



Dear MAAUA Exhibitor:

STETSON CONVENTION SERVICES, INC. (SCS) is pleased to be your Official Service Contractor for the Mid-Atlantic Section of the American Urological Association 68th Annual Meeting on September 23-25 at Nemaocolin Woodlands Resort. Please read the enclosed rules and regulations as well as the terms and conditions to ensure a successful and enjoyable show. Also enclosed are equipment rental and service order forms for your information and use. See below for navigation tools. If you have any questions or require an item not included in this manual, please contact SCS Exhibitor Services. We look forward to working with you.

Jaime Myers
Exhibitor Services Manager
jaime@stetsonexpo.com

SHOW INFORMATION

[Important Dates & Booth Equipment](#)
[Show Site Work Rules](#)

PAYMENT TERMS & CONDITIONS

[Terms & Conditions](#) [Conditions for EAC](#)
[Payment Authorization Form](#) [3rd Party Authorization Form](#)

RENTAL ORDER FORMS (these items will be processed pre-show)

[General FAQs](#) [Furniture Order Form](#)
[Accessory Order Form](#) [Carpet Order Form](#)
[Cleaning Order Form](#) [Display Order Form](#)
[Floral Order Form](#)

SERVICE ORDER FORMS (these items are an estimate and will be processed at show site)

[Signage Order Form](#) [Labor Order Form](#)

FREIGHT HANDLING

[Drayage Services & Guidelines](#) [Warehouse Shipping Labels](#)
[Freight Handling Terms](#) [Show Site Shipping Labels](#)
[Freight Handling FAQs](#) [Shipping with ADCOM Worldwide](#)
[Freight Handling Estimation](#)

FACILITY PROVIDED SERVICES (please mail or fax these forms directly to Nemaocolin Woodlands)

[Electric Order Form](#) [Internet Order Form](#) [AV Order Form](#)

OFFICIAL SERVICE CONTRACTOR:

Stetson Convention Services
2900 Stayton Street
Pittsburgh, PA 15212
Phone: (412) 223-1090
Fax: (412) 223-1094
jaime@stetsonexpo.com

FACILITY:

Nemaocolin Woodlands Resort
1001 Lafayette Dr.
Farmington, PA 15437

PREFERRED CARRIER:

ADCOM Worldwide
(800) 486-7447
www.adcomworldwide.com

SHIPPING EXHIBITION MATERIALS:

ADVANCE TO WAREHOUSE:
Exhibit Company Name, Booth #
c/o Stetson Convention Services
2900 Stayton St.
Pittsburgh, PA 15212

DIRECT TO SHOW SITE:
MAAUA 2010 (Attn: Receiving Department)
c/o Stetson Convention Services
Nemaocolin Woodlands Resort
1001 Lafayette Dr.
Farmington, PA 15437



2900 Stayton St.
Pittsburgh, PA 15212
P | 412.223.1090
F | 412.223.1094
www.stetsonexpo.com

EVENT DATES:
SEPTEMBER 23-26, 2010

IMPORTANT DATES:

| | | |
|---|--|---|
| Discount Deadline | Friday, September 10 | Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate |
| Warehouse Receiving | August 16 - September 15 | Any materials received outside of these dates will incur a 25% surcharge per CWT. If your items will be arriving after the deadline, please notify Stetson of the shipment's tracking numbers and piece count to ensure the items will be loaded onto our freight trucks. |
| Exhibitor Move-in/ Show Site Receiving <small>(all shipments must arrive during these times to avoid surcharges or possible shipment refusal)</small> | Thursday, September 23 | 11:00am to 4:30pm |
| Show Hours | Thursday, September 23 Friday, September 24 Saturday, September 25 | 5:30pm to 7:30pm 7:00am to 3:45pm 7:30am to 11:10am |
| Exhibitor Move-out | Saturday, September 25 | 11:10 am to 2:00pm |
| Carrier Check-in Deadline <small>(all shipments left on the floor will be forced onto SCS' onsite carrier)</small> | Saturday, September 25 | 1:00pm |

BOOTH EQUIPMENT:

Show Colors

8' Back drape Blue/Ivory
3' Side drape Blue
*the exhibit hall is carpeted

Booth Furnishings

6' x 30" Skirted Table: blue
2 Folding Chairs
Wastebasket
Booth ID Sign





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Union jurisdictions apply for various unions working within Nemaocolin Woodlands. Please review each section, and should you have any additional questions, please call **STETSON EXHIBITOR SERVICES** at 412.223.1090.

INSTALLATION & DISMANTLING:

The **Carpenters Union** handles the installation and dismantle of display units and exhibit booths. Exhibitors requiring labor services can complete the enclosed [LABOR ORDER FORM](#).

If the individuals performing the installation work are employees of an official display house, proper insurance documentation and notification in writing must be mailed to Stetson Convention Services 30 days prior to event move-in including show name and exhibiting company.

| | | | |
|---------------|-----------------------|-----------------------|----------------------|
| HOURS: | <u>Straight time:</u> | Monday through Friday | 8:00 am to 4:30 pm |
| | <u>Overtime:</u> | Monday through Friday | 4:31 pm to 7:59 am |
| | | Saturday | 12:00 am to 11:59 pm |
| | <u>Double time:</u> | Sunday and Holidays | 12:00 am to 11:59 pm |

CARPENTERS: Carpeting: Exhibitor owned carpet must be installed by the Carpenters Union.

Displays (without tools): Exhibitors may install and dismantle their own displays that do not require the use of any battery and/or electric tools. Pop up displays may be installed by exhibitors, provided they do not exceed a 10'x 10' booth or work does not exceed 30 minutes. Only full-time exhibiting personnel may be used to install and remove displays.

Displays (with tools): Any exhibits that require the use of battery and/or electric tools, ladders or staple guns in the assembly must be performed by union personnel. Rates are indicated on the [LABOR ORDER FORM](#).

SHIPPING AND FREIGHT HANDLING:

All exhibitor materials entering Nemaocolin Woodlands during the event must be handled through Stetson Convention Services. SCS will unload all vehicles, deliver materials to your booth, remove empties and reload at the close of the show. Exhibitors are permitted to bring in material that can be hand carried by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to the dock area. Please see the enclosed shipping instructions for more information.

TEAMSTERS: Hand-Carry Items: Exhibitors are permitted to bring in materials that can be hand carried by one person in one trip, without the use of any carts or dollies from the parking garage or entrance to the exhibit hall. Any deliveries to the dock area must be handled by the Teamsters Union.

Freight Shipments: All freight shipped either in advance or to show site via a common carrier, van line, private carrier, and/or air freight must be handled by union personnel. Rates are listed on the [FREIGHT HANDLING ORDER FORM](#).

ELECTRICAL WORKERS UNION: All booth electrical work must be performed by the Electrical Workers Union. Please see enclosed [ELECTRICAL ORDER FORM](#).

PLUMBERS UNION: All air, water and gas work must be performed by the Plumbers Union.

MISCELLANEOUS:

- Exhibitors are allowed to do technical work on their machines such as fine line balancing, programming and cleaning.
- All carpet vacuuming must be performed by **STETSON** personnel.
- If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of SCS at show site immediately. Please refrain from voicing complaints directly to craft personnel.



Please read carefully: The following Terms & Conditions define the respective parties' responsibilities of the contractual agreement between Stetson Convention Services, Inc. (SCS) and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- Signature of the Payment Authorization Form or
- An order for labor, services, and/or rental equipment is placed by an Exhibitor with SCS or
- Work is performed on behalf of Exhibitor by labor secured through SCS

DEFINITIONS:

The name Stetson Convention Services, Inc. shall be construed within the meaning of this contract as Stetson Convention Services, Inc. (SCS), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors SCS may appoint. The term Exhibitor shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives and/or any Exhibitor Appointed Contractor (EAC).

PAYMENT TERMS:

Full payment, including any applicable tax, is due in advance or at show site. A \$25.00 administrative fee will be applied to any refund based on overpayment of check. All payments must be in U.S. funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional (standard) charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of SCS except where specifically identified as a sale. All SCS rentals include delivery, installation and removal from Exhibitor's booth. In case of cancellation, a one hour "per person, per hour" charge will be applied to all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all SCS rental items. It is Exhibitor's responsibility to advise SCS personnel of any problem with any orders and to check invoices for accuracy prior to the close of the exhibit. If Exhibitor is exempt from payment of sales tax, SCS requires an exemptions certificate for the state in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, SCS requires 100% prepayment of advance orders; any orders or services placed at show site must be paid at the show. For all others should there be any pre-approved unpaid balance after the close of the show, terms will be net 15 due and payable in Pittsburgh, Pa upon receipt of invoice. Effective 15 days after invoice date, any unpaid balance will bear a Finance Charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18% and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by SCS shall either be applied to reduce the principal unpaid balance or be refunded to the payer. These payment Terms & Conditions shall be governed by and construed in accordance with the Laws of the State of Pennsylvania. In the event of any dispute between Exhibitor and SCS relative to any loss, damage or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to SCS for its services as an offset against the amount of any alleged loss or damage. Any claim against SCS shall be considered a separate transaction and shall be resolved on its own merits. SCS reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that SCS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, SCS hereby provides notice that it reserves the right, and Exhibitor authorized SCS, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR TERMS & CONDITIONS RESPONSIBILITY AND INDEMNIFICATION

LABOR UNDER THE SUPERVISION OF STETSON CONVENTION SERVICES, INC:

SCS will be responsible for the performance of labor provided under this option. SCS does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under SCS' direct supervision and control. In no event shall SCS be liable for loss or damage caused by delay in labor beginning work when Exhibitor request labor to begin later than the start of the working day. SCS shall not be responsible for loss, delay or damage due to strike, lockouts and/or work stoppages, or other causes beyond SCS' reasonable control. SCS agrees to indemnify, hold harmless and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to SCS' employees, or property damage arising out of work performed by labor provided and supervised by SCS, except when Exhibitor exercises direction and/or control over the work being performed.

LABOR UNDER THE SUPERVISION OF EXHIBITOR:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through SCS in a reasonable manner as to prevent bodily injury and/or Property damage and also to direct them to work in a manner that is in compliance with SCS' Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the SCS Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. Exhibitor agrees to indemnify, hold harmless and defend SCS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to SCS employees, and/or property damage arising out of work performed by labor provided by SCS but supervised by Exhibitor. Further, the Exhibitor's indemnification of SCS includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by SCS to work in a manner that violates any of the above rules, regulations and/or ordinances.



FREIGHT HANDLING TERMS & CONDITIONS

1. SCS and its subcontractors shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
2. Relative to **inbound shipment(s)**, there may be a lapse of time between the delivery of shipment(s) to the booth by SCS or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to **outgoing shipment(s)**, it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that SCS and its subcontractors are not liable for the loss of, disappearance of or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are SCS and its subcontractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to SCS or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. SCS and its subcontractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless 14 days advance notice has been given to SCS in time to obtain the proper equipment.
4. SCS and its subcontractors shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including but without limitation to, strikes, labor disputes, lockouts or work stoppages of any kind, fire theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities and other events of force of nature.
5. SCS and its subcontractors shall not be liable for ordinary wear and tear in handling of equipment.
6. It is understood that SCS and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by SCS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that SCS and its subcontractors do not provide for full liability should loss or damage occur. In the event that SCS or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.10 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by SCS, its subcontractors or their employees.
7. Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site.
8. SCS and its subcontractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including but not limited to, delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the Exhibitor's materials.
9. Claims for loss or damage must be submitted to SCS immediately at show site, and in any case not later than thirty (30) business days after the conclusion of the event. Any and all claims reported after thirty (30) days will be rejected. No suit or action shall be brought against SCS or its subcontractors more than one year after the cause of action accrues.
10. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that SCS and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of SCS or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that SCS or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
11. SCS and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS, FedEx, DHL or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
12. Empty container labels will be available at the SCS Exhibitor Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY. SCS assumes no responsibility for error in preceding procedures, removal of containers with old empty labels and without SCS labels or improper information on labels. SCS and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
13. In order to expedite removal of freight from the show site, SCS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. SCS assumes no liability as a result of such rerouting or handling.
14. The Exhibitor agrees, in the event of a dispute with SCS or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to SCS for freight handling services or any other services provided by SCS or its subcontractors as an offset against the amount of the alleged loss of damage. Instead, the Exhibitor agrees to pay SCS prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against SCS or its subcontractors shall be pursued independently by the Exhibitor as completely separate.

The placing of an order for the services of tradesmen and women and the use of equipment by an Exhibitor or any agent of the Exhibitor shall be construed as an offer subject to acceptance and approval of SCS in its sole discretion. Upon SCS' written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 above. Likewise, once SCS has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to SCS or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 above.





2900 Stayton St.
Pittsburgh, PA 15212
P | 412.223.1090
F | 412.223.1094
www.stetsonexpo.com

DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 10, 2010

| | | |
|----------------------|------------|---------|
| EXHIBIT COMPANY NAME | | BOOTH # |
| EXHIBITOR ADDRESS | | |
| CITY/STATE/ZIP | | EMAIL |
| PHONE | EXT. | FAX |
| ▶ ORDERED BY | PRINT NAME | DATE |

Signature denotes acceptance of all Terms & Conditions included in Exhibitor Service Manual

PAYMENT POLICIES

- **ORDERS:** These may be placed by fax or mail. You can also email orders to SCS at jaim@stetsonexpo.com.
- **PAYMENT FOR SERVICES:** SCS requires payment in full at the time services are ordered. A credit card is required at time of initial order for freight handling and Labor orders. A \$25 administrative fee will be added to overpayments by check or switching credit cards on file.
- **DISCOUNT PRICES:** To qualify, orders must be received with payment on or before Discount Deadline date. Orders cancelled after this date will receive a 50% refund.
- **REFUNDS:** None will be processed until show has closed.
- **THIRD PARTY BILLING:** Each exhibiting firm is responsible for all charges incurred on its behalf. See Third Party Billing Request form.
- **ADJUSTMENTS/CANCELLATIONS:** No adjustments or credits to invoices will be given after the close of event for items or services ordered, but not received.
- **BANK TRANSFER:** Call to set up.
- **ORDER CONFIRMATION:** Email will be sent within 48 hours.

SUMMARY OF ORDER

| | |
|-------------------------|-----------------|
| FURNITURE | \$ _____ |
| ACCESSORIES | \$ _____ |
| CARPET | \$ _____ |
| CLEANING | \$ _____ |
| DISPLAY | \$ _____ |
| FLORAL | \$ _____ |
| PRE-SHOW TOTAL | \$ _____ |
| | |
| LABOR (ESTIMATE) | \$ _____ |
| FREIGHT HANDLING (EST.) | \$ _____ |
| EST. TOTAL DUE | \$ _____ |
| | |
| GRAND TOTAL DUE | \$ _____ |

METHOD OF PAYMENT: We will use this authorization to charge your credit card account for your advance order and any additional orders incurred as a result of show site orders placed by your representative or freight received and handled by Stetson. You may choose to pay by credit card, check or wire transfer, however, we require a credit card on file.

- MasterCard Visa American Express Discover

Account Number Exp. Date

- Personal Credit Card Company Credit Card Check (credit card will be run if check not received by discount deadline)

CARDHOLDER NAME (PRINT) _____

CARDHOLDER BILLING ADDRESS _____

CITY/STATE/ZIP _____

EMAIL ADDRESS FOR INVOICE NOTIFICATION _____

▶ CARDHOLDER SIGNATURE _____

Please check here if you are tax exempt, and please include a copy of your exemption certificate.

SCS Federal Tax ID Number 25-1779096

PAYMENT AUTHORIZATION



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OFFICIAL SERVICE CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS

OFFICIAL SERVICE CONTRACTORS:

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed SCS to perform and provide necessary services and equipment, SCS is appointed to:

- Assure the orderly and efficient installation and removal of the overall exposition.
- Ensure the distribution of labor to all Exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

EXHIBITOR APPOINTED CONTRACTORS:

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

- The Exhibitor must notify Show Management and SCS in writing of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and SCS at least 10 days before the show opening.
- Any Exhibitor who does not have a certificate of insurance on file in the SCS office 10 days prior to the show will be automatically assessed a \$200 fee, which will be charged against their security deposit.
- The Exhibitor agrees that he/she is ultimately responsible for all services in connection with his/her exhibit, including freight, drayage, rentals and labor.
- The Exhibitor Appointed Contractor must provide a certificate of insurance with at least the following limits: 1.) Comprehensive General Liability not less than \$2,000,000 with respect to injuries to any one person in an occurrence. 2.) \$2,000,000 with respect to injuries to more than one person in any occurrence. 3.) Workers' Compensation insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage. 4.) Stetson Convention Services must be named as an additional insured.
- The Exhibitor Appointed Contractor must agree to abide by all rules and regulations of the show, including all union rules and regulations.
- The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
- The Exhibitor Appointed Contractor will share with SCS all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- The Exhibitor Appointed Contractor must furnish Show Management and SCS with the names of all onsite employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
- The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the floor.
- The Exhibitor Appointed Contractor must confine its operations to the client's exhibit area. No service desks, storage areas or other work facilities will be located anywhere in the building. Show aisles and public space are not a part of the Exhibitor's booth space.
- The Exhibitor Appointed Contractor shall provide, if requested, evidence to SCS that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, SCS. The Exhibitor Appointed Contractor must coordinate all of its activities with SCS. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

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FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR:

A non-official contractor is a company other than the official contractors listed in the Exhibitor Service Manual that provides a service (display and installation, florist, photography, audio visual and other related services) and needs access to your booth during the installation and dismantling.

