

Dear Exhibitor,

Capital Convention Contractors is pleased to provide complete exhibitor services for NEPPA Show March 2, 2010 at the Sturbridge Host Hotel in Sturbridge, MA. In our commitment to promise an enjoyable and smooth-running event, this Capital Exhibitor Service Kit has been prepared for your use in planning your event. *Please review the following information carefully and place orders early to save time and money!*

Each Tabletop package will include:

8' x 30" Wide Skirted Table
Wastebasket
Exhibitor ID sign

Colors: Blue & Gold

Exhibitor Move-in and Move-out Schedule:

Exhibitor set-up:	Monday	March 1, 2010	5:00 pm – 8:00 pm
	Tuesday	March 2, 2010	8:00 am – 10:30 am
Show opens:	Tuesday	March 2, 2010	11:00 am – 4:00 pm
Exhibitor dismantle:	Tuesday	March 2, 2010	4:00 pm – 8:00 pm

ADVANCE ORDER DEADLINE:

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **February 22, 2010**. *We must have a major credit card on file to process your orders!* Complete the Payment Policy Form in its entirety with correct information. Capital Exhibitor Order Forms must be returned to our office and can be faxed directly to 508-351-9911. Order forms for other contractors should be returned to the specific contractor providing these services.

IMPORTANT SHIPPING PROCEDURES:

Capital recommends shipping exhibit materials up to 30 days prior to event move-in to our *Advance Freight Receiving Warehouse*, Making advance shipping arrangements will ensure a prompt and secure delivery to your exhibit site!

The event's location will not have the facilities to receive and store such materials in advance and may refuse your shipment and additional charges may occur.

For Advance Shipping to Warehouse: All freight shipments must be shipped prepaid and received in our warehouse no later than **February 26, 2010**. *A 25% late charge will apply if orders for advance shipping are received after this date.*

For Direct Shipping to Show Site: DO NOT ship exhibit materials directly to show site to arrive prior to **March 1, 2010**. You MUST designate your shipment for arrival during exhibitor set-up date only and label your materials c/o CAPITAL CONVENTION CONTRACTORS.

Please call our **Exhibitor Service Department at 877-335-3700** for any questions we may assist you with. We look forward to working with you!

Sincerely,

CAPITAL CONVENTION CONTRACTORS

PAYMENT POLICIES

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO CAPITAL

ADVANCE FLOOR ORDERS: All orders require advance payment for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to Capital. You may prepay with a check written on your company, but a credit card is required by Capital to ensure any unexpected charges, such as additional freight, clean-up costs, etc. are paid at the time the Show closes.

THIRD PARTY ORDERS: If you choose to contract work to a display or Exhibit House/company and/or require services from Capital, the Payment Policy presented above shall apply. Capital must be notified, in writing, from exhibiting company or any other display or Exhibit Company involved in the set-up or dismantle of exhibits.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR: Capital's Payment Policy must be adhered to by exhibitor prior to any freight being shipped to Capital. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. Capital is **not responsible** for any damage or loss of your freight, please secure round trip insurance from your company insurance carrier.

ALL CHARGES: All charges/costs requested by Exhibitor MUST be PAID IN FULL before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All Checks must be drawn on a U.S. bank, and there will be a minimum charge for each NSF check written to Capital.

ADJUSTMENTS: Exhibitors are responsible for ensuring services rendered as ordered prior to Show opening. All requests for adjustments must be made on site prior to the Shows closing. Capital will not be responsible for adjustments after the Show closes unless prior arrangements have been made in writing to Capital.

SALES TAX: Applicable city, county and state taxes will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Capital with its tax exempt number prior to beginning the Show.

COLLECTION POLICY: In the event this contract is turned over to an attorney for collection or dispute, Capital will be entitled to reasonable attorney fees.

RETURN VIA FAX: 508-351-9911

We accept: American Express - Visa - MasterCard (circle one)

Exhibitor _____ **Booth** _____

Address _____

City _____ **State** _____ **Zip** _____

Email _____ **Contact** _____

Credit Card Used for Payment: No _____ **Expires** _____

Card Holder (Print Name) _____ **Signature** _____

Telephone number _____ **Fax** _____

Cardholder hereby authorizes Capital to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid ADVANCE, AND a valid credit card must be on file with Capital authorizing payment for modified and/or additional charges. All Charges must be paid by the end of Show.

- **IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS PAYMENT POLICY FORM TO AVOID ANY MISUNDERSTANDING.**

ORDER SUMMARY

PAYMENT POLICY: All orders faxed or mailed to Capital must be accompanied by a Payment Policy Form. Payment in full is due at show site. Absolutely no show site orders will be executed prior to full payment of all customer' bills.

Calculate your orders:

<i>Service</i>	<i>Amount Due</i>
* Material Handling	\$ _____
Furnishings & Accessories	\$ _____
MA 6.25% Sales tax	\$ _____
TOTAL ESTIMATED CHARGES	\$ _____

* Indicates nontaxable services

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES

ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW

Orders received without full payment or credit card information will not be processed.

MAKE CHECKS PAYABLE TO: Capital Convention Contractors
Checks must include exhibiting firm name and booth number

RETURN VIA FAX: 508-351-9911

PLEASE FILL OUT THE INFORMATION BELOW

Exhibitor _____ Booth _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Contact _____

LIABILITY AND INSURANCE

Capital Convention Contractor's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged as described below.

1. Capital Convention Contractors shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
2. Capital Convention Contractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Capital and its subcontractors shall not be responsible for loss, theft, and disappearance of exhibitor's materials before it's picked up from exhibitor's booth for reloading after the close of the show. Outbound Bills of Lading are available at the Capital Exhibitor Service Desk. Outbound Bills of Lading will be checked at the time of actual pickup of freight from the booth. Piece counts will be adjusted and corrections will be made to the Bill of Lading where discrepancies may occur.
4. Capital and its subcontractors will not be responsible for ordinary wear and tear in handling of equipment. Neither will they be responsible for loss, damage or delay of shipments due to fire, theft, water, vandalism, acts of God, strikes, lockouts, work stoppages of any kind or any other circumstances beyond their control.
5. Capital and its subcontractors' liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event Capital's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.
6. If Capital is found negligent for the damage of materials, the exhibitor's sole remedy will be to have Capital repair or replace the defective materials with that of like kind and quality. In no event shall Capital be liable for incidental or consequential damages, which may result or arise out of the damaged materials. This shall include those losses or damages, which may arise out of the inability of an exhibitor to show their product.
7. The consignment for delivery of a shipment to Capital by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this notice. It is understood that Capital and its subcontractors are not insurers. Insurance, if any, shall be based on the value of the material handling services and the scope of liability is unrelated to the value of the Exhibitor's property being handled. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. If a shipment must be re-routed due to incorrect or unclear shipping instructions on the Outbound Bill of Lading, Capital assumes no liability as a result of such rerouting or handling.
8. Capital and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials, which may make it impossible or impractical to, exhibit same.
9. Loss or damage must be submitted to Capital prior to the close of the show on which the loss or damage occurred or shall be considered waived. No suit or action shall be brought against Capital or its subcontractors more than one (1) year after the accrual of the cause of action therefore.

(Continued on the next page)

**LIABILITY AND INSURANCE
(CONTINUED)**

10. Shipment received without receipts, freight bills or specified unit counts on receipts or freight bills such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Capital for such shipments.
11. Empty container labels are available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Capital assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Capital's labels, improper information on empty labels, or valuable stored in containers with empty labels.
12. Freight handling charges are the responsibility of the exhibitor to whom the shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Capital relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Capital for Drayage or any other service provided by Capital as an offset against the amount of the alleged loss or damage. Instead, they shall agree to pay Capital at the close of the show for all such charges, and they further agree that any claim they may have against Capital shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.

13. Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
14. Materials left behind without orders placed at the Service Desk may be classified as abandoned. The Service Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments, which do not arrive at their destination at a dated time.

THIRD PARTY PAYMENT POLICY

Capital Convention Contractors will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:

1. The payment record of the third party is acceptable to *Capital*.
2. This completed form is signed by both parties and returned to *Capital* at 14 days prior to move-in.
3. **A completed Payment Policy Form MUST accompany this form from each party.**
4. *Capital's* prepayment policy is adhered to; i.e. orders must be received with payment by the deadline dates.
5. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.
6. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

Please indicate below which items/services are to be invoiced to the third party:

_____ All <i>Capital's</i> services	_____ Freight Handling
_____ Furniