



EXPOSITION SERVICES

EXHIBITOR SERVICE MANUAL

**NACE Dept of Defense Corrosion Conference
2015 November 15-19, 2015
Wyndham Grand Pittsburgh
600 Commonwealth Blvd
Pittsburgh, PA 15222**

NACE Dept of Defense Corrosion Conference 2015

NOVEMBER 15 -19, 2015

WYNDHAM GRAND PITTSBURGH

EXHIBIT INFORMATION:

BOOTH EQUIPMENT: 10X8

Each **10 X 8** booth will be set with **BLUE** Drape, **BLUE** Siderail and contain the following equipment provided by show management:

- **2 FOLDING CHAIRS**
- **1 WASTEBASKET**
- **1 6' WHITE SKIRTED TABLE**
- **1 7X44 BOOTH ID**
-

* EXHIBIT HALL CARPETED? YES

For additional needs, please refer to the appropriate order forms located in this manual or call a Customer Service Representative at 412-681-3110

DISCOUNT DEADLINES:

To take advantage of advanced discounts, we must receive your orders and payment by: **11/06/15 4PM.**

All orders placed after the discount deadline date and at the show site are charged at the standard rate.

IMPORTANT DATES:

DISCOUNT PRICE DEADLINE:	FRIDAY	NOVEMBER 6, 2015	ORDERS & PAYMENTS MUST BE RECEIVED
ADVANCE WAREHOUSE:	MONDAY	SEPT. 1, 2015	SHIPMENTS MAY BEGIN ARRIVING
ADVANCE WAREHOUSE:	FRIDAY	NOVEMBER 6, 2015	LAST DAY TO ARRIVE WITHOUT SURCHARGE
DIRECT SHIPMENTS TO SHOW SITE:	SEE EXHIBITOR MOVE-IN TIMES		
EXHIBITOR MOVE-IN:	SUN / MON	NOVEMBER 15/16, 2015	8:00AM TO 3:00PM
WELCOME RECEPTION:	MONDAY	NOVEMBER 16, 2015	5:00PM TO 7:00PM
SHOW HOURS:	TUESDAY	NOVEMBER 17, 2015	10:00AM TO 5:00PM
SHOW HOURS:	WEDNESDAY	NOVEMBER 18, 2015	10:00AM TO 5:00PM
EXHIBITOR MOVE-OUT:	THURSDAY	NOVEMBER 19, 2015	12:00PM TO 5:00PM
OUTBOUND CARRIER CHECK IN DEADLINE:	THURSDAY	NOVEMBER 19 3PM	
FLOOR CLEARED BY:	THURSDAY	NOVEMBER 19 6PM	

CONTRACTOR/FACILITY CONTACT INFORMATION:

OFFICIAL DECORATOR/AUDIO VISUAL PROVIDER TO EXHIBITS:

APA EXPOSITION SERVICES

20 - 39TH STREET

PITTSBURGH, PA 15201

PHONE: 412.681.3110 FAX: 412.681.3130

EMAIL QUESTIONS TO: INFO@APAEXPO.COM

FACILITY & UTILITY INFORMATION

All utility order forms need to be sent directly to the address, phone number or fax number listed on the facility order form. APA Exposition Services does not provide these services. All facility order forms are provided in the back of the service manual.

SHIPPING WITH THE OFFICIAL SHOW CARRIER:

UPS TRADE SHOW SERVICES

TRADESHOW SERVICES AT 800-988-9889 OR VIA EMAIL AT UPSFREIGHTTRADESHOW@UPS.COM

EXHIBITOR SHIPPING & FREIGHT HANDLING INFORMATION:

ADVANCE WAREHOUSE ADDRESS: (LABELS PROVIDED IN PACKET PLEASE COPY AS NEEDED)

SHOW NAME:

EXHIBITING COMPANY NAME:

BOOTH:

APA EXPOSITION SERVICES

20 - 39TH STREET

PITTSBURGH, PA 15201

APA will begin accepting shipments beginning 09/15/15 at the above address. Materials arriving after 11/6/15 TIME EST will be surcharged according to the standard rates located on the Material Handling Form. APA warehouse receiving hours are Monday thru Friday, 8AM - NOON / 1PM - 4PM EST.

SHOW SITE SHIPPING ADDRESS: (LABELS PROVIDED IN PACKET PLEASE COPY AS NEEDED)

WYNDHAM GRAND PITTSBURGH DOES NOT RECEIVE OR STORE EXHIBIT MATERIALS.

SHOW NAME:

EXHIBITING COMPANY NAME:

BOOTH:

ATTN: APA EXPOSITION SERVICES

600 Commonwealth Blvd

Pittsburgh, PA 15222

412-391-4600

The exhibit facility DOES NOT accept or store exhibitor freight. Collect shipments will be refused.

APA will begin accepting shipments at the show site address during exhibitor move in times only beginning 11/15/15 from 8am to 3pm. Exhibitors should not send materials to the show site before this time. Shipments arriving at the facility prior to this time will be refused. APA will not be responsible for items shipped off target nor will it responsible for any facility charges. Any additional charges will be invoiced to the exhibitor directly.

ELEVATOR & DOCK INFORMATION

LOADING DOCK ACCESS IS 11' - 4"

OUTBOUND SHIPPING:

Outbound carriers must be checked in by **NOVEMBER 19 3PM**. Failure of your carrier to pick up by this time will result in forwarding your shipment through UPS freight. Shipments will be sent outbound collect. All charges are the responsibility of the exhibitor.

UPSF

800-988-9889 OR VIA EMAIL AT UPSFREIGHTTRADESHOW@UPS.COM

INTERNATIONAL SHIPMENTS:

APA Exposition Services **DOES NOT** provide Customs Brokerage Service. Exhibitors must contact us with their respective Brokers' name and phone number.

HAZARDOUS MATERIAL DECLARATION:

APA Exposition Services does not accept any types of hazardous materials as defined by the Federal Regulation Code Title 49 (49CFR). We will not be responsible for any shipment(s) coming into or leaving our possession that contain any type of hazardous material as defined in the Federal Regulation Code Title 49 (49CFR). It is the responsibility of the individual exhibitor to know and to label all boxes containing these types of goods and clear their shipment with a certified contractor. Any liabilities that arise from the failure to comply to Federal Regulation Title 49 (49CFR) will be the sole responsibility of the exhibiting company.

SERVICE ORDER FORM:

If you require services, please fill out the corresponding order form and return them by the discount deadline date to our offices. The address, fax number and contact info is located on each form. If you do not require a certain service, do not return the form. Credit cards are required to be on file even if you opt to pay by a company check. All charges include delivery to your booth, rental, and removal. If we receive freight without a material handling form on file, it will be invoiced at the standard rate. It is up to each individual exhibiting company to be aware of the shipping and discount deadline dates.