Due to the necessity of coordination all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed on previous page) and supply Stetson Convention Services with all necessary information by the discount price deadline date indicated above.

This form will only be accepted if filled out by an authorized representative of the exhibiting company and the authorized 3rd party. Listed on previous page of this form are the rules and regulations regarding non-official contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association of Exhibitions and Events.

NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

"We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all Terms & Conditions in this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

| | | |
|-----------------------|------|------------|
| EXHIBIT COMPANY NAME | | BOOTH # |
| EXHIBIT ADDRESS | | |
| CITY/STATE/ZIP | | EMAIL |
| PHONE | EXT. | FAX |
| ▶ EXHIBITOR SIGNATURE | | PRINT NAME |

EXHIBITING COMPANY INFORMATION: SCS will agree to third party payment arrangements provided the following are met—

- Third party must have a satisfactory payment record with Stetson Convention Services.
- This form must be fully completed prior to the discount price deadline date.
- Third Party and exhibiting company are subject to all of the Terms & Conditions as included in the Exhibitor Service Manual
- It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges.
- All SCS services will be invoiced to the third party unless otherwise indicated by third party.

- | | |
|--|--|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> I&D Labor/Supervision | <input type="checkbox"/> Rental Furniture/Carpet |
| <input type="checkbox"/> Freight Handling/In & Out | <input type="checkbox"/> Signage/Graphics |

METHOD OF PAYMENT: We will use this authorization to charge your credit card account for your advance order and any additional orders incurred as a result of show site orders placed by your representative or freight received and handled by Stetson. You may choose to pay by credit card, check or wire transfer, however, we require a credit card on file.

MasterCard
 Visa
 American Express
 Discover

Account Number Exp. Date

Personal Credit Card
 Company Credit Card
 Check (credit card will be run if check not received by discount deadline)

CARDHOLDER NAME (PRINT) ▶ CARDHOLDER SIGNATURE

CARDHOLDER BILLING ADDRESS

CITY/STATE/ZIP

THIRD PARTY COMPANY NAME EMAIL

THIRD PARTY ADDRESS

PHONE EXT. FAX

SIGNATURE DENOTES AGREEMENT THAT 3RD PARTY IS SUBJECT TO TERMS & CONDITIONS AS OUTLINED IN THE EXHIBITOR SERVICE MANUAL.

*This portion to be filled out by exhibiting company

*This portion to be filled out by third party company

CONDITIONS FOR EAC / EAC PAYMENT





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P | 412.223.1090
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www.stetsonexpo.com

EVENT DATES:
SEPTEMBER 23-26, 2010

GENERAL FAQs

CAN I SUBSTITUTE MY TABLE INCLUDED IN THE BOOTH PACKAGE FOR ANOTHER TABLE?

- We define your booth package furnishings with show management. If an exhibitor wishes to have something other than what is included, they must order and pay for it in full. This includes a different table skirting color as well.

SHOULD I TELL YOU IF I DON'T WANT THE BOOTH PACKAGE FURNISHINGS IN MY BOOTH?

- Once at show site, you can place the unwanted furnishings into the aisle and someone will come by to pick them up for you.

ARE RENTAL PRICES PER DAY?

- No. Rental prices are applicable for the duration of the show. The only price that is per day is cleaning (see cleaning order form).

WHAT HAPPENS IF I FORGET TO CHOOSE A SKIRT COLOR FOR MY TABLE?

- SCS will first contact exhibitors for their preference. If we don't hear back from you, the show color will be chosen.

WHAT CHAIRS WILL FIT UNDER THE 40" HIGH TABLES?

- The upholstered stools fit under the counter-height, 40" high tables.

WILL 9' x 10' CARPET FIT IN MY 10' x 10' BOOTH?

- Yes. It is typical in the trade show industry to leave a small gap in the back of a booth for any electrical cords, telephone cords, etc. This gap will be covered by the 8' high drape in the back of your booth.

CAN I ORDER 2 - 9' x 20' CARPETS FOR MY 20' x 20" ISLAND BOOTH?

- Although the gap in a 10' x 10' booth is no problem, a gap in an island booth is a gap that can be seen. Aisle carpet will line the perimeter of your booth. The 9' carpets are meant to line up with the aisle carpet. This would leave a 2' gap down the center of your island booth. For an island booth, you must order special cut and lay carpet.

AM I ALLOWED TO BRING MY OWN FURNITURE OR CARPET?

- Yes this is allowed. Please be aware though that freight handling charges will be applicable. Please consider what will be most cost effective for you and your company.

MY BOOTH IS DIRTY FROM MOVING IN—WILL SCS CLEAN IT?

- Carpet is clean when installed. If it needs to be vacuumed from move-in, exhibitors are able to order opening day only cleaning or daily booth cleaning.

MY BOOTH IS TOO COMPLICATED/FRAGILE FOR UNION MEMBERS TO HANDLE—CAN WE WORK SOMETHING OUT?

- Exhibitors are more than welcome to supervise and work along with the union staff. The union members are working with trade show displays often and are familiar with installing and dismantling. If you are unhappy with the workers. provided, please see the SCS service desk immediately.

DO I HAVE TO HIRE UNION LABOR IF A DISPLAY HOUSE IS HANDLING MY INSTALLATION AND DISMANTLE?

- Your display house is required to use the same union that has jurisdiction at the show facility. The display house should be aware of this, but it would be smart to double check with your appointed display house to ensure a smooth move in.

WHAT IF I NEED TO LEAVE BEFORE MY EMPTIES RETURN?

- You can order Stetson supervised dismantle labor at the SCS service desk. Please leave all dismantle and outbound shipping information and be sure you have a credit card on file. Stetson will dismantle, pack up and ship out your booth materials for you.

WHEN WILL MY CREDIT CARD BE CHARGED?

- Throughout the show process, there is a possibility of 3 charges: pre-show, show, and post-show. Pre-show charges will include all tangible items ordered (tables, chairs, carpet, etc.). Show charges include show site orders, installation labor and freight handling. Post-show charges will include dismantle labor and any charges incurred from the move-out of the show.





2900 Stayton St.
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*Only booth exhibitors may rent furniture.
*Table top exhibitors may not order additional furniture.

DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 10, 2010

| SKIRTED TABLES All tables are 24" wide—skirted on 3 sides | | DISCOUNT PRICE | STANDARD PRICE | COUNTER HEIGHT SKIRTED TABLES All tables are 24" wide—skirted on 3 sides | | DISCOUNT PRICE | STANDARD PRICE |
|--|--|----------------|----------------|---|--|----------------|----------------|
| 4' L x 30" H TABLE | | \$70.00 | \$90.00 | 4' L x 40" H TABLE | | \$85.00 | \$105.00 |
| 6' L x 30" H TABLE | | \$80.00 | \$100.00 | 6' L x 40" H TABLE | | \$95.00 | \$115.00 |
| 8' L x 30" H TABLE | | \$90.00 | \$110.00 | 8' L x 40" H TABLE | | \$105.00 | \$125.00 |
| 36" ROUND—30" H | | \$60.00 | \$80.00 | 36" ROUND—40" H | | \$70.00 | \$90.00 |
| All sides draped, 30" table (add'l) | | \$35.00 | \$45.00 | All sides draped, 40" table (add'l) | | \$45.00 | \$55.00 |

Table top covered in compostable vinyl alternative. Please select skirt color—if no color is indicated, show color will be selected by SCS

BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE WILLOW

| UNSKIRTED TABLES All tables are 24" wide | | DISCOUNT PRICE | STANDARD PRICE | COUNTER HEIGHT UNSKIRTED All tables are 24" wide | | DISCOUNT PRICE | STANDARD PRICE |
|---|--|----------------|----------------|---|--|----------------|----------------|
| 4' L x 30" H TABLE | | \$35.00 | \$55.00 | 4' L x 40" H TABLE | | \$45.00 | \$65.00 |
| 6' L x 30" H TABLE | | \$45.00 | \$65.00 | 6' L x 40" H TABLE | | \$55.00 | \$75.00 |
| 8' L x 30" H TABLE | | \$55.00 | \$75.00 | 8' L x 40" H TABLE | | \$65.00 | \$85.00 |

| PEDESTAL TABLES Formica Topped Cocktail Tables | | DISCOUNT PRICE | STANDARD PRICE | SPECIALTY DRAPE Select color below | | DISCOUNT PRICE | STANDARD PRICE |
|---|--|----------------|----------------|---|--|----------------|----------------|
| 30" ROUND—30" H | | \$70.00 | \$90.00 | 3' SPECIALTY SIDE DRAPE PER LN. FT. | | \$10.00 | \$15.00 |
| 30" ROUND—40" H | | \$90.00 | \$110.00 | 8' SPECIALTY BACK DRAPE PER LN. FT. | | \$15.00 | \$25.00 |
| CHAIRS AND SEATING | | DISCOUNT PRICE | STANDARD PRICE | Indicate drape preference: If no color is indicated, show color will be selected by SCS BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE WILLOW | | | |
| FOLDING CHAIR | | \$40.00 | \$50.00 | TABLE RISERS—WOOD | | DISCOUNT PRICE | STANDARD PRICE |
| UPHOLSTERED ARM CHAIR—GRAY | | \$50.00 | \$60.00 | 4' TABLE TOP RISER | | \$35.00 | \$45.00 |
| PLASTIC CONTOUR CHAIR—MAROON | | \$55.00 | \$65.00 | 6' TABLE TOP RISER | | \$45.00 | \$55.00 |
| UPHOLSTERED STOOL/CT. HEIGHT | | \$60.00 | \$70.00 | 8' TABLE TOP RISER | | \$55.00 | \$65.00 |
| SWIVEL DESK CHAIR—ARMLESS | | \$65.00 | \$75.00 | DRAPE FOR RISERS (select color above) | | \$15.00 | \$25.00 |
| SWIVEL DESK CHAIR—WITH ARMS | | \$75.00 | \$85.00 | | | | |
| PARK BENCH | | \$80.00 | \$90.00 | | | | |

- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Signature denotes acceptance of Terms & Conditions.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.

TOTAL OF ALL ITEMS ORDERED + 6% SALES TAX: \$ _____

| | |
|----------------------|------------|
| EXHIBIT COMPANY NAME | BOOTH # |
| EXHIBITOR ADDRESS | |
| CITY/STATE/ZIP | EMAIL |
| PHONE | EXT. FAX |
| EXHIBITOR SIGNATURE | PRINT NAME |

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.





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DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 10, 2010

| POSTER BOARD | METER BOARD | SIGN HOLDER | BAG HOLDER | |
|---|--|-------------------------------------|------------|----------|
| | | | | |
| LIGHTED DISPLAY CASE FULL VISION WITH 2 SHELVES | COUNTERS: LOCKS AVAILABLE AVAILABLE IN WHITE | 1. COUNTER: 1 METER X 1/2 M X 36" H | \$320.00 | \$420.00 |
| | | 2. COUNTER: 1 METER X 1/2 M X 42" H | \$340.00 | \$440.00 |
| | | 3. COUNTER: 2 METER X 1/2 M X 36" H | \$440.00 | \$540.00 |
| | | 4. COUNTER: 2 METER X 1/2 M X 40" H | \$480.00 | \$580.00 |

| ACCESSORIES | QTY. | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
|--|------|--|----------------|-------|
| COUNTERS (SEE ABOVE) 1. 2. 3. 4. | | See above | See above | |
| WASTEBASKET | | \$15.00 | \$25.00 | |
| EASEL | | \$35.00 | \$45.00 | |
| LITERATURE RACK | | \$75.00 | \$85.00 | |
| FISH BOWL | | \$15.00 | \$25.00 | |
| ROPE—7 FT. SECTIONS | | \$25.00 | \$40.00 | |
| STANCHION | | \$25.00 | \$40.00 | |
| GARMENT RACK | | \$80.00 | \$100.00 | |
| BAG HOLDER | | \$50.00 | \$70.00 | |
| 22" X 28" SIGN HOLDER | | \$50.00 | \$70.00 | |
| METER BOARD: 1 METER X 8' H (86" x 37.5" usable space) | | \$180.00 | \$280.00 | |
| *PEG BOARD (91" x 44.5" usable space) | H V | \$125.00 | \$150.00 | |
| *POSTER BOARD (91" x 44.5" usable space) | H V | \$125.00 | \$150.00 | |
| DISPLAY CASE: 48" L X 18" W X 38" H | | \$350.00 | \$500.00 | |
| *PLEASE CIRCLE FOR HORIZONTAL OR VERTICAL | | TOTAL OF ALL ITEMS ORDERED + 6% SALES TAX: \$ _____ | | |

| | | |
|----------------------|------|------------|
| EXHIBIT COMPANY NAME | | BOOTH # |
| EXHIBITOR ADDRESS | | |
| CITY/STATE/ZIP | | EMAIL |
| PHONE | EXT. | FAX |
| EXHIBITOR SIGNATURE | | PRINT NAME |

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ACCESSORY ORDER FORM





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Exhibit Hall is carpeted

DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 10, 2010

ENVIRONMENTAL BOOTH CARPET: Constructed of 100% EcoSolution Q®, type 6 solution dyed yarn fully recyclable into more fiber and backing.

| QTY. | STANDARD SIZES: WILL COVER 10' x 10' SPACE | DISCOUNT PRICE | STANDARD PRICE | TOTAL | COLOR |
|------|--|----------------|----------------|-------|---------------------------------|
| | 9' x 10' BOOTH CARPET | \$130.00 | \$175.00 | | <input type="checkbox"/> BLUE |
| | 9' x 20' BOOTH CARPET | \$230.00 | \$275.00 | | <input type="checkbox"/> BLACK |
| | 9' x 30' BOOTH CARPET | \$330.00 | \$375.00 | | <input type="checkbox"/> GRAY |
| | 9' x 40' BOOTH CARPET | \$430.00 | \$475.00 | | <input type="checkbox"/> GREEN |
| | | | | | <input type="checkbox"/> RED |
| | | | | | <input type="checkbox"/> WILLOW |

SPECIAL CUT CARPETING/COMPLETE EXHIBIT AREA CARPET—100 square feet minimum, per square foot

| SPECIAL CUT & LAY: INCLUDES SEAMING & SPECIAL CUTTING (ALL ISLAND BOOTHS WILL NEED TO ORDER TO AVOID GAPS) | DISCOUNT PRICE | STANDARD PRICE | TOTAL | *Select Color Above |
|--|----------------|----------------|-------|---------------------|
| BOOTH SIZE _____ X _____ = _____ | \$2.50 psf | \$3.50 psf | | |

PLUSH CARPET—100 square feet minimum, per square foot

| PLUSH CARPET: ORDERS MUST BE RECEIVED 30 DAYS PRIOR TO MOVE IN TO GUARANTEE AVAILABILITY. NO REFUNDS . | DISCOUNT PRICE | STANDARD PRICE | TOTAL | COLOR |
|--|----------------|----------------|-------|---------------------------------------|
| BOOTH SIZE _____ X _____ = _____ | \$2.50 psf | \$3.50 psf | | <input type="checkbox"/> BLUE |
| | | | | <input type="checkbox"/> EBONY |
| | | | | <input type="checkbox"/> MIST GRAY |
| | | | | <input type="checkbox"/> FOREST GREEN |
| | | | | <input type="checkbox"/> CHERRY RED |

PADDING AND VISQUEEN PROTECTION
100 square feet minimum, Felt used for padding is 100% recyclable

| | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
|---|----------------|----------------|-------|
| CARPET PADDING—PER SQ. FT. BOOTH SIZE _____ X _____ = _____ | \$1.25 psf | \$1.75 psf | |
| VISQUEEN PROTECTION—PER SQ. FT. BOOTH SIZE _____ X _____ = _____ | \$0.45 psf | \$0.75 psf | |

- If no carpet color is selected, show color will be selected by SCS.
- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Signature denotes acceptance of Terms & Conditions.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.

TOTAL OF ALL ITEMS ORDERED + 6% SALES TAX: \$ _____

| | |
|----------------------|------------|
| EXHIBIT COMPANY NAME | BOOTH # |
| EXHIBITOR ADDRESS | |
| CITY/STATE/ZIP | EMAIL |
| PHONE | EXT. FAX |
| EXHIBITOR SIGNATURE | PRINT NAME |

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CARPET ORDER FORM





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DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 10, 2010

Vacuuming of rugs, washing and/or mopping of floor tile, sweeping of booths and emptying of wastebaskets are not included in your space rental for this convention. Cleaning services include booth vacuuming and trash removal. One time only vacuuming services are performed prior to the show opening. Please indicate whether you wish the service once before opening day or daily throughout the show. To ensure your booth is show ready, please order the following cleaning services listed below.

Reminder: Carpets rented and/or installed by Stetson Convention Services include removal of Visqueen prior to show opening. Display Labor charges will apply for removal of Visqueen on carpets not installed by or rented from SCS.

VACUUMING (Please Check)

| | DISCOUNT PRICE | STANDARD PRICE |
|---|----------------|----------------|
| ____ Vacuuming Carpet—OPENING DAY ONLY (min. 100 sq. ft.) | \$0.40 sq. ft. | \$0.50 sq. ft. |

Booth size: ____ x ____ = ____ sq. ft. @ ____ \$0.40 sq. ft. x 1 # of Event Days = \$ ____ Total

(Ex.) 20' x 20' = 400 sq. ft.

| | | |
|--|----------------|----------------|
| ____ Vacuuming Carpet—DAILY (min. 100 sq. ft.) | \$0.35 sq. ft. | \$0.45 sq. ft. |
|--|----------------|----------------|

Booth size: ____ x ____ = ____ sq. ft. @ ____ \$0.35 sq. ft. x 3 # of Event Days = \$ ____ Total

(Ex.) 20' x 20' = 400 sq. ft.

PORTER SERVICE: emptying of wastebaskets and policing of exhibit area during show hours.

| | RATE PER DAY |
|--------------------------------------|--------------|
| ____ Exhibit Area of 0 - 500 sq. ft. | \$55.00 |

3 # of Event Days x \$55.00 Rate per Day = \$165.00 Total

- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Signature denotes acceptance of Terms & Conditions.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.

TOTAL OF ALL ITEMS ORDERED + 6% SALES TAX: \$ _____

| | |
|----------------------|------------|
| EXHIBIT COMPANY NAME | BOOTH # |
| EXHIBITOR ADDRESS | |
| CITY/STATE/ZIP | EMAIL |
| PHONE | EXT. FAX |
| EXHIBITOR SIGNATURE | PRINT NAME |

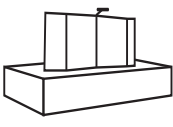
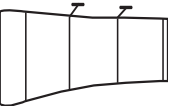
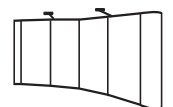
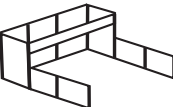
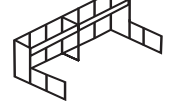
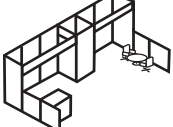


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BOOTH CLEANING ORDER FORM



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Pittsburgh, PA 15212
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DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 10, 2010

| | | | | |
|--------------------------|---|---|----------------------------|----------------------------|
| <input type="checkbox"/> |  | SCS 1: Table Top Display 2 Fabric Panels with End Caps 6' W x 5' H Velcro acceptable | DISCOUNT PRICE \$400.00 | STANDARD PRICE \$550.00 |
| <input type="checkbox"/> |  | SCS 2: 8' Fabric Back wall 3 Fabric Panels with End Caps 8' W x 7' 8" H Velcro acceptable | \$750.00 | \$950.00 |
| <input type="checkbox"/> |  | SCS 3: 10' Fabric Back wall 4 Fabric Panels with End Caps 10' W x 7' 8" H Velcro acceptable | \$1000.00 | \$1200.00 |
| <input type="checkbox"/> |  | SCS 4: 10' Hard wall (1) White Header Sign (1) 10' x 10' Enviro Carpet | \$1300.00 | \$1500.00 |
| <input type="checkbox"/> |  | SCS 5: 20' Hard wall (1) 5' and (2) 10' Headers (1) 10' x 20' Enviro Carpet | \$1800.00 | \$2200.00 |
| <input type="checkbox"/> |  | SCS 6: Deluxe Hard wall (1) 2M and (1) 10' Headers (1) 10' x 20' Enviro Carpet (1) 1/2M Counter (1) 30" H Pedestal Table (2) Chairs | \$2500.00 | \$3200.00 |
| <input type="checkbox"/> |  | *SCSEV100: (1) Full Size Banner Graphics (1) Header (1) 10' x 10' Enviro Carpet (1) Bamboo Counter (2) Halogen Lights | \$7500.00 | \$9000.00 |
| <input type="checkbox"/> |  | *SCSEV200: (1) Full Size Banner Graphics (1) Header (1) 10' x 20' Enviro Carpet (2) Bamboo Counters (4) Halogen Lights | \$9500.00 | \$11,500.00 |

| ACCESSORIES | QTY. | DISCOUNT PRICE | STANDARD PRICE |
|----------------------|------|----------------|----------------|
| HALOGEN LIGHTS | | \$50.00 | \$70.00 |
| SLATWALL | | \$250.00 | \$350.00 |
| SHELF: 37" L x 12" W | | \$70.00 | \$90.00 |

| HARDWALL AND ENVIRONMENTAL UNITS ONLY | |
|---------------------------------------|--------------------------------|
| CARPET COLOR | HEADER COLOR |
| <input type="checkbox"/> BLUE | <input type="checkbox"/> BLUE |
| <input type="checkbox"/> BLACK | <input type="checkbox"/> BLACK |
| <input type="checkbox"/> GRAY | <input type="checkbox"/> GRAY |
| <input type="checkbox"/> GREEN | <input type="checkbox"/> RED |
| <input type="checkbox"/> RED | |
| <input type="checkbox"/> WILLOW | |

SCS can design a display for you. Please call Stetson Exhibitor Services to speak to a Display Representative.



*Plasma screen and podiums not included. Additional furnishings available.

TOTAL OF ALL ITEMS ORDERED + 6% SALES TAX: \$ _____

| | |
|----------------------|------------|
| EXHIBIT COMPANY NAME | BOOTH # |
| EXHIBITOR ADDRESS | |
| CITY/STATE/ZIP | EMAIL |
| PHONE | EXT. |
| PHONE | FAX |
| EXHIBITOR SIGNATURE | PRINT NAME |

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DISPLAY ORDER FORM





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DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 10, 2010



SHOWCARDS—Please select an environmentally responsible material: CHLOROPLAST "GREEN" FOAMCORE

| QTY. | DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
|------|-------------|----------------|----------------|-------|
| | 7" x 11" | \$30.00 | \$50.00 | |
| | 7" x 44" | \$40.00 | \$60.00 | |
| | 14" x 22" | \$60.00 | \$80.00 | |
| | 14" x 44" | \$70.00 | \$90.00 | |
| | 22" x 28" | \$90.00 | \$110.00 | |
| | 28" x 44" | \$100.00 | \$120.00 | |
| | 40" x 60" | \$180.00 | \$200.00 | |



BANNERS—Banners are printed on "Green" material that is PVC and resin free.

| QTY. | DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
|---|----------------|----------------|----------------|-------|
| | DIGITAL BANNER | \$20.00 psf | \$25.00 psf | |
| SIGN SPECS: _____ X _____ = _____ X \$ _____ psf = \$ _____ | | | | |

ADDITIONAL SERVICES:

| QTY. | DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
|------|-----------------------------------|------------------|------------------|-------|
| | CARDBOARD EASEL | \$10.00 per sign | \$15.00 per sign | |
| | LOGO SCAN | \$50.00 per logo | \$70.00 per logo | |
| | *PLEASE CALL FOR GRAPHICS PRICING | | | |

SIGN SPECIFICATIONS—Please indicate your preferences:

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

INDICATE SIGN COPY HERE (PLEASE PRINT):

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

TOTAL OF ALL ITEMS ORDERED + 6% SALES TAX: \$ _____

| | |
|----------------------|------------|
| EXHIBIT COMPANY NAME | BOOTH # |
| EXHIBITOR ADDRESS | |
| CITY/STATE/ZIP | EMAIL |
| PHONE | EXT. FAX |
| EXHIBITOR SIGNATURE | PRINT NAME |

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SIGNAGE ORDER FORM





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DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 10, 2010

GREEN PLANTS—RENTAL ONLY

| QTY. | DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
|------|---------------------------|----------------|----------------|-------|
| | BOSTON FERN—TABLE SIZE | \$50.00 | \$60.00 | |
| | GREEN PLANT: 1' - 2' TALL | \$50.00 | \$60.00 | |
| | GREEN PLANT: 2' - 3' TALL | \$70.00 | \$80.00 | |
| | GREEN PLANT: 3' - 5' TALL | \$90.00 | \$100.00 | |
| | GREEN PLANT: 5' - 7' TALL | \$110.00 | \$120.00 | |

All plants include container. Exhibitor is responsible for full value of plant if not returned or if returned in a damaged state.

BLOOMING PLANTS AND FRESH FLORAL ARRANGEMENTS

| QTY. | DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
|------|-------------------------------------|----------------|----------------|-------|
| | MUM PLANTS: ___ YELLOW ___ WHITE | \$30.00 | \$40.00 | |
| | SEASONAL BLOOMING PLANT | \$40.00 | \$50.00 | |
| | TABLE FLOWER ARRANGEMENT | \$60.00 | \$80.00 | |
| | LARGE FLOOR ARRANGEMENT | \$95.00 | \$115.00 | |
| | SILK AND DRIED ARRANGEMENT | \$65.00 | \$75.00 | |
| | CARNATION CORSAGE | \$15.00 | \$20.00 | |
| | BOUTONNIERES | \$15.00 | \$20.00 | |

Please call Stetson Exhibitor Services at 412.223.1090 if you have requirements other than those listed.

- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Signature denotes acceptance of Terms & Conditions.
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TOTAL OF ALL ITEMS ORDERED + 6% SALES TAX: \$ _____

| | |
|----------------------|------------|
| EXHIBIT COMPANY NAME | BOOTH # |
| EXHIBITOR ADDRESS | |
| CITY/STATE/ZIP | EMAIL |
| PHONE | EXT. FAX |
| EXHIBITOR SIGNATURE | PRINT NAME |

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DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 10, 2010

OPTION 1 - SUPERVISED BY STETSON CONVENTION SERVICES

- For your convenience, Stetson’s skilled personnel will unpack and install your company’s display prior to the Exhibitor’s arrival.
- After the show closing, Stetson will supervise the dismantling and packing, and assist with shipping arrangements.
- 30% of the total labor bill will be added for this service, \$45.00 minimum per installation and/or dismantle will apply.
- Information on the following page must be completed if your display is to be received, set and shipped out appropriately.
- Please include detailed instructions and/or shipping instructions.

OPTION 2 - SUPERVISED BY EXHIBITOR REPRESENTATIVE

- Exhibitor Representative must check in to pick up workers at SCS Service Desk at the beginning and end of labor usage.
- Starting time can be guaranteed only when labor is requested at 8:00 am, or at official set up time. For all other start times, check in at the SCS Service Desk one-half (½) hour before requested time of labor.
- If Exhibitor fails to pick up workers at time ordered, a one (1) hour per workers no-show charge will be assessed.
- An exhibitor representative is permitted to work along union for set up and dismantle of booth.

| LABOR RATES: 1 hour per worker minimum charge, thereafter 1/2 hour increments | | STANDARD PRICE | SHOW SITE PRICE |
|---|---|----------------|-----------------|
| STRAIGHT TIME: | Weekdays 8:00 am to 4:30 pm | \$72.00 | \$79.20 |
| OVERTIME: | Saturdays and weekdays 4:31 pm to 7:59 am | \$108.00 | \$118.80 |
| DOUBLE TIME: | All day Sunday and holidays | \$144.00 | \$158.40 |

PLACE ORDER HERE: Please estimate the number of workers and hours per worker needed.

| SCHEDULE DATE(s) | SCHEDULE START TIME | SCHEDULE END TIME | TOTAL # OF WORKERS | HOURS PER WORKER | LABOR RATE | TOTAL |
|---|---------------------|-------------------|--|------------------|------------|-------|
| | | | | | | \$ |
| | | | | | | \$ |
| | | | | | | \$ |
| Please Indicate Supervision | | | 1. TOTAL LABOR ORDERED | | | \$ |
| Option 1 _____ Supervised by SCS* *next page to be completed | | | 2. 30% (\$45.00 MINIMUM) SCS SUPERVISION | | | \$ |
| Option 2 _____ Supervised by Exhibitor | | | 3. TOTAL ESTIMATED LABOR | | | \$ |

- All cancellations must be submitted in writing to SCS at least one (1) business day prior to first day of event move-in. Failure to do so will incur a one (1) hour per worker fee.
- Labor orders placed after discount price deadline date will be filled as work force is available.
- Labor scheduling is done on a first-come, first-serve bases. SCS will do its best to schedule to your requested time.
- Remember that all labor ordered is just an estimate. Invoices will be calculated according to actual hours worked. Please order carefully, a surcharge will be levied for excessive hours ordered and not used.

| | |
|----------------------|------------|
| EXHIBIT COMPANY NAME | BOOTH # |
| EXHIBITOR ADDRESS | |
| CITY/STATE/ZIP | EMAIL |
| PHONE | EXT. FAX |
| EXHIBITOR SIGNATURE | PRINT NAME |

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

LABOR ORDER FORM





2900 Stayton St.
Pittsburgh, PA 15212
P | 412.223.1090
F | 412.223.1094
www.stetsonexpo.com

DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 10, 2010

STETSON CONVENTION SERVICES SUPERVISED LABOR

Stetson is committed to providing you with the best possible service and equipment. If you have ordered supervised labor, please complete the following information. Providing accurate information will keep labor cost to a minimum.

| | | | |
|--|-------------------------|--------------------|----------------------|
| INBOUND SHIPPING INFORMATION | | CARRIER _____ | |
| FREIGHT WILL BE SHIPPED TO: | Warehouse | Show Site | |
| EMERGENCY CONTACT NAME _____ | CELL PHONE _____ | | |
| SET-UP INFORMATION | | | |
| SET-UP PLANS/PHOTO: | Attached | Sent with Exhibit | In Crate # _____ |
| CARPET: | Sent with Exhibit | Shipped Separately | Ordered from Stetson |
| ELECTRICAL PLACEMENT: | Attached | Sent with Exhibit | Placed under Carpet |
| • COMMENTS: | | | |
| GRAPHICS: | Sent with Exhibit | Shipped Separately | |
| • COMMENTS: | | | |
| SPECIAL TOOLS OR HARDWARE REQUIRED: | | | |
| *Stetson will not be responsible for product or literature that is not properly packed and labeled by exhibit personnel. Additional charges may be incurred when set-up plans or photos are not included and a reset is necessary. | | | |
| OUTBOUND SHIPPING INFORMATION | | | |
| SHIP TO: | | | |
| BILL TO: | | | |
| METHOD OF SHIPPING | | | |
| <input type="checkbox"/> COMMON CARRIER <input type="checkbox"/> VAN LINE <input type="checkbox"/> AIR FREIGHT <input type="checkbox"/> SHOW CARRIER CARRIER NAME _____ | | | |
| <input type="checkbox"/> NEXT DAY <input type="checkbox"/> 2ND DAY <input type="checkbox"/> DEFERRED | | | |
| <input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT | | | |
| EXHIBIT COMPANY NAME | | BOOTH # | |
| EXHIBITOR ADDRESS | | | |
| CITY/STATE/ZIP | | EMAIL | |
| PHONE | EXT. | FAX | |
| EXHIBITOR SIGNATURE | | PRINT NAME | |

LABOR INSTRUCTIONS



All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.



2900 Stayton St.
Pittsburgh, PA 15212
P | 412.223.1090
F | 412.223.1094
www.stetsonexpo.com

EVENT DATES:
SEPTEMBER 23-26, 2010

FREIGHT HANDLING & DRAYAGE SERVICES

Stetson Convention Services is the exclusive provider of freight handling services. This should not be confused with the cost to transport your materials to and from the event. Below are the options and explanations to ship your material whether in advance or directly to show site.

ADVANCE SHIPMENTS TO WAREHOUSE:

- Shipments are received at warehouse, unloaded and stored up to 30 days prior to show move-in date
- Shipments are delivered to show site, unloaded and delivered to your booth—first freight on floor
- Empty containers are removed, stored and returned to booth; empty labels are provided
- Reloading of freight for return to your specified destination
- Please include a Bill of Lading with weight, type of merchandise, and piece count
- Certified weight ticket must accompany shipment, hand-written tickets are NOT accepted as certified
- Call if you need to ship oversized material that will require special equipment or handling
- **If your items will be arriving after the warehouse receiving deadline, Stetson must be notified in advance to ensure your shipment will arrive in time to be loaded onto our freight trucks. Please provide the shipment's carrier information and tracking numbers.**
- Label your freight correctly; labels are included in the manual for your convenience; include your exhibit company name, booth number and the name of the event
- **ADVANTAGES TO SHIPPING IN ADVANCE:**
 - You can visit www.stetsonexpo.com to check status of freight deliveries weekly
 - Advance freight is in your booth when you arrive for set up
 - Warehouse accepts freight Monday through Friday, no appointment necessary
 - Freight will be received at the warehouse 3 to 30 days prior to move in (if freight is received after the warehouse deadline date or before opening dates, additional charges will incur)

DIRECT SHIPMENTS TO SHOW SITE:

- Shipments received at event site facility, unloaded from the carrier or exhibitor vehicle, and delivered to exhibitor booth
- Empty containers removed, stored and returned to booth; empty labels provided
- Reloading freight for return to your specified destination
- Please include a Bill of Lading with weight, type of material, and piece count
- Certified weight ticket must accompany shipment, hand-written tickets are NOT accepted as certified
- Call if you need to ship oversized material that will require special equipment or handling
- Label your freight correctly; labels are included in the manual for your convenience; include your exhibit company name, booth number and the name of the event
- **Freight will be accepted during exhibitor move-in times; additional charges or possible shipment refusals could occur if material is received outside of these times.**

SMALL PACKAGES AND CARTONS TO ADVANCE WAREHOUSE OR SHOW SITE:

- Charges apply per piece, total weight of shipment must be 50 lbs. or less
- Cartons and packages received without documentation will be delivered without guarantee of piece count or condition; special handling fees will apply
- Services provided same as advance and direct shipments



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EVENT DATES:
SEPTEMBER 23-26, 2010

EXPLANATION OF FREIGHT HANDLING TERMS

CRATED OR SKIDDED: Material that is skidded or shipped in a container (crate, skid, display case, box), that can be unloaded at the dock with no additional handling required.

UNCRATED: Materials shipped loose or pad wrapped, or unskidded materials with no proper lifting bars or hooks.

SPECIAL HANDLING: Shipments received in such a manner that it requires additional time, labor or equipment to unload, sort or deliver. Please see below for specific definitions:

- **NO DOCUMENTATION:** Shipments that arrive without a Bill of Lading and/or a certified weight ticket. Hand-written weight tickets are not acceptable. BOL must contain shipper, carrier, origin, piece count and type as well as weights. Van lines (UPS, FedEx, DHL) typically do not include documentation.
- **REWEIGH:** All shipments are typically reweighed at show site. Bill of Lading weights will be compared to on-site weight tickets to ensure accuracy.
- **STACKED SHIPMENTS:** Shipments loaded in a way that multiple items are “stacked” in the vehicle or loose items placed on top, which requires items be removed to ground level first.
- **GROUND (UN)LOADING:** Vehicles that are not at dock level prevent the use of a loading dock. U-Haul's, flat beds, and company vehicles with trailers are included in this category.
- **SIDE DOOR (UN)LOADING:** See Ground Unloading. Also, shipments packaged in a way that it must be accessed through the side door of the delivery vehicle.
- **CONSTRICTED SPACE (UN)LOADING:** Trailers loaded tightly (side to side/top to bottom) that shipments are not easily accessible.
- **MIXED SHIPMENT:** Multiple pieces from multiple exhibitors in one delivery that requires additional labor to sort and separate shipments to deliver correctly to each booth.
- **DESIGNATED PIECE (UN)LOADING:** Shipments requiring a certain sequence of unloading or loading, reloading after loading to ensure it fits properly or moving around pieces to unload properly.
- **CARPET ONLY:** Carpet and/or pad require additional labor and equipment to handle.
- **ALTERNATE LOCATIONS:** Exhibitor freight that must be delivered in more than one area, floor or building.

ADDITIONAL CHARGES

- **Early/Late to Warehouse—**Freight received before the 30-day window or after the deadline date will incur a 25% surcharge
- **Off Target—**Freight received outside of designated exhibitor move-in times or target times will incur a 25% surcharge.
- **Return to Warehouse—**Shipments returned to the warehouse for holding or re-forwarding will be charged \$50.00 per day and \$50.00 per 100 lbs., with a \$150.00 minimum.

MONEY SAVING TIPS

SMALL PACKAGE SHIPPING WITHOUT DOCUMENTATION

- Express shipments such as FedEx, UPS and DHL are delivered without documentation, such as a Bill of Lading or certified weight ticket. These packages will be delivered to the booth without guarantee of piece count or condition. Shipments received without documentation will be included in the category of Special Handling because of the additional time and labor involved.
- Consolidate small packages to save money. Packages received separately will be billed per receiving event.
(i.e.) 3 separate shipments: 58 lbs. @ 200 lb. minimum, 62 lbs. @ 200 lb. minimum, 70 lbs. @ 200 lb. minimum
If all were shipped together: 190 lbs. @ 200 lb. minimum

BENEFITS OF PREFERRED ON-SITE CARRIERS

- Stetson will have at least one preferred carrier on site at the close of your show. They provide all of the necessary paperwork and scheduling to ensure a smooth move out.
- **Benefits:** Exhibitors will not have to worry about carrier “wait” times and the charges those incur.
Exhibitors will not have to wait for their carrier to show up.
Representatives will be on site to answer all questions regarding shipment, delivery and charges.
Overtime charges can be avoided.

SHIP EARLY

- Shipments arriving late to the warehouse or show site can cost time, money and business. Ship as early as possible. Our advance warehouse is accepting shipments at least 30 days prior to move in.



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www.stetsonexpo.com

EVENT DATES:
SEPTEMBER 23-26, 2010

FREIGHT HANDLING FAQs

WHAT IS THE DIFFERENCE BETWEEN SHIPPING AND FREIGHT HANDLING?

- Shipping is making arrangements with a carrier or courier to transport your exhibit materials to the advanced warehouse or to show site and/or outbound from the show to your specified destination.
- Freight handling is the service provided by Stetson to handle your shipment once it arrives to the advanced warehouse or at show site until it leaves show site. This includes unloading of freight, storing at warehouse, delivery to show (if sent advance) and your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier .

CAN I CARRY MY OWN MATERIALS IN?

- You are only permitted to carry in what one person can hand carry in one trip without the use of hand trucks or dollies.
- You are not permitted to hand carry through the dock area. Hand carrying applies to front entrance only.

DO I SEND MY SHIPMENT PREPAID OR COLLECT?

- Only prepaid shipments will be accepted. This ensures that transportation charges will be paid by the exhibitor or third party.
- Collect shipments will be returned to the delivering carrier.

HOW DO I ESTIMATE MY COST?

- Freight handling rates apply to each CWT (100 lb. increments) or fraction thereof, and are based on the actual inbound weight. To calculate total pounds of shipment, round up each total shipment weight to the nearest 100 lbs. (ex: 325 lbs. would be rounded to 400 lbs.). Any weight of 51-200 lbs. should be calculated at 200 lb. minimum.

WHAT IS A BILL OF LADING?

- A Bill of Lading is a document that establishes the terms between a shipper and a transportation company. This carrier issued receipt indicates the condition the transported material is received and includes piece count, weight and type of merchandise.
- A certified weight ticket is required to avoid surcharges. A weight ticket that is hand-written is not accepted as certified.

HOW DO I LABEL MY PACKAGES?

- To ensure safe arrival of your material, each item should be properly labeled with the exhibiting company's name, the booth number and the name of the event.
- Labels for Advance to Warehouse or Direct to Show Site are enclosed on the pages following the freight handling order form.

DO I NEED INSURANCE FOR MY SHIPMENT?

- It is highly recommended that your materials are insured from the time they leave your firm until they are returned after the show. Exhibitors are encouraged to arrange all-risk coverage by placing "riders" to your existing policies. Stetson Convention Services is not an insurer. Please visit www.exhibitorinsurance.com for more information.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- You can pick up empty labels at the Stetson service area to label each of your pieces for empty storage. These labeled pieces will be picked up and stored by the end of move-in hours.
- At the close of the event, empty containers will be returned to booth once aisle carpet has been removed (if applicable). Depending on the size of the show, this could take up to several hours.

HOW DO I SHIP MY MATERIAL AT THE CLOSE OF THE SHOW?

- Shipping information, labels, Bills of Lading and personal assistance are available at the Stetson Service Desk. Each shipment must be properly labeled and have a completed Bill of Lading to ship materials from the show.
- Call your designated carrier with pick-up information and turn the completed Bill of Lading into the Stetson Service Desk to ensure pick up once your exhibit is packed up. Remember to leave ample time for empties to be returned.

WHAT HAPPENS IF MY CARRIER DOES NOT SHOW UP BY THE DESIGNATED TIME?

- Should your carrier fail to pick up or refuse to accept shipment, Stetson reserves the right to reroute to the show carrier or deliver back to the warehouse at the Exhibitor's expense.
- Shipments can be returned to warehouse for holding or re-forwarding until your carrier arrives to pick it up. It will be charged \$50.00 per day and \$50.00 per 100 lbs., with a \$150.00 minimum.



