with any concerns you have in regards to aerial rigging at the Convention Center.**

Services requested on this form are for the single event listed.

Revisions and/or changes after the 21 day deadline will be charged at the base rate

Cancellation Policy:

Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a \$35.00 administrative fee.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

Credit will not be given for services provided and not used.



2010 Exhibitor Rigging Rates - Equipment and Labor

Orange County Convention Center Attention: Exhibitor Services

Express Mail: 9860 Universal Blvd, Orlando, FL 32819-8199

Regular Mail: PO BOX 691509, Orlando, FL 32869-1509

Convention Center (800) 345-9898 - Exhibit Services (407) 685-9824 - Fax (407) 685-9884 - E-MAIL: exhibit.services@occc.net

WEB: <http://www.occc.net/exhibitor/default.asp> IF FAXING, PLEASE DO NOT DUPLICATE BY MAILING THE COPIES.

Rigging Service Personnel	Incentive	Base
Rigger / Lift Operator	\$84.00 /Hr	\$122.00 /Hr
Rigging Equipment	Incentive	Base
Par Can 1,000 Watt Theatrical Light (Includes: Install, focus, power and removal.) When used in Exhibition Halls only.	\$266.66 Each	\$450.00 Each
Air Wall Hanger	\$21.00 / Week	\$31.50 / Week
All Thread	\$3.00 / Week	\$4.50 / Week
Barn Door	\$30.00 / Week	\$45.00 / Week
Batten – per foot	\$3.00 / per foot / Week	\$4.50 / per foot / Week
Block and Fall	\$21.00 / Week	\$31.50 / Week
Box Truss – 12" – 10'	\$74.81 / Week	\$112.21 / Week
Box Truss – 12" – 8'	\$69.46 / Week	\$104.20 / Week
Box Truss – 12" – 6'	\$58.78 / Week	\$88.17 / Week
Box Truss – 12" – 5'	\$53.43 / Week	\$80.15 / Week
Box Truss – 12" – 4'	\$53.43 / Week	\$80.15 / Week
Box Truss – 12" – 3'	\$53.43 / Week	\$80.15 / Week
Box Truss – 12" – 2'	\$53.43 / Week	\$80.15 / Week
Box Truss – 12" – Corner Block	\$53.43 / Week	\$80.15 / Week
Box Truss – 12" – Hinge Plate	\$69.46 / Week	\$104.20 / Week
Box Truss – 12" – Base Plate	\$42.75 / Week	\$64.12 / Week
Box Truss – 12" – Grapple	\$40.33 / Week	\$60.49 / Week
Box Truss – 20.5 – 10'	\$90.84 / Week	\$136.26 / Week
Box Truss – 20.5 – 8'	\$74.81 / Week	\$112.21 / Week
Box Truss – 20.5" – 6'	\$64.12 / Week	\$96.18 / Week
Box Truss – 20.5" – 5'	\$53.43 / Week	\$80.15 / Week
Box Truss – 20.5" – 4'	\$53.43 / Week	\$80.15 / Week
Box Truss – 20.5" – 3'	\$53.43 / Week	\$80.15 / Week
Box Truss – 20.5" – 2'	\$53.43 / Week	\$80.15 / Week
Box Truss – 20.5" – Corner Block	\$85.50 / Week	\$128.24 / Week
Box Truss – 20.5" – Hinge Plate	\$85.50 / Week	\$128.24 / Week
Box Truss – 20.5" – Base Plate	\$42.75 / Week	\$64.12 / Week
Box Truss – 20.5" – Grapple	\$40.33 / Week	\$60.49 / Week
Chain Hoist	\$300.00 / Week	\$450.00 / Week
Clamp - Beam	\$45.00 / Week	\$67.50 / Week
Clamp -Various (other than Beam Clamp)	\$21.00 / Week	\$31.50 / Week
Come-A-Long	\$60.00 / Week	\$90.00 / Week
Deck Chain	\$10.00 / Week	\$15.00 / Week
Extension Cord	\$6.00 / Show	\$9.00 / Show
Lift - Aerial 40 80	\$120.00 / Hour	\$180.00 /Hr
Lift - Scissor / Genie	\$100.00 /Hour	\$150.00 /Hour
Miscellaneous (eyebolts, pear rings, etc.)	\$6.00 / Week	\$9.00 / Week
Raw Wire 1/8 – per foot	\$.60 / per foot / Week	\$.90 / per foot / Week
Raw Wire 1/4 - per foot	\$.90 / per foot / Week	\$1.35 / per foot / Week
Rope	\$12.00 / Week	\$18.00 / Week
Rotating Motor (100 # cap. – may require chain hoist rental)	\$180.28 / Week	\$270.42 / Week
Rotating Motor (500 # cap. – may require chain hoist rental)	\$240.37 / Week	\$359.62 / Week
Sheave	\$21.00 / Week	\$31.50 / Week
Nylon Slings / GAC Flex	\$15.00 / Week	\$20.00 / Week
Steel Point	\$10.00 / Week	\$15.00 / Week
Strand Vice	\$21.00 / Week	\$31.50 / Week
Water Pipe – per foot	\$3.00 / per foot / Week	\$4.00 / per foot / Week

ALL PRICES ARE SUBJECT TO CHANGE.

6.5% Florida Sales Tax is not included in these rates.

Revised 01/09



3808 Beacon Woods
 Cleves, Ohio 45002
 Telephone: (513) 941~4255
 Fax: (513) 941~5884

Our services include delivery, installation and removal. Plus daily watering. All plants come in decorative containers.

Plants	Quantity	Price	Total
3-4 Foot Green Plant		\$39.00	
5-6 Foot Green Plant		\$50.00	
6-8 Foot Green Plant		\$67.00	
Boston Fern		\$28.00	
Ivy		\$25.00	

Flowers	Quantity	Price	Total
White Mums		\$19.00	
Yellow Mums		\$19.00	
Lavender Mums		\$19.00	
Bronze Mums (in season)		\$19.00	
Azaleas		\$30.00	
Fresh Flower Arrangements - Small		\$50.00	
Fresh Flower Arrangements - Regular		\$65.00	
Corsage - Carnation		\$12.00	
Corsage - Rose		\$20.00	
Boutonniere - Carnation		\$4.00	
Boutonniere - Rose		\$6.00	
Bubble Bowl		\$25.00	

Packages	Quantity	Price	Total
Package A (two 3 - 4 Foot Green Plants, 1 - Seasonal Flower)		\$90.00	
Package B (one 6 - Foot Plant, 2 - Cascading Ivy, 1-Seasonal Flower)		\$115.00	

Information	Subtotal	
Company:	Tax: 6.5%	
Ordered By:	Total	
Street Address:	Additional Information:	
City:	Show Name: PRI 2010	
State: ZIP:	Show Date:	
Phone: ()	Location:	
Fax: ()	Booth Number:	
Payment: Check () Visa () Amex () MC ()	Expiration:	
Card Number:		



Exhibitor Wireless Internet

BROADBAND WIRELESS

Smart City offers business-class 802.11 a/b/g exhibitor internet service throughout the Orange County Convention Center's meeting rooms and exhibit space.

\$99.95 per day*

HOW DO I CONFIGURE MY WIRELESS CONNECTION?

- Set the network name (SSID) in your wireless configuration utility to "Exhibitor Internet". We do not recommend using automatic settings or using the network name "ANY".
- Be sure to set your TCP/IP properties to "Obtain an IP address automatically" (DHCP).
- If requested, choose Infrastructure mode rather than ad-hoc mode.
- Turn any encryption (WEP) off.
- You will need to access this service with the login and password created when you make your purchase.
- For best result please utilize 802.11 a.

*Coverage cannot be guaranteed. See terms and conditions for more information.

**Compatibility may vary and on-site support is not provided for this service.

REMEMBER TO OPEN YOUR BROWSER

To utilize advanced services such as VPN or corporate e-mail please remember to open your browser first to complete the log-in process.

DO YOU SUPPORT VPN?

Yes. Most VPN (virtual private network) connections are supported**. If your computer allows Internet remote access into a corporate network, then you may connect. If your company has a VPN, you should be able to run your VPN or secure tunnel client software. Please note that due to some corporate policies these services may be restricted or require additional support from your corporate IT professionals.

IS MY DATA SECURE?

Wireless transmissions, by their nature, can be intercepted very easily. Our network was designed for ease of use, and data is not automatically encrypted or password protected.

CAN I USE THIS SERVICE ON MULTIPLE DEVICES?

No. Wireless accounts are device specific and cannot be transferred between multiple devices.

CAN INTERFERENCE AFFECT MY WIRELESS CONNECTION?

Yes. Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum.

Smart City cannot guarantee that interference will not occur. Wireless service is NOT recommended for mission critical services such as presentations or product demonstrations. Please contact us at (407) 685-2000 for assistance in locating the right product for your booth.

WHAT IF I HAVE SERVICE ISSUES?

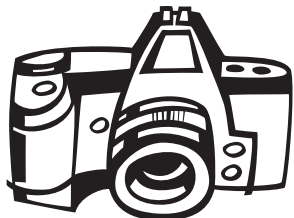
Should you have problems please contact the Smart City help desk or call us at 888-446-6911. Please note that this service does not include on-site support or configuration assistance.



Orlando
**Orange County
Convention Center**

The Center of Hospitality,
where it's all about *your* experience.

Trade Show Photography



The 2010 Performance Racing Industry Trade Show will be an important part of your company's history. Make a photographic record of your exhibit experience with using official PRI professional photography.

STEVE ESSIG PHOTOGRAPHY

4203 88th Ave. NW • Gig Harbor, WA 98335

253/396-1800 • FAX 253/265-0875

SPECIAL PRE-SHOW RATES:

If you place your order **PRIOR TO THE PRI SHOW** you will receive a \$10.00 discount off your first order with **pre-payment**.

- **COLOR PHOTOGRAPHY**, first view and print 8 x 10 ..\$75.00 _____
Each additional print 2-10\$10.00 ea. _____
- **CD**\$10.00 _____
- **BLACK & WHITE PHOTOGRAPHY**\$50.00 _____
First View and 8X10 Each additional print 2-10.....\$10.50 ea. _____
- **DIFFERENT VIEW OR ANGLE**, with first print\$40.00 ea. _____

*** Photographs from extreme heights will require additional cost of elevating the photographer by George Fern Company.**

Contact Name: _____ Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____
AREA CODE AREA CODE

Booth #: _____

Exhibitor Booth Security Coverage Order Form

Orange County Convention Center • Orlando, FL • December 9–11, 2010

STAFF PRO is pleased to offer high-quality EXHIBITOR BOOTH COVERAGE SERVICE for those exhibitors who desire booth coverage for their individual booths beyond that level which has been arranged for by Show Management. Please direct inquiries and orders regarding this service to:

STAFF PRO INC.
15272 Newsboy Circle
Huntington Beach, CA 92649
Tel (714) 227-4503 Fax (619) 872-2440 On-Site (714) 227-4503
Email: jsutton@staffpro.com
Attn: John Sutton

BOOTH # _____

Exhibitor Information

Full Payment is due on the estimated total cost of service **MUST** be received **PRIOR** to acceptance of order. Payments will be accepted in the form of: Credit Card, check or money order

**Email Completed Orders to: (Preferred)**

jsutton@staffpro.com

Fax Completed Orders to:

(619) 872-2440 attn: Sales

On-Site Contact: John Sutton (714) 227-4503**Mail Checks to:**

Staff Pro Inc.

15272 Newsboy Circle

Huntington Beach, CA 92649

Please enclose a copy of the booth order form to allow accounting department to properly allocate the payment.

Complete/update your company information below. Please type or print clearly

COMPANY NAME**STREET ADDRESS****CITY****PHONE****FAX****WEB**

Please list below any additional onsite contacts and phone numbers:

NAME/PHONE**NAME/PHONE****COMPANY CONTACT FOR BILLING PURPOSES****STATE****ZIP****EMAIL****PO#:**

(Not Required)

NAME/PHONE**DEPOSITS AND PAYMENTS**

We understand this Booth Coverage order becomes a binding contract when accepted by Staff Pro Inc.
We agree to abide by the attached Term and Conditions detailed on the 2nd page of this contract.

ALL SECTIONS MUST BE COMPLETED BELOW TO PROCESS CREDIT CARD PAYMENT

Full payment of the booth security fees must be received within 14 days of the faxed Exhibitor Booth Coverage Order Contract. If placed on a wait list your payment will be held. Any additions to the order will be billed to client via US Postal unless otherwise instructed on this contract.

All orders submitted without a deposit will not be processed and coverage will not be provided until payment is received.

Important:

Exhibitor hereby irrevocably and unconditionally authorizes Staff Pro Inc to automatically charge Total Deposit upon acceptance of contract on or before services begin.

☐

VISA

☐

MC

☐

AMEX

Credit Card Number :

Exp. Date: _____

Authorized Signature: _____

Date

(Print name as it appears on card)

Title**Street Address****City****State****Zip**

If this authorization is for a deposit, would you like Staff Pro to charge the balance due at the end of the event?

☐

Yes

☐

No, Please bill me per contract terms

RATES**BOOTH OFFICER:****\$26.50 per hour;** applied to all orders received 15 days prior to the first Move In day or earlier**BOOTH OFFICER:****\$31.50 per hour;** applied to all orders received 14 days OR FEWER PRIOR to the first Move In day.**BOOTH OFFICER:****\$38.50 per hour,** applied to all orders received on or after the start of the first Move In day and On-Site**ARMED/POLICE OFFICER:****Call for Rate: applied to all orders received at least 10 days prior to the event****NO ON-SITE ORDERS FOR ARMED OR POLICE OFFICERS.****Hours Requested:****Please indicate what time you would like to have officer arrive at the booth.****NOTE: All coverage will have 1/2 hour added to each post time for deployment (briefing, paperwork and arriving to location on time)****NOTE:** Should officer remain until a company representative arrives onsite?
☐

Yes

☐

No

Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____
Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____
Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____
Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____
Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____
Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____

Total Hours requested: _____

Applied Rate: _____

Total Due With Order: _____

Terms and Conditions

A. There shall be no charge to Client when oral notice is given directly to Staff Pro's authorized representative more than forty-eight (48) hours, before the scheduled start of the event. If any event is cancelled by the Client, with less than forty-eight (48) hours notice, Client shall pay Staff Pro one-half (1/2) the amount of the estimated bill.

B. It is understood and agreed between Staff Pro and the Client, that Staff Pro is not an insurer and that the rates being paid to Staff Pro for services are for a service designed to deter certain risks of loss and such rates are not necessarily related to the value of personal or real property protected. Amounts being charged by Staff Pro are insufficient to guarantee that no loss will occur, and Staff Pro makes no such warranty, implied or otherwise, that a loss will not occur or that the service supplied will avert or prevent occurrences, losses, claims or causes of action which the services are designed to help deter or avert.

C. Client shall protect, indemnify, and hold harmless Staff Pro and its officers, agents, and employees, from and against any and all loss to property and/or personal injuries, not due to the negligence of Staff Pro, or its agents, servants, employees or personnel. Staff Pro shall only be liable for claims and damages caused by its own negligence and the negligence of its employees, servants and agents.

D. It is expressly understood and agreed that under no circumstances will Staff Pro be responsible for the theft or other loss of Client's property not directly attributable to theft by Staff Pro personnel, agents, or servants. In no event shall the liability of Staff Pro for theft by their personnel exceed the total compensation paid by Client to Staff Pro for services rendered during the day of such theft.

E. Client shall assume all risk of loss or physical damage to its plant, facility, equipment, or any other property, occurring as a result of fire, earthquake, flood or other casualty. Client waives any right of recovery against Staff Pro for any loss or damage resulting from any such risk.