SHOW NAME: NACE Dept of Defense Corrosion Conference 2015

SHOW DATES: Nov 15-19, 2015

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

PAYMENT MUST ACCOMPANY ORDER FORM

DISCOUNT DEADLINE DATE: FRIDAY NOVEMBER 6, 2015

QTY	FLAT SCREEN DISPLAYS	DAILY DISCOUNTED \$	DAILY STANDARD \$	SUBTOTAL \$
	19" LCD FLAT SCREEN MONITOR	\$50.00	\$75.00	
	22" LCD FLAT SCREEN MONITOR	\$85.00	\$115.00	
	32" LCD FLAT SCREEN MONITOR	\$190.00	\$225.00	
	42" PLASMA MONITOR WITH SPEAKERS	\$400.00	\$450.00	
	50" PLASMA MONITOR WITH SPEAKERS	\$500.00	\$550.00	
	60" PLASMA MONITOR WITH SPEAKERS	CALL	CALL	

QTY	MISC.	DAILY DISCOUNTED \$	DAILY STANDARD \$	SUBTOTAL \$
	VHS WITH AUTO REPEAT	\$30.00	\$45.00	
	DVD PLAYER	\$30.00	\$45.00	
	54" AV CART W/ BLACK SKIRT	\$45.00	\$55.00	
	27" TV	\$50.00	\$75.00	

QTY	AUDIO EQUIPMENT	DAILY DISCOUNTED \$	DAILY STANDARD \$	SUBTOTAL \$
	CD PLAYER ONLY - SINGLE DISC	\$35.00	\$45.00	
	CASSETTE DECK	\$30.00	\$45.00	
	SMALL BOOTH AUDIO SYSTEM - WIRED MIC	\$155.00	\$180.00	
	SMALL BOOTH AUDIO SYSTEM - WIRELESS MIC	\$250.00	\$275.00	

QTY	COMPUTER EQUIPMENT	DAILY DISCOUNTED \$	DAILY STANDARD \$	SUBTOTAL \$
	IBM DESKTOP PACKAGE	\$185.00	\$245.00	
	IBM LAPTOP	\$95.00	\$125.00	
	MAC NOTEBOOK	\$145.00	\$165.00	
	PRINTERS	CALL	CALL	

QTY	ACCESSORIES	DAILY DISCOUNTED \$	DAILY STANDARD \$	SUBTOTAL \$
	PLASMA FLOOR MOUNT	\$45.00	\$45.00	
	LCD FLOOR MOUNT	\$45.00	\$45.00	
	PLASMA/LCD WALL MOUNTS	\$45.00	\$45.00	

YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET

If you do not see a specific item on this form, please call our office or email us at info@apaexpo.com

SUBTOTAL	
APA SET UP FEE	
7% TAX (X 1.07)	
TOTAL	

David L Lawrence Convention Center Customers - Please call for labor installation and dismantling quote

PAYMENT IN FULL, INCLUDING TAX, MUST ACCOMPANY ORDER AND BE RECEIVED BY OUR OFFICE BY THE DEADLINE DATE TO QUALIFY FOR DISCOUNTED RATES. PLEASE COMPLETE THE PAYMENT POLICY FORM IN THIS PACKET. CANCELLATION AFTER THE DISCOUNT DATE WILL RESULT IN A CHARGE TO EQUAL 50% OF THE PREVAILING SHOW RATE. CANCELLATION AFTER INSTALLATION WILL RESULT IN 100% OF THE CHARGE. REQUESTS RECEIVED AFTER THE DEADLINE WILL BE CHARGED THE STANDARD RATE. CHOICE OF COLOR NOT INDICATED WILL BE SELECTED WITH SHOW COLORS.

SHOW DATES: November 15-19, 2015

COMPANY NAME: _____

PAYMENT MUST ACCOMPANY ORDER FORM

BOOTH #: _____

DISCOUNT DEADLINE DATE: Friday November 6, 2015

CONTACT NAME: _____

PHONE #: _____

STANDARD BOOTH CARPETING:

Exhibitors are responsible for daily cleaning of carpet. Standard booth carpet is not designed to cover the complete booth area or seam together. For custom sizes, please see the section below. Rental prices do not include seaming and APA Exposition Services does not guarantee color matches for custom booth sizes using standard carpeting. Additional labor charges will apply.

STANDARD CARPET

EXHIBITORS ARE RESPONSIBLE FOR DAILY CLEANING OF CARPET. PRICES INCLUDE LABOR AND MATERIALS.

QTY	DESCRIPTION	DISCOUNT PRICE \$	STANDARD PRICE \$	Total \$
	9' x 10' Standard Booth Carpet	\$160.00	\$200.00	
	9' x 20' Standard Booth Carpet	\$275.00	\$345.00	
	9' x 30' Standard Booth Carpet	\$360.00	\$450.00	
	9' x 40' Standard Booth Carpet	\$475.00	\$625.00	

CUSTOM-CUT CARPET

EXHIBITORS ARE RESPONSIBLE FOR DAILY CLEANING OF CARPET. PRICES INCLUDE LABOR AND MATERIALS.

WIDTH	X	LENGTH	=	TOTAL SF	X	DISCOUNT PRICE \$	OR	STANDARD PRICE \$	=	SUBTOTAL \$
	X		=		X	\$2.50	OR	\$3.00	=	
	X		=		X	\$2.50	OR	\$3.00	=	

PADDING

WIDTH	X	LENGTH	=	TOTAL SF	X	DISCOUNT PRICE \$	OR	STANDARD PRICE \$	=	SUBTOTAL \$
	X		=		X	\$0.65	OR	\$0.81	=	

VISQUEEN PLASTIC COVERING FOR PROTECTION

WIDTH	X	LENGTH	=	TOTAL SF	X	DISCOUNT PRICE \$	OR	STANDARD PRICE \$	=	SUBTOTAL \$
	X		=		X	\$0.55	OR	\$0.66	=	

INDICATE COLOR

STANDARD CARPET COLOR

- Black Navy Blue Green
- Red Powder Blue Burgundy
- Grey Salt N Pepper Tuxedo

YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET

IF YOU DO NOT SEE A SPECIFIC ITEM ON THIS FORM, PLEASE CALL OUR OFFICE OR EMAIL US AT INFO@APAEXPO.COM

SUBTOTAL	
7% TAX	
TOTAL	

IMPORTANT NOTES

- Orders cancelled prior to move-in will be charged 50% of original price.
- Orders cancelled after move-in begins, will be charged 100% of the original price.
- All charges must be paid prior to close of show.

PAYMENT IN FULL, INCLUDING TAX, MUST ACCOMPANY ORDER AND BE RECEIVED BY OUR OFFICE BY THE DEADLINE DATE TO QUALIFY FOR DISCOUNTED RATES. PLEASE COMPLETE THE PAYMENT POLICY FORM IN THIS PACKET. CANCELLATION AFTER THE DISCOUNT DATE WILL RESULT IN A CHARGE TO EQUAL 50% OF THE PREVAILING SHOW RATE. CANCELLATION AFTER INSTALLATION WILL RESULT IN 100% OF THE CHARGE. REQUESTS RECEIVED AFTER THE DEADLINE WILL BE CHARGED THE STANDARD RATE. CHOICE OF COLOR NOT INDICATED WILL BE SELECTED WITH SHOW COLORS.

THIS FORM MUST BE SUBMITTED WITH ORDER

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER	
STREET ADDRESS	CITY	STATE	ZIP
COUNTRY	PHONE	FAX	
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #		

INVOICES WILL BE MAILED WITHIN 10 DAYS TO THE ABOVE ADDRESS

METHODS OF PAYMENT

CREDIT CARDS:

APA WILL USE THE SUBMITTED CREDIT CARD TO CHARGE ALL ORDERS AND BALANCES DUE AT CLOSE OF SHOW. A \$45.00 SURCHARGE WILL BE ADDED TO DECLINED ACCOUNTS. EXHIBITING COMPANIES WILL BE RESPONSIBLE FOR ALL FEES ASSOCIATED WITH COLLECTION OF PAST DUE ACCOUNTS. PLEASE FILL OUT THE CREDIT CARD AUTHORIZATION FORM COMPLETELY. VISA, MASTERCARD, & AMERICAN EXPRESS ACCEPTED

COMPANY CHECK:

PLEASE MAKE CHECKS PAYABLE TO:

APA EXPOSITION SERVICES

CHECKS MUST BE DRAWN ON A UNITED STATES BANK AND BE IN UNITED STATES FUNDS. A \$45.00 SURCHARGE MAY BE ADDED TO YOUR ACCOUNT FOR FAILURE TO MEET THE TERMS OF PAYMENT. RETURNED CHECKS ARE SURCHARGED \$45.00. BALANCES AT THE CLOSE OF SHOW ARE AUTOMATICALLY CHARGED TO THE CREDIT CARD ON FILE.

CREDIT CARD INFORMATION

CHARGE TO THE FOLLOWING CREDIT CARD:

AMERICAN EXPRESS MASTERCARD VISA

CARD NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SECURITY CODE:

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EXPIRATION DATE (00/00):

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3 DIGITS ON REVERSE
SIDE OF V/MC
4 DIGITS ON REVERSE
SIDE OF AMEX

**I AGREE IN PLACING THIS ORDER THAT I HAVE ACCEPTED APA
PAYMENT POLICY AND APA TERMS & CONDITIONS OF CONTRACT.**

PRINT CARDHOLDER STREET ADDRESS

X

CARDHOLDER SIGNATURE

CITY / STATE / ZIP CODE

PRINT CARDHOLDER NAME

DATE

SHOW NAME: NACE Dept of Defense Corrosion Conference 2015

Deadline Met:

SHOW DATES: November 15-19, 2015

COMPANY NAME:

PAYMENT MUST ACCOMPANY ORDER FORM

BOOTH #:

DISCOUNT DEADLINE DATE: Friday November 6, 2015

CONTACT NAME:

PHONE #:

CHAIRS

QTY	CODE	DESCRIPTION	DISCOUNT PRICE \$	STANDARD PRICE \$	Total \$
	100	UPHOLSTERED COUNTER STOOL - BLACK	\$69.00	\$82.50	
	101	UPHOLSTERED ARM CHAIR - BLACK	\$41.00	\$51.25	
	102	UPHOLSTERED ARM CHAIR - GREY	\$58.00	\$72.50	
	103	WHEELED SWIVEL DESK CHAIR - BLACK	\$66.00	\$82.50	
	105	CONTOUR SIDE CHAIR	\$41.00	\$51.25	
	106	PADDED WOODEN STOOL - BROWN	\$32.00	\$41.25	
	107	STANDARD FOLDING CHAIR	\$20.00	\$25.00	

UNSKIRTED DISPLAY TABLES

QTY	CODE	DESCRIPTION (W X L X H)	DISCOUNT PRICE \$	STANDARD PRICE \$	Total \$
	201	2FT X 4FT X 30" H UNSKIRTED	\$38.00	\$48.00	
	202	2FT X 6FT X 30" H UNSKIRTED	\$45.00	\$54.00	
	203	2FT X 8FT X 30" H UNSKIRTED	\$45.00	\$54.00	
	204	2FT X 4FT X 40" H UNSKIRTED	\$52.00	\$58.00	
	205	2FT X 6FT X 40" H UNSKIRTED	\$52.00	\$58.00	
	206	2FT X 8FT X 40" H UNSKIRTED	\$52.00	\$58.00	

SKIRTED DISPLAY TABLES: INCLUDES WHITE VINYL TOP

QTY	CODE	DESCRIPTION (W X L X H)	DISCOUNT PRICE \$	STANDARD PRICE \$	Total \$
	301	2FT X 4FT X 30" H SKIRTED 3 SIDES	\$70.00	\$85.00	
	302	2FT X 6FT X 30" H SKIRTED 3 SIDES	\$80.00	\$90.00	
	303	2FT X 8FT X 30" H SKIRTED 3 SIDES	\$90.00	\$100.00	
	304	2FT X 4FT X 40" H SKIRTED 3 SIDES	\$80.00	\$100.00	
	305	2FT X 6FT X 40" H SKIRTED 3 SIDES	\$90.00	\$100.00	
	306	2FT X 8FT X 40" H SKIRTED 3 SIDES	\$100.00	\$115.00	
	307	ADD SKIRTING TO 4TH SIDE 30" OR 40"	\$18.00	\$28.00	

CIRCLE COLOR: RED GREEN BLUE BLACK BURGUNDY WHITE GREY

TABLETOP RISERS: COVERED IN WHITE VINYL

QTY	CODE	DESCRIPTION (W x L x H)	DISCOUNT PRICE \$	STANDARD PRICE \$	Total \$
	400	4FT X 12"	\$39.00	\$49.00	
	401	6FT X 12"	\$49.00	\$59.00	
	402	8FT X 12"	\$49.00	\$59.00	

FURNITURE RENTAL FORM A

ACCESSORIES

QTY	CODE	DESCRIPTION	DISCOUNT PRICE \$	STANDARD PRICE \$	Total \$
	500	BOOTH DRAPE 8'-0 SHOW COLORS	\$8.00	\$10.50	
	501	BOOTH DRAPE 3'-0 SHOW COLORS	\$6.75	\$8.25	
	502	WASTEBASKET - BLACK	\$15.00	\$20.00	
	503	LOCKING CABINET - BLACK	\$135.00	\$155.00	
	504	DISPLAY PEDESTAL 2'X2'X30" HIGH	\$75.00	\$95.00	
	505	POSTERBOARD 4' X 8'	\$100.00	\$125.00	
	506	22" X 28" SIGN HOLDER - CHROME	\$65.00	\$75.00	
	507	TRIPOD LIGHT DUTY EASEL - CHROME	\$21.00	\$31.00	
	508	TRIPOD HEAVY DUTY EASEL - BRASS	\$60.00	\$75.00	
	509	CLOTHES TREE	\$55.00	\$75.00	
	510	CHROME BAG STAND	\$55.00	\$75.00	
	511	WATERFALL BAG STAND	\$45.00	\$55.00	
	512	LITERATURE RACK - 5 BIN	\$85.00	\$100.00	
	513	CHROME STANCHION	\$45.00	\$60.00	
	514	TICKET TUMBLER	\$40.00	\$50.00	
	515	VELOUR ROPE 5' - 0 BURGUNDY PER LINEAR FT	\$3.75	\$5.00	
	516	REFRIGERATOR	\$75.00	\$105.00	
	517	PLASTIC FISHBOWL	\$20.00	\$30.00	
	518	TENSIL STANCHION HEAD	\$35.00	\$55.00	
	519	25FT ELECTRICAL CORD	\$20.00	\$30.00	
	520	5 OUTLET SURGE PROTECTOR	\$10.00	\$15.00	
	521	WHITE CHAIN PER LINEAR FOOT	\$0.55	\$0.75	
	522	4FT GLASS SHOWCASE - 1/2 VIEW	\$300.00	\$400.00	
	523	30" X 30" HIGH COCKTAIL TABLE - PLYWOOD	\$65.00	\$75.00	
	524	30" X 30" BLACK COCKTAIL LINEN	\$21.00	\$27.00	
	525	30" X 40" HIGH COCKTAIL TABLE - PLYWOOD	\$75.00	\$85.00	
	526	30" X 40" BLACK COCKTAIL LINEN	\$21.00	\$27.00	
	527	2FT X 40" HIGH COCKTAIL TABLE - FINISHED	\$80.00	\$100.00	

CUSTOM FURNITURE

QTY	CODE	DESCRIPTION (W X L X H)	DISCOUNT PRICE \$	STANDARD PRICE \$	Total \$
	600	72" LEATHER LOVE SEAT - BLACK	\$500.00	\$575.00	
	601	96" LEATHER SOFA - BLACK	\$550.00	\$625.00	
	602	LEATHER CHAIR - BLACK	\$350.00	\$400.00	
	603	HARDWOOD COFFEE TABLES	\$115.00	\$130.00	
	604	HARDWOOD END TABLES	\$95.00	\$115.00	
	605	42" X 29" ROUND CONFERENCE TABLE	\$225.00	\$255.00	
	606	FLOOR STAND LAMP	\$75.00	\$95.00	
	607	STANDARD LAMP W/SHADE	\$75.00	\$95.00	

YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET

If you do not see a specific item on this form, please call our office or email us at info@apaexpo.com Visit our website at www.apaexpo.com to view our products. Thank you.

SUBTOTAL	
7% TAX	
TOTAL	

PAYMENT IN FULL, INCLUDING TAX, MUST ACCOMPANY ORDER AND BE RECEIVED BY OUR OFFICE BY THE DEADLINE DATE TO QUALIFY FOR DISCOUNTED RATES. PLEASE COMPLETE THE PAYMENT POLICY FORM IN THIS PACKET. CANCELLATION AFTER THE DISCOUNT DATE WILL RESULT IN A CHARGE TO EQUAL 50% OF THE PREVAILING SHOW RATE. CANCELLATION AFTER INSTALLATION WILL RESULT IN 100% OF THE CHARGE. REQUESTS RECEIVED AFTER THE DEADLINE WILL BE CHARGED THE STANDARD RATE. CHOICES OF COLORS NOT INDICATED WILL BE SELECTED WITH SHOW COLORS.

SHOW NAME: NACE Dept of Defense Corrosion Conference 2015

Deadline Met:

SHOW DATES: November 15-19, 2015

COMPANY NAME:

PAYMENT MUST ACCOMPANY ORDER FORM

BOOTH #:

DISCOUNT DEADLINE DATE: Friday November 6, 2015

CONTACT NAME:

PHONE #:

PRICE LIST

QTY	DESCRIPTION	DISCOUNT PRICE \$	STANDARD PRICE \$	Total \$
	7" x 11" Foamcore Sign	\$20.00	\$24.00	
	7" x 44" Foamcore Sign	\$31.00	\$37.20	
	11" x 14" Foamcore Sign	\$31.00	\$37.20	
	14" x 22" Foamcore Sign	\$40.00	\$48.00	
	14" x 44" Foamcore Sign	\$52.00	\$62.40	
	22" x 28" Foamcore Sign	\$75.00	\$90.00	
	28" x 44" Foamcore Sign	\$115.00	\$138.00	
	24" x 60" Banner with Grommets	\$80.00	\$96.00	
	40" x 60" Banner with Grommets	\$100.00	\$120.00	
	48" x 60" Banner with Grommets	\$120.00	\$144.00	
	48" x 120" Banner with Grommets	\$140.00	\$168.00	
	Cardboard Easel Back	\$5.00	\$6.00	

BACKGROUND COLOR: White is provided if no color is selected.

- Black Green White
- Blue Red Yellow
- Other: _____

COPY COLOR: Black is provided if no color is selected.

- Black Green White
- Blue Red Yellow
- Other: _____

All standard sign prices include text/copy placement in the color selected and is applied on a single side.

CUSTOM SIGNS

APA Exposition Services can provide you with:

-Graphic Design	-Vinyl Lettering
-Logo Reproduction	-Backlit Graphic Headers

COMPLETE COPY

Please Print/Attach a layout to this form if necessary.

YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET

For custom work quotes contact info@apaexpo.com. File submission requirements can be found on the next page.

SUBTOTAL	
7% TAX	
TOTAL	

PAYMENT IN FULL, INCLUDING TAX, MUST ACCOMPANY ORDER AND BE RECEIVED BY OUR OFFICE BY THE DEADLINE DATE TO QUALIFY FOR DISCOUNTED RATES. PLEASE COMPLETE THE PAYMENT POLICY FORM IN THIS PACKET. CANCELLATION AFTER THE DISCOUNT DATE WILL RESULT IN A CHARGE TO EQUAL 50% OF THE PREVAILING SHOW RATE. CANCELLATION AFTER INSTALLATION WILL RESULT IN 100% OF THE CHARGE. REQUESTS RECEIVED AFTER THE DEADLINE WILL BE CHARGED THE STANDARD RATE. CHOICES OF COLORS NOT INDICATED WILL BE SELECTED WITH SHOW COLORS.

Notice of Intent to Use Exhibitor Appointed Contractor

SHOW NAME: _____

SHOW DATES: _____

COMPANY NAME: _____

BOOTH #: _____

CONTACT NAME: _____

CONTACT SIGNATURE: _____

PHONE #: _____

PLEASE FILL OUT THIS FORM COMPLETELY AND RETURN TO APA EXPOSITION SERVICES BY THE ADVANCED DISCOUNT DEADLINE DATE. PLEASE BE AWARE THAT AN EXHIBITOR APPOINTED CONTRACTOR (EAC) IS A COMPANY OTHER THAN THE OFFICIAL CONTRACTORS LISTED IN THE EXHIBITOR MANUAL THAT WILL BE SUPPLYING SERVICES (PLANT/FLOREAL, AUDIO VISUAL, EXHIBIT INSTALLATION & DISMANTLING LABOR). EXHIBITORS WHO CHOOSE TO USE AN EAC MUST FILL OUT THIS FORM. EACS MUST CONFORM TO SHOW, FACILITY AND UNION REGULATIONS LISTED ON THE EAC RULES AND REGULATION PAGES IN THIS MANUAL. APA EXPOSITION SERVICES RESERVES THE RIGHT TO EXCLUDE ANY EAC THAT DOES NOT PROVIDE PROPER INSURANCE DOCUMENTATION OR EXHIBITS ABNORMAL LABOR PRACTICES ON THE SHOW FLOOR.

CONTACT/DISPLAY HOUSE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

DESCRIPTION OF PROPOSED SERVICES: _____

SHOW NAME: NACE Dept of Defense Corrosion Conference 2015

SHOW DATES: November 15-19, 2015

COMPANY NAME: _____

BOOTH #: _____

CONTACT NAME: _____

PHONE #: _____

PAYMENT MUST ACCOMPANY ORDER FORM

DISCOUNT DEADLINE DATE: Friday November 6, 2015

DISPLAY LABOR RATES: ONE HOUR MINIMUMS APPLY AND CHARGED IN HALF HOUR INCREMENTS THEREAFTER

DESCRIPTION	TIME FRAME	DISCOUNTED PRICE \$	STANDARD PRICE \$
STRAIGHT TIME	8AM-4:30PM WEEKDAYS	\$74.00	\$85.00
OVERTIME	4:30PM-8AM WEEKDAYS, ALL DAY SATURDAY	\$115.00	\$125.00
DOUBLETIME	ALL DAY SUNDAY & HOLIDAYS	\$140.00	\$170.00

- STANDARD PRICES WILL APPLY FOR ALL ON-SITE ORDERS AND ORDERS PLACED AFTER THE DEADLINE DATE.
- PLEASE BE AWARE OF ALL UNION LABOR REGULATIONS, INSTALL & DISMANTLE TIMES PRIOR TO MOVE IN.
- PRICE IS PER PERSON PER HOUR & EXHIBITORS MUST CHECK LABOR IN AND OUT AT SERVICE DESK.
- LABOR MUST BE CANCELLED IN WRITING 24HRS IN ADVANCE. NO SHOWS ARE CHARGED ONE HOUR PER PERSON ORDERED.

INSTALLATION LABOR: CHECK SERVICE PREFERRED

APA EXPOSITION SERVICES SUPERVISED LABOR

- INSTALLATION OF EXHIBIT WILL BE AT OUR DISCREPANCY PRIOR TO SHOW OPENING.
- 30% PREMIUM WILL BE CHARGED TO APPROPRIATE LABOR RATES.
- PLEASE ATTACH ALL SET UP PLANS & SHIPPING INFO.

Emergency Contact Name: _____ Phone Number: _____

EXHIBITOR SUPERVISED LABOR

- EXHIBITOR SUPERVISOR/ REPRESENTATIVE MUST BE PRESENT DURING SET UP.
- LABOR WILL BE INVOICED FROM START TIMES LISTED BELOW. NO EXCEPTIONS.
- EXHIBITORS MUST CHECK LABOR IN/OUT AT SERVICE DESK.

DATE	START TIME EST AM/PM	# OF PEOPLE	X	APPROX. HRS/PERSON	=	ESTIMATED TOTAL HOURS	X	RATE \$	=	SUBTOTAL \$
			X		=		X		=	
			X		=		X		=	

DISMANTLING LABOR

DATE	START TIME EST AM/PM	# OF PEOPLE	X	APPROX. HRS/PERSON	=	ESTIMATED TOTAL HOURS	X	RATE \$	=	SUBTOTAL \$
			X		=		X		=	
			X		=		X		=	

YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET

X _____
AUTHORIZED SIGNATURE

PRINT AUTHORIZED NAME DATE

SUBTOTAL	\$
APA 30% (IF APPLICABLE)	\$
7% TAX	\$
TOTAL	\$

LABOR ORDER FORM

Official Service Contractors & Exhibitors Appointed Contractors

OFFICIAL SERVICE CONTRACTORS:

SHOW MANAGEMENT HAS SELECTED APA EXPOSITION SERVICES AS THE OFFICIAL SHOW CONTRACTOR/SUPPLIER. AS SUCH, APA EXPOSITION SERVICES WILL INSURE THE FOLLOWING:

- AN ORDERLY & EFFICIENT INSTALLATION & DISMANTLING OF THE EXPOSITION
- OVERSEE THE POLICIES SET FORTH BY THE LABOR UNIONS, FACILITY & SHOW MANAGEMENT
- OVERSEE THAT THE WORK ENVIRONMENT IS KEPT IN A SAFE AND SATISFACTORY CONDITION
- ENSURE THAT ALL SUB-CONTRACTORS HAVE THE SET TYPE AND LIMITS OF INSURANCE
- PROVIDE SUFFICIENT LABOR FOR THE EXHIBITORS AND EXPOSITION

EXHIBITOR APPOINTED CONTRACTOR (EAC):

An exhibitor may employ the services of an Exhibitor Appointed Contractor (EAC) to install and dismantle their display, providing the exhibitor and the independent installation and dismantling contractor comply with the following:

- The exhibitor must notify APA Exposition Services of their intent to use an EAC by the ADVANCED DISCOUNT DEADLINE by furnishing the name, address, telephone number and onsite contact person who will be in charge of the job. Please complete the enclosed Third Party Authorization Form.
- The EAC must have all licenses, permits or bonding required by the federal, state, county or municipal governments and the Exhibit Hall management prior to commencing work and shall provide APA Exposition Services with evidence of this compliance.
- The EAC must provide APA Exposition Services with a copy of a valid insurance certificate by the ADVANCE DISCOUNT DEADLINE, as proof that the EAC has valid insurance. We require that this insurance be maintained at a financially sound insurance company admitted and licensed to provide insurance in the state where the EAC is located for the following coverage limits:
 1. Comprehensive General Liability with a \$2,000,000.00 combined single limit for bodily injury and property damage, which names APA Exposition Services as additionally insured. This policy should include coverage for premises/operations, contractual liability, broad form property damage liability, products liability, if a product is provided, and personal injury liability, if guard services are provided.
 2. Workers Compensation/Occupational Disease with at least \$100,000 in coverage, and meet the requirements established by the State in which the exhibition is being held.
 3. Employers' liability insurance with minimum limits of \$100,000 per accident.
 4. Comprehensive General Automobile liability insurance covering owned, non-owned and hired vehicles. The policy should include loading and unloading, hazards with bodily injury limits of \$50,000 and property damage limits of \$500,000.

Failure to comply with these regulations by the above deadline will result in the use of the OFFICIAL Show Contractor Labor at standard rates/on site rates.

We also ask that the certificate of insurance contain a specific provision requiring that we be notified in writing in advance of any cancellation, non-renewal or material change.

- The EAC must follow the scheduled work times or pay any additional cost incurred because of extended hours.
- The EAC must furnish APA Exposition Services with the names of all employees who will be working on the show floor.
- The EAC must not solicit business on the show floor.
- The EAC must confine his operation to the exhibit area of his client.
- The EAC must comply with the labor agreements and practices, and must not commit or allow to be committed by persons in the employment, any acts that could lead to work stoppages, strikes or labor problems.
- The EAC must coordinate their activities with the service contractor.

COMMON CARRIERS & AIR CARRIERS

Delivery Hours: Monday-Friday, 8:00AM - NOON / 1:00PM - 4:00PM

- Dock Height trucks **ONLY!**
**Non-Dock height trucks subject to additional charges*

SPECIALIZED POINT TO POINT GROUND CARRIERS

(e.g. Van Lines, etc)

- Drivers must have two certified scale tickets, a light and heavy ticket for each shipment
- Must call 24 hours before delivery to make an appointment. This will insure efficient unloading of specialized shipments and greatly reduce waiting time for the carrier.
- Appointments for unloading will be scheduled between the hours of 8:00AM - NOON / 1:00PM - 4:00PM. The availability of time slots will be determined by APA Receiving Personnel.
- Driver must have proper, legible bill of lading, stating Show Name, Exhibitor and Booth Number. APA must have a copy of the bill of lading.
- The bill of lading must include a total piece count.
- **Any carrier who fails to schedule a delivery appointment or does not show up at their appointment time will experience a significant delay in the unloading process and may be required to return for the next day's schedule. A \$40.00 rescheduling charge will also be applied.**

**Please contact APA Customer Service at
412.681.3110 to make an appointment 24
hours prior to schedule delivery time.**

**Make sure you notify your carrier that an
appointment is required 24 hours in advance of
delivery.**

Thank you for your assistance.

SHOW NAME: NACE Dept of Defense Corrosion Conference 2015

SHOW DATES: November 15-19, 2015

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

PAYMENT MUST ACCOMPANY ORDER FORM

DISCOUNT DEADLINE DATE: Friday November 6, 2015

PLEASE INDICATE SERVICE REQUESTED WITH AN "X" IN THE APPROPRIATE BOX

SERVICE A

ADVANCE RECEIVING AT APA WAREHOUSE FOR SHIPMENTS OVER 35 LBS.

- Receive & store equipment up to 4 weeks prior to the show dates (no loose material)
- Deliver materials to designated show site exhibit space
- Remove empty containers from show floor and return at close
- Remove & ship exhibit materials to designated carriers
- Receiving hours are Monday thru Friday 8AM - 4PM. Surcharges may apply for off target deliveries.

ADVANCE DISCOUNT RATE: \$78.00 / HUNDRED WEIGHT (CWT) + 7% SALES TAX (200 LBS MINIMUM)

STANDARD RATE: \$86.00 / HUNDRED WEIGHT (CWT) + 7% SALES TAX (200 LBS MINIMUM)

SERVICE B

DIRECT SHIPMENT TO SHOW SITE OVER 35 LBS.

- Shipments received only during exhibit set up hours
- Deliver materials to designated show site exhibit space
- Remove empty containers from show floor and return at close
- Remove & ship exhibit materials to designated carriers
- Surcharges may apply for off target deliveries

STANDARD RATE: \$66.00 / HUNDRED WEIGHT (CWT) + 7% SALES TAX (200 LBS MINIMUM)

SERVICE C

- Advanced Warehouse Delivery**
- Show Site Delivery**

SMALL PACKAGE RATE DESIGNED FOR SHIPMENTS UNDER 35 LBS.

- Designed to allow you to ship smaller packages without the 200lbs minimum
- Defined as a shipment containing pieces under 35 lbs. (UPS, FedEx, DHL)
- These shipments are usually delivered without receipts or freight bills and not palletized

STANDARD RATE: \$25.00 / PIECE + 7% SALES TAX (35 LBS MAXIMUM)

SERVICE D

PRIVATE VEHICLE DELIVERIES TO SHOW SITE (POVS)

- Exhibitors with privately owned vehicles are subject to charges for on-site deliveries
- Includes vans, SUVs and cars. Box trucks are not considered POVs (see SERVICE B)
- APA reserves the right to adjust charges based on size and content of vehicles
- Includes (1) Teamster delivering (1) trip to booth space installation and dismantling
- Based on a 10ft X 10ft booth space during exhibitor set up times only

STANDARD RATE: \$65.00 / TRIP + 7% SALES TAX

PLEASE CONTINUE TO MATERIAL HANDLING FORM A2

MATERIAL HANDLING RATE CALCULATION:

- **SERVICE A** and **SERVICE B** rates are based on a per hundred weight charge on the actual weight of the inbound shipment rounded to the next 100 lbs (for example: 225 lbs = 300 lbs). Weights of 200 lbs or less should be calculated at 200 lbs minimum. Surcharges may apply to late or off target shipments (arriving before or after exhibitor set up times, late warehouse deliveries, saturday or holdiai deliveries).
- **SERVICE C** rates are based on a per piece count on materials under 35 lbs. This rate was developed to allow you to ship small packages without incurring a 200 lbs minimum charge at the warehouse or at the show site. For example, if you would 'split' a shipment or send a non-palletized delivery (UPS, FedEx, and DHL), you would incur a 200 lbs minimum charges per shipment on each delivery (although poundage may not exceed 35 lbs). SERVICE C allows you to ship a small package after your larger shipment has arrived without the additional charges. Please call our offices for more information.
- **SERVICE D** rates are based on per trip/10ftX10ft booth space. A 20ft X 10ft booth space would be 2X the published rates.
- Consolidate shipments to save on additional charges. Try to consolidate your shipments into one delivery date and avoid surcharges.

PLEASE USE THE FOLLOWING TABLE TO ESTIMATE YOUR CHARGES.
(THIS IS FOR ESTIMATING PURPOSES ONLY AND DOES NOT REPRESENT A FINAL INVOICE)

SERVICES A & B

TOTAL WEIGHT ÷ 100	X	RATE/CWT	=	SUBTOTAL	X	1.07 SALES TAX	=	TOTAL \$ <i>(200LBS MINIMUM)</i>
LBS ÷ 100=	X	\$	=	\$	X	\$	=	
LBS ÷ 100=	X	\$	=	\$	X	\$	=	

SMALL PACKAGE SERVICE C

NO. OF SMALL PACKAGES	X	RATE/PKG	=	SUBTOTAL	X	1.07 SALES TAX	=	TOTAL \$
	X	\$	=	\$	X	\$	=	

SERVICE D

NO. OF TRIPS / 10x10 SPACE	X	RATE/TRIP	=	SUBTOTAL	X	1.07 SALES TAX	=	TOTAL \$
	X	\$	=	\$	X	\$	=	

YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET

Heavy equipment or machinery which requires cranes, oversized forklifts and specialized rigging equipment for unloading will need to be coordinated well in advance with APA Exposition Services. Please refer to the HEAVY MACHINERY/RIGGING SERVICES FORM in this packet, if applicable.

PAYMENT IN FULL, INCLUDING TAX, MUST ACCOMPANY ORDER AND BE RECEIVED BY OUR OFFICE BY THE DEADLINE DATE TO QUALIFY FOR DISCOUNTED RATES. PLEASE COMPLETE THE PAYMENT POLICY FORM IN THIS PACKET. LOOSE SHIPMENTS WILL NOT BE ACCEPTED AT THE ADVANCED WAREHOUSE LOCATION. SHIPMENTS MUST BE SENT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED AND WILL BE THE RESPONSIBILITY OF THE EXHIBITOR TO RESCHEDULE AND PAY ANY COSTS INCURRED. THE CONSIGNMENT OR DELIVERY OF MATERIALS TO APA WILL BE CONSTRUED AS AN ACCEPTANCE OF SERVICES BY THE EXHIBITING COMPANY AND PAYMENT WILL BE DUE PER APA PAYMENT POLICY. OUTBOUND FRIEGHT MAY BE FORCED TO THE SHOW CARRIER AND SENT COLLECT IF AN OUTBOUND CARRIER IS NOT SELECTED OR DOES NOT CHECK IN AT THE DESIGNATED TIMES. ALL MATERIALS WILL BE CHARGED AT 200LBS PER SHIPMENT MINIMUM.

SHOW NAME: NACE Dept of Defense Corrosion Conference 2015

SHOW DATES: November 15-19, 2015

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

(PLEASE COMPLETE):

OUTBOUND SHIPPING INFO

SHIPPING FROM	SHIPPER / EXHIBITOR NAME	
	BILLING ADDRESS	
	CITY / STATE / ZIP	
	PHONE NUMBER	

SHIPPING TO	COMPANY NAME	
	DELIVERY ADDRESS	
	CITY / STATE / ZIP	
	ATTN	
	PHONE NUMBER	
	SPECIAL INSTRUCTIONS	

EXHIBITORS ARE RESPONSIBLE FOR:

- PACKING & LABELING THE SHIPMENT
- RETURNING THE COMPLETED BILLS OF LADING TO THE SERVICE DESK
- CONTACTING YOUR CARRIERS WITH PICK UP GUIDELINES AND TIMES

CHECK METHOD OF SHIPMENT

UPS:

ACCT#: _____

- NEXT DAY
- 2ND DAY
- GROUND 5-7 DAYS

FED EX:

ACCT#: _____

- NEXT DAY
- 2ND DAY
- ECONOMY 3 DAY

AIR FREIGHT:

TYPE OF SERVICE: _____

NAME OF CARRIER: _____

VAN LINE:

NAME OF CARRIER: _____

COMMON CARRIER 5-7 DAYS:

NAME OF CARRIER: _____

IMPORTANT NOTES

- OUTBOUND INFORMATION SHOULD BE FILLED OUT COMPLETELY AND RETURNED TO APA.
- ALL SHIPMENTS MUST ARRIVE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.
- BE AWARE OF DEADLINE DATES AS WELL AS EXHIBIT SET UP AND DISMANTLE TIMES. SURCHARGES MAY APPLY FOR OFF TARGET AND SPECIAL HANDLING.
- ALL IN & OUT BOUND SHIPMENTS MUST HAVE A BILL OF LADING. OUTBOUND BILLS OF LADING MUST BE FILLED OUT AND RETURNED TO A REPRESENTATIVE OF APA, INC AT THE SERVICE DESK AREA. IF NO RETURN INFORMATION IS PROVIDED, MATERIALS WILL BE FORCED TO THE SHOW CARRIER. EXHIBITORS WILL BE RESPONSIBLE FOR ADDITIONAL CHARGES.
- IF DESIGNATED CARRIERS ARE TO BE USED, IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO SCHEDULE THE PICK UP AT THE APPROPRIATE TIMES. IF THAT CARRIER FAILS TO ACCEPT THE SHIPMENT AT THE REQUIRED TIME, THE MATERIALS WILL BE SENT COLLECT WITH THE SHOW CARRIER. EXHIBITORS WILL BE RESPONSIBLE FOR ADDITIONAL CHARGES.
- ALL OUTGOING MATERIALS WILL BE SHIPPED COLLECT UNLESS OTHERWISE INSTRUCTED.

OUTBOUND SHIPPING

SHOW NAME: NACE Dept of Defense Corrosion Conference 2015

SHOW DATES: November 15-19, 2015

COMPANY NAME: _____

BOOTH #: _____

CONTACT NAME: _____

PHONE #: _____

PAYMENT MUST ACCOMPANY ORDER FORM

DISCOUNT DEADLINE DATE: Friday November 6, 2015

STANDARD GREEN LIVE PLANTS

QTY	DESCRIPTION	DISCOUNT PRICE \$	STANDARD PRICE \$	SUBTOTAL \$
	BOSTON FERN - SMALL POTTED	\$50.00	\$75.00	
	BOSTON FERN - HANGING POT	\$65.00	\$85.00	
	2FT - 3FT POTTED PLANT	\$65.00	\$85.00	
	3FT - 4FT POTTED PLANT	\$85.00	\$100.00	
	4FT - 5FT POTTED PLANT	\$100.00	\$120.00	
	5FT - 7FT POTTED PLANT	\$140.00	\$185.00	

SOME VARIETY OF PLANTS ARE ONLY AVAILABLE WHILE IN-SEASON. PLEASE CALL US WITH SPECIAL NEEDS OR QUESTIONS. ALL PLANT RENTALS INCLUDE CONTAINER. PLANTS NOT RETURNED WILL BE CHARGED AN ADDITIONAL 50% RENTAL CHARGE.

CUSTOM FLORAL ARRANGEMENT / FLOWERS

QTY	DESCRIPTION	DISCOUNT PRICE \$	STANDARD PRICE \$	SUBTOTAL \$
	SMALL MUM	\$30.00	\$45.00	
	LARGE MUM	\$45.00	\$65.00	
	CUT FLOWER ARRANGEMENT	\$85.00	\$105.00	
	CUSTOM FLOWER ARRANGEMENT	\$115.00	\$145.00	

SOME VARIETY OF PLANTS ARE ONLY AVAILABLE WHILE IN-SEASON. PLEASE CALL US WITH SPECIAL NEEDS OR QUESTIONS. ALL PLANT RENTALS INCLUDE CONTAINER. PLANTS NOT RETURNED WILL BE CHARGED AN ADDITIONAL 50% RENTAL CHARGE.

YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET

If you do not see a specific item on this form, please call our office or email us at info@apaexpo.com Visit our website at www.apaexpo.com to view our products. Thank you.

SUB-TOTAL	
7% TAX	
TOTAL	



RUSH

DELIVER ON: SUNDAY NOV 15, 2015 / MONDAY NOV 16, 2015

**WYNDHAM GRAND PITTSBURGH
600 COMMONWEALTH BLVD
PITTSBURGH PA, 15222
412-391-4600**

SHOW SITE

TO: _____

BOOTH: _____ # OF PCS. _____ OF _____

CARRIER: _____

Please use the labels below for any advanced or direct shipments handled by APA Exposition Services. Feel free to copy them as needed.

SHIPPING LABELS



RUSH

DELIVER ON: SUNDAY NOV 15, 2015 / MONDAY NOV 16, 2015

**WYNDHAM GRAND PITTSBURGH
600 COMMONWEALTH BLVD
PITTSBURGH PA, 15222
412-391-4600**

SHOW SITE

TO: _____

BOOTH: _____ # OF PCS. _____ OF _____

CARRIER: _____

Please use the labels below for any advanced or direct shipments handled by APA Exposition Services. Feel free to copy them as needed.



RUSH

DEADLINE DATE: FRIDAY NOVEMBER 6, 2015

**C/O: APA EXPOSITION SERVICES
20 - 39TH STREET
PITTSBURGH, PA 15201**

WAREHOUSE

TO: _____

BOOTH: _____ # OF PCS. _____ OF _____

CARRIER: _____

Please use the labels below for any advanced or direct shipments handled by APA Exposition Services. Feel free to copy them as needed.

SHIPPING LABELS



RUSH

DEADLINE DATE: FRIDAY NOVEMBER 6, 2015

**C/O: APA EXPOSITION SERVICES
20 - 39TH STREET
PITTSBURGH, PA 15201**

WAREHOUSE

TO: _____

BOOTH: _____ # OF PCS. _____ OF _____

CARRIER: _____

Please use the labels below for any advanced or direct shipments handled by APA Exposition Services. Feel free to copy them as needed.

SHOW NAME: NACE Dept of Defense Corrosion Conference 2015

SHOW DATES: November 15-19, 2015

COMPANY NAME: _____

BOOTH #: _____

CONTACT NAME: _____

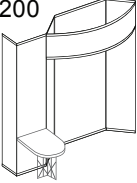
PHONE #: _____

PAYMENT MUST ACCOMPANY ORDER FORM

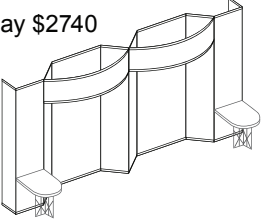
DISCOUNT DEADLINE DATE: Friday November 6, 2015

SELECT YOUR EXHIBIT

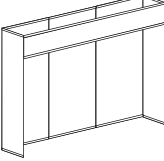
10' Display \$1200



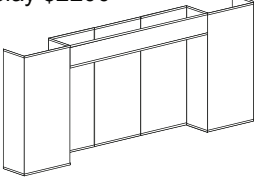
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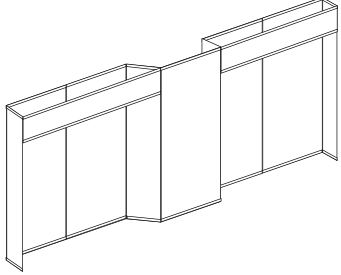
10' Display \$1100



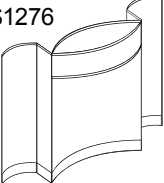
20' Display \$2200



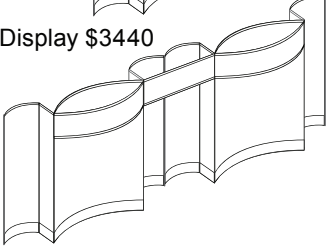
20' Display \$2200



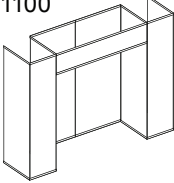
10' Display \$1276



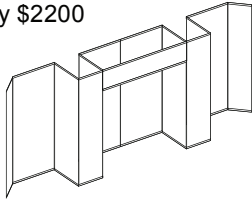
20' Display \$3440



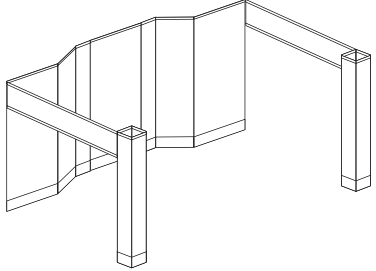
10' Display \$1100



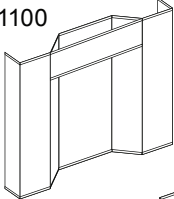
20' Display \$2200



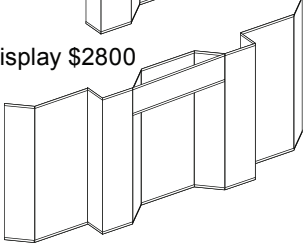
20' Display \$3677



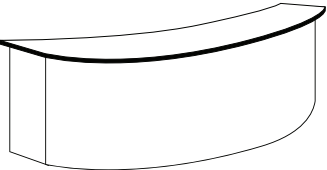
10' Display \$1100



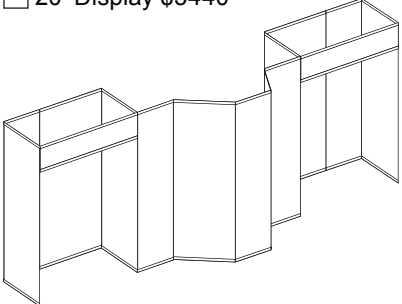
20' Display \$2800



4' Counter \$545



20' Display \$3440



Custom Graphics Available

All display rentals include set up labor and dismantle labor. White inlay panels are provided or custom color inlays are available for an additional charge.

SUMMARY OF CHARGES

Please estimate your charges with the following table. This sheet does not represent an invoice, it is for your estimation purposes only.

Description	SubTotal \$
Drayage Services	
Furniture Rental	
Plant Rental	
Graphics/Signage	
Carpet/Padding	
Installation/Dismantling Labor	
Audio Visual Rentals	
Sign Hanging	
Forklift/ Booth Rigging	
Display Rentals	
Misc.	
<input type="checkbox"/> YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET	SUBTOTAL:
	7% TAX:
	TOTAL:

PAYMENT IN FULL, INCLUDING TAX, MUST ACCOMPANY ORDER AND BE RECEIVED BY OUR OFFICE BY THE DEADLINE DATE TO QUALIFY FOR DISCOUNTED RATES. PLEASE COMPLETE THE PAYMENT POLICY FORM IN THIS PACKET. CANCELLATION AFTER THE DISCOUNT DATE WILL RESULT IN A CHARGE TO EQUAL 50% OF THE PREVAILING SHOW RATE. CANCELLATION AFTER INSTALLATION WILL RESULT IN 100% OF THE CHARGE. REQUESTS RECEIVED AFTER THE DEADLINE WILL BE CHARGED THE STANDARD RATE. CHOICE OF COLOR NOT INDICATED WILL BE SELECTED WITH SHOW COLORS.





CREDIT CARD AUTHORIZATION FORM

I am authorizing the Wyndham Grand Pittsburgh to charge the credit card below for the following charges (please check all that apply):

Please complete this form scan back to your Wyndham contact. Please ensure that this form is filled in its entirety in order for us to process your request. Once received your Wyndham representative will call for credit card numbers. Thank you for your time.

Guest/Group Name: _____

___ All charges ___ Room & tax ___ Food ___ Beverage ___ Parking ___ Phone ___ AV

Arrival Date: _____ Departure Date: _____
(Please attach a list if for more than one person)

___ Banquet charges
(Includes food, beverage, meeting room rental, audio-visual and telephone lines)

___ Payment for the following: **Room Attrition or Cancellation Damages**
-Hotel will apply charges to this credit card only if one of the above terms apply.

By signing below, I am authorizing the Wyndham Grand Pittsburgh to charge this credit card for the above charges listed, under the terms specified on this form.

AMEX/VISA/MC/DC/DISC/CB Card # _____ Exp. Date _____

Print Name _____ Signature _____
As It Appears on the Card

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Thank You for choosing the Wyndham Grand Pittsburgh

600 Commonwealth Place, Pittsburgh, PA 15222



Phone Lines

DID Instillation \$225 one time fee per phone line.

DID Room Location & Placement	
Dates for DID Phone Line	
DID Room Location & Placement	
Dates for DID Phone Line	
DID Room Location & Placement	
Dates for DID Phone Line	

Standard in house phone. You will be able to call locations within the hotel but not an outside line.

In House Phone
Dates for In House Phone Line

Internet

Hard Wire Internet Line \$150 per line.

Internet Line Location &	
Dates for Internet	
Internet Line Location &	
Dates for Internet	

Wireless internet is \$15.00 per user up to 75 users.

Please contact Convention Services for groups larger than 75 guests.

Internet Location & Placement	
Dates for Internet	
Internet Location & Placement	
Dates for Internet	

Miscellaneous

Item	Quantity	Price	Total	Page 5 Total
Additional 6' Table		\$ 50.00	\$ -	-
Banner		\$ 125.00	\$ -	
Easel		\$ 15.00	\$ -	

Return to: Tanya McKee

412-560-1754

tmckee@wyndham.com

Signature: _____

Date: _____

Electrical Order Form

Ordering Notes: If 24 Hour Service is Required double electrical outlet or Electrical service Connection Charge.

There is a minimum labor charge of (1) hour for hook-up and 1/2 hour to dismantle.

Rates for higher wattages, volt, or special lighting on request special hanging or instillation done on time and material basis.

Electrical Outlets

120 Volts	Quantity	Order Price	Day Of Price
0 – 500 WATTS (5 AMPS)		\$ 50.00	\$ 70.00
500 – 1000 WATTS (10 AMPS)		\$ 60.00	\$ 80.00
1001 – 1500 WATTS (15 AMPS)	6	\$ 80.00	\$ 90.00
1501 – 2000 WATTS (20 AMPS)		\$ 100.00	\$ 120.00

Electrical Connections

Approximately 208V A.C. 2000	Quantity	Order Price	Day Of Price
200 VOLTS SINGLE PHASE			
20 AMPS		\$ 105.00	\$ 125.00
30 AMPS		\$ 125.00	\$ 150.00
60 AMPS		\$ 300.00	\$ 400.00
100 AMPS		\$ 500.00	\$ 600.00
200 VOLTS THREE PHASE			
15 AMPS		\$ 100.00	\$ 115.00
20 AMPS		\$ 120.00	\$ 135.00
30 AMPS		\$ 140.00	\$ 150.00
40 AMPS		\$ 180.00	\$ 200.00
50 AMPS		\$ 200.00	\$ 220.00
60 AMPS		\$ 220.00	\$ 240.00
100 AMPS	1	\$ 300.00	\$ 350.00

LIGHTING EQUIPMENT (Including Current Consumed)

	Quantity	Order Price	Day Of Price
150 WATT FLOOD LIGHT		\$ 45.00	\$ 65.00
300 WATT FLOOD LIGHT		\$ 55.00	\$ 75.00
300 WATT QUARTZ LIGHT		\$ 65.00	\$ 85.00

EXTENSION CORDS (Electricity Not Included)

	Quantity	Order Price	Day Of Price
SINGLE OUTLET		\$ 17.00	\$ 17.00
QUAD OUTLET/POWER STRIP		\$ 24.00	\$ 24.00

LABOR

	Date & Hours	Order Price
ST Mon – Fri 8:00am-4:30pm (Except Holidays)		\$ 45.00
OT Mon-Fri 4:30pm-8:00am (Sat/Sun/ Holidays)		\$ 90.00

Group Name	BI Worldwide/GM	Exhibitor	
Total Price	\$ -	Address	
Booth Number		Phone Number	
Meeting Room Name		E-Mail Address	

Notes:

Set up Date & Time:		Tear Down Time/Date	
Signature		Date	



Simplify Your Shipping Solutions

with UPS Trade Show Services



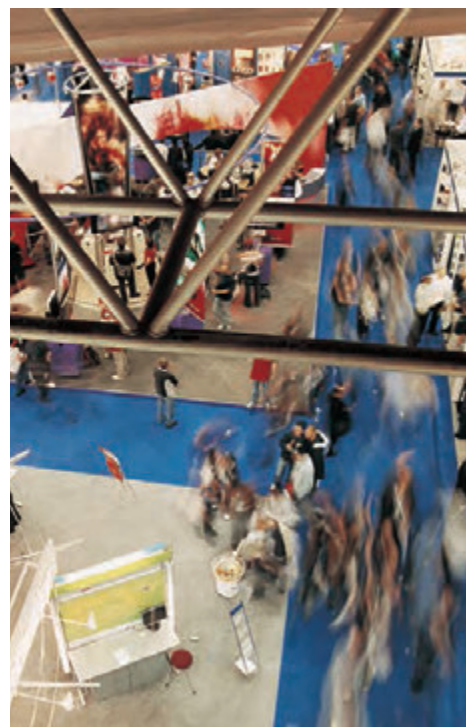
UPS Trade Show Services

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.
- On-time performance backed guarantee, ensures that your shipment will arrive at the trade show event or it's free*.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services include ground or air service, as well as guaranteed and time-definite expedited services.
- Coordinated package and freight pickups at the show help get you to the airport on time.



Full range of services

Expedited

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package

- On-site coordination of package and freight shipping

Tips for smoother tradeshow shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number, show name, contractor name, and phone number on bill of lading and on freight and package labels.

Range of services from the carrier you know and trust

Freight services:

- North American Ground and Air
- International Air, Ocean and Brokerage

Package services:

- Ground
- Air
- International

Online resources:

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

For more information please contact:

Tradeshow Services at 800.988.9889 or via e-mail at upsfreighttradeshow@ups.com

* Based on standard LTL service. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Customized rate shipments are eligible for a "fee-based" guaranteed service. Certain restrictions apply. See UPS Freight's rules tariff for more information.