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www.stetsonexpo.com

WAREHOUSE DEADLINE:
WEDNESDAY, SEPTEMBER 15

FREIGHT HANDLING RATES & CLASSIFICATIONS

| | | | |
|--------------------------|------------------------------------|---|------------------------|
| <input type="checkbox"/> | <u>ADVANCE TO WAREHOUSE</u> | PRICE PER CWT | 200 LB. MINIMUM |
| | CRATED OR SKIDDED..... | \$87.50..... | \$175.00 |
| | SPECIAL HANDLING | \$105.00..... | \$210.00 |
| | UNCRATED..... | *FREIGHT SHIPPED TO WAREHOUSE MUST BE CRATED OR SKIDDED | |

Shipments must arrive within Warehouse Receiving dates to avoid 25% surcharge. If your items will be arriving after the warehouse receiving deadline, Stetson must be notified in advance to ensure your shipment will arrive in time to be loaded onto our freight trucks. Please provide the shipment's carrier information and tracking numbers.

Roundtrip rates include: unloading of freight, storing at warehouse, delivery to show site and your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier at end of show, and overtime move-in.

| | | | |
|--------------------------|-----------------------------------|----------------------|------------------------|
| <input type="checkbox"/> | <u>DIRECT TO SHOW SITE</u> | PRICE PER CWT | 200 LB. MINIMUM |
| | CRATED OR SKIDDED..... | \$92.50..... | \$185.00 |
| | SPECIAL HANDLING | \$111.00..... | \$222.00 |
| | UNCRATED..... | \$129.50..... | \$259.00 |

Shipments must arrive within Exhibitor Move-in times to avoid 25% surcharge or shipment refusal.

Roundtrip rates include: unloading of freight, delivery to your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier at end of show, and overtime move-in.

| | | |
|--------------------------|----------------------------------|--|
| <input type="checkbox"/> | <u>SMALL PACKAGE RATE</u> | <u>MAXIMUM WEIGHT PER SHIPMENT IS 50 LBS.</u> |
| | FIRST CARTON | \$56.25 |
| | EACH ADDITIONAL CARTON | \$31.25 |

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

EARLY/LATE TO WAREHOUSE: 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT

OFF TARGET (OUTSIDE MOVE-IN TIMES): 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT

PLEASE ESTIMATE FREIGHT HANDLING CHARGES BELOW:

| DESCRIPTION | WEIGHT CWT (ROUNDED UP TO NEAREST 100) | PRICE PER CWT | ESTIMATED TOTAL |
|-----------------------|---|---------------|-----------------|
| Example: 2 Crates | 500 lbs. ÷ 100 = 5 | \$87.50 | \$437.50 |
| | ÷ 100 = | \$ | \$ |
| | ÷ 100 = | \$ | \$ |
| | | SUBTOTAL | |
| ADDITIONAL SURCHARGES | \$ _____ * _____ % OF SUBTOTAL = | | |
| | | TOTAL DUE | |

| | | |
|----------------------|------|------------|
| EXHIBIT COMPANY NAME | | BOOTH # |
| EXHIBITOR ADDRESS | | |
| CITY/STATE/ZIP | | EMAIL |
| PHONE | EXT. | FAX |
| EXHIBITOR SIGNATURE | | PRINT NAME |

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

FREIGHT HANDLING ESTIMATION FORM



RUSH—EXHIBITION FREIGHT

SCS Warehouse
2900 Stayton St.
Pittsburgh, PA 15212



Exhibitor _____

Booth # _____

Pieces _____ of _____

**Must arrive August 16 through September 15
to avoid surcharge or possible shipment refusal.**

ADVANCE WAREHOUSE
MAAUA 2010

RUSH—EXHIBITION FREIGHT

SCS Warehouse
2900 Stayton St.
Pittsburgh, PA 15212



Exhibitor _____

Booth # _____

Pieces _____ of _____

**Must arrive August 16 through September 15
to avoid surcharge or possible shipment refusal.**

ADVANCE WAREHOUSE
MAAUA 2010

RUSH—EXHIBITION FREIGHT

SCS Warehouse
2900 Stayton St.
Pittsburgh, PA 15212



Exhibitor _____

Booth # _____

Pieces _____ of _____

**Must arrive August 16 through September 15
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ADVANCE WAREHOUSE
MAAUA 2010

RUSH—EXHIBITION FREIGHT

SCS Warehouse
2900 Stayton St.
Pittsburgh, PA 15212



Exhibitor _____

Booth # _____

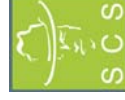
Pieces _____ of _____

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ADVANCE WAREHOUSE
MAAUA 2010

RUSH—EXHIBITION FREIGHT

SCS Warehouse
2900 Stayton St.
Pittsburgh, PA 15212



Exhibitor _____

Booth # _____

Pieces _____ of _____

**Must arrive August 16 through September 15
to avoid surcharge or possible shipment refusal.**

ADVANCE WAREHOUSE
MAAUA 2010

RUSH—EXHIBITION FREIGHT



Nemacolin Woodlands
c/o Stetson Convention Services
1001 Lafayette Dr.
Farmington, PA 15437

Exhibitor _____
Booth # _____
Pieces _____ of _____

DIRECT TO SHOW SITE
MAAUA 2010

Must arrive Sunday, September 19 from 4pm—8pm or Monday, September 20 from 7am—10am to avoid surcharge or possible shipment refusal.

RUSH—EXHIBITION FREIGHT

Nemacolin Woodlands
c/o Stetson Convention Services
1001 Lafayette Dr.
Farmington, PA 15437



Exhibitor _____
Booth # _____
Pieces _____ of _____

DIRECT TO SHOW SITE
MAAUA 2010

Must arrive Sunday, September 19 from 4pm—8pm or Monday, September 20 from 7am—10am to avoid surcharge or possible shipment refusal.

RUSH—EXHIBITION FREIGHT



Nemacolin Woodlands
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1001 Lafayette Dr.
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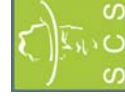
Exhibitor _____
Booth # _____
Pieces _____ of _____

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Nemacolin Woodlands
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1001 Lafayette Dr.
Farmington, PA 15437



Exhibitor _____
Booth # _____
Pieces _____ of _____

DIRECT TO SHOW SITE
MAAUA 2010

Must arrive Sunday, September 19 from 4pm—8pm or Monday, September 20 from 7am—10am to avoid surcharge or possible shipment refusal.

**Nemacolin Woodlands Resort & Spa
Welcomes
Mid-Atlantic Section of the AUA**



VENDOR INFORMATION:

NAME - _____ COMPANY - _____
ADDRESS - _____
TELEPHONE - _____ E-MAIL - _____

* * * * *

Stetson Convention Services (Steve Greenspan, 412-223-1090) will be providing a table and two chairs per exhibiting company.

* * * * *

Nemacolin Woodlands Resort is pleased to offer the following, additional items, at the prices below. Prices listed are a “one time fee” and applicable for all days of the conference. *Please note that a 20% service fee and a 6% tax will be automatically applied to all items.*

- 110 volt amp circuits - \$120++ each – number of connections needed: _____
- Extension cords - \$30++ each – number of cords needed: _____
- Power strips - \$30++ each – number of strips needed: _____
- Waste baskets - \$20++ each – number of baskets needed: _____
- Brass easels (vendor must provide signage) - \$60++ each – number needed: _____
- Wired internet connection - \$400++ - _____
- Monitor/computer screen - _____ (you will be contacted for availability/pricing)

Staff Assistance for unloading: Bellmen will be staffed from 11am-4:30pm on a “first come, first serve” basis. Please identify yourself as part of the AUA Program upon arrival. Suggested gratuity is \$10 per cart – please give directly to bellmen prior to unloading. Estimated time of arrival on Thursday, 9/23: _____

· Audio Visual Technical Assistance·

\$25 for every 30 minute interval, per staff member Thursday, 9/23/10 –

11am-11:30am - _____ 2pm-2:30pm - _____

11:30am-12pm - _____ 2:30pm-3pm - _____

12pm-12:30pm - _____ 3pm-3:30pm - _____

12:30m-1pm - _____ 3:30pm-4pm - _____

1pm-1:30pm - _____ 4pm-4:30pm - _____

1:30pm-2pm - _____

Additional Comments or Requests:

PAYMENT DETAILS:

CREDIT CARD NUMBER: _____ EXP. DATE: _____

CARDHOLDER'S NAME: _____

SIGNATURE OF CARDHODER: _____ DATE: _____

Credit card will be charged upon receipt of this form.

Deadline to respond is September 1, 2010. You will receive a confirmation e-mail once this form is received and processed.

Please submit completed forms to Attention: Ashley Riebel at the information below (no phone calls, please!):

*Ashley Riebel, Event Design Manager
Nemacolin Woodlands Resort & Spa
1001 Lafayette Drive
Farmington, PA 15437
Ashley.Riebel@nwlr.com
Fax: 724-329-6634*