F. Staff Pro will accommodate our agreed upon work order request pending your official confirmation arrival via telephone, fax, or e-mail; coupled with a return reply by Staff Pro's sales department to validate the confirmation 14 days in advance from the event date.

G. Should the actual amount due Staff Pro for services rendered exceed the estimated amount as quoted at the bottom of this Order Form, Client agrees to remit any such excess amount to Staff Pro within fifteen (15) days of receipt of the final invoice for such services. If Client has authorized use of credit card for such charges, then Client hereby authorizes Staff Pro to additionally charge the same credit card for excess amounts, and Staff Pro will so notify client along with submission of a final invoice for the actual amounts due.

H. The minimum billing time for any individual is four (4) hours per person.

I. This Exhibitor Booth Coverage Order agreement shall in all respects be governed, interpreted, and enforced in accordance with the laws of the State of California. The venue for any actions or proceedings arising out of this Agreement shall be in Orange County, California.

J. Client shall pay Staff Pro time and one-half for work performed by Staff Pro on the following Holidays: Martin Luther King Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

K. Payment terms are full payment in advance, unless credit arrangements have been established. If credit is extended, any invoice that remains unpaid for a period of thirty (30) days beyond the date of the invoice will be subject to a late payment charge of 1.5% per month. Client shall be liable for all reasonable costs and fees incurred in the event Staff Pro must retain an attorney, a collection agency service, or otherwise commence legal or collections proceedings to enforce collection of any invoice.

L. Should a Federal or State of California mandated wage increase occur during the term of this contract Staff Pro shall increase its rates charged to the Client. The rate increase to the client will be whatever the mandated wage increase is multiplied by a factor of 1.4. This multiplier only pays the attendant burden associated with paying the employee the mandated wage increase. The rate increase does not result in additional profit for Staff Pro.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date written below.

STAFF PRO INC:

By: _____

Title: _____

Date: _____

CLIENT:

By: _____

Title: _____

Date: _____

BOOTH COVERAGE TIPS ON SAFEGUARDING BOOTH PROPERTY

DO:

1. Try to be on site when your product is being delivered to your booth.
2. Conduct a physical inventory after your product has been delivered, noting any missing or damaged items.
3. When setting up your booth, place your products within a visible vicinity.
4. After setting up your booth, conduct a visual inventory of your product and the way in which it is displayed.
5. Store any excess product or give-aways either with the decorator or in a locked cabinet.
6. Either carry VCRs, DVDs, MP3 players and laptop computers with you, or store them in a locked cabinet.
7. Utilize overnight security storage if available.
8. Cover your displays with a tarp or other non-see-through materials; it creates a mental block to any perpetrator.
9. When arriving in the morning, go directly to your booth to prevent any early personnel from free shopping in your booth.
10. During the start of move-out, please stay with your booth until you either pack it or the official decorator brings your empties and packs it.
11. At the closing of the show, don't leave your booth immediately; spend some time in your booth until the floor clears. This is one of the premium times during which theft occurs.
12. Display your product in such a way that it is not accessible from outside your booth during the event.
13. If your booth contains a lot of valuables which are difficult to secure or time-consuming to setup or teardown on a daily basis, it is recommended that you hire your own security guard over night. The expense will be justified should you lose one item.
14. Blocking the entrance to your booth prior to leaving provides a mental barricade to any perpetrator. Use either caution tape or place chairs at the entrance.
15. Try to greet anyone that comes into your booth as this will send a signal that you are aware of their presence; this will discourage any perpetrators from attempting to steal.
16. Obtain proper insurance coverage for your goods, including transit to and from the show site.

DO NOT:

1. Leave your product scattered all over your booth.
2. Forget to account for your product when it is delivered to your booth.
3. Put any valuables in areas with easy access.
4. Leave immediately after event closing or move-out begins.
5. Leave electronic equipment on tables, shelves, or in other areas without securing it during non-event hours.
6. Leave your booth unattended to go shopping on the floor during event time.
7. Allow yourself to become less aware of persons approaching or leaving your booth during the event.
8. Leave purses or briefcases on tables near the entrance of the booth or in an unattended blind spot.
9. Leave any prototype product unsecured in your booth.
10. Leave your bill of lading unattended in your booth.
11. Secure any purses, briefcases, or valuables behind drapes or underneath tables. This is the first place that any perpetrator will be targeting.
12. Leave your booth unattended during lunch time. Try to work out a schedule between you and your co-workers on how to stagger your lunches.

Frequently Asked Questions



PAGE 1 OF 2

1. When is the final payment due?

Final payment is due September 3rd, 2010.

2. How can I avoid extra drayage costs?

Send smaller packages via UPS, FedEx, etc, to your hotel, not the convention center, to eliminate extra drayage and delivery costs from the decorator—use George Fern Company's all inclusive shipping and drayage program.

3. Can I move in / move out my own booth materials? **Yes!**

An exhibitor may utilize rolling carts and casters, hand dollies and push carts. Move in your own freight! No drayage charges!

4. When is the deadline to make any type of changes to my hotel reservation?

November 29th, 2010.

5. Why should I make my exhibit booth service requests early?

Take advantage of the pre-show early bird savings when you order early.

6. Where do I ship my freight?

Please double check when and where you want to ship your materials.

Advanced Warehouse *Freight must arrive by December 3, by 4:00 p.m.**



Name of Exhibitor _____
George Fern Co/YRC
c/o KUB Tradeshow Support
1334 Spruce Ave.
Orlando, FL 32824
For: PRI Trade Show • Booth# _____

LEARN ABOUT BIG SHIPPING & DRAYAGE EXHIBITOR SAVINGS!

[Click Here](#)



Direct To Show Site **Freight MORE than 150 lbs.**

Name of Exhibitor _____
c/o George Fern Company • Orange County Convention Center – SOUTH CONCOURSE
9899 International Dr., Orlando, FL 32819
For: PRI Trade Show • Booth# _____



Direct To Show Site **Freight LESS than 150 lbs.**

Name of Exhibitor _____
c/o George Fern Company • Orange County Convention Center – NORTH CONCOURSE
9400 Universal Dr., Orlando, FL 32819
For: PRI Trade Show • Booth# _____

7. How do I order Exhibitor Credentials?

[Click here](#) for information.

8. Where do I pick up my badges?

All exhibitor credential order forms received by the November 5th deadline will be sent via UPS to the exhibiting company address. All forms received after the deadline will be processed, but must be picked up on site.

9. How do I get in touch with the press attending the PRI Trade Show?

Trade and consumer media attend the PRI Trade Show, so make sure they know you are there. Bring your media kits for display in the Press Room located on the show floor in the back of the 400 aisle. Please contact John Kilroy, PRI Editor at 949.499.5413 or e-mail: johnk@performanceracing.com.

10. How do I know who to contact with exhibit questions?

Call, fax, e-mail the PRI Team, The George Fern Company, The Orange County Convention Center Exhibitor Services Center, and all our vendors are ready to answer your questions and provide you with the tools and services you need to make your participation at the PRI Trade Show the best experience possible.

11. Can I break down my booth prior to the close of the show? **No!**

The PRI Trade Show ends at 5:00 p.m. Any exhibitor that begins breaking down their booth prior to 5:00 p.m. will impose a penalty by PRI Management.

12. What time can exhibitors enter the exhibit hall prior to opening of the show day?

One hour prior to the opening of the show.

Thursday – 7:00 a.m. (unless cleared by PRI Show Management) • Friday – 8:00 a.m. • Saturday – 8:00 a.m.

13. Where can I ship materials or have copies made during the trade show?

There is a FedEx Kinko's Business Center located in the South Concourse lobby. All shipment types are available: FedEx, UPS, etc.

14. What should I do in case of a medical emergency?

Please notify Trade Show Management or security.

15. Are children allowed at the PRI Trade Show?

According to the OCCC and Fire Marshal rules and regulations, no one under the age of 18 will be permitted on the exhibit hall floor during move in and move out. During show days, no one under the age of 16 is allowed on the show floor. [Click here](#) for additional child care information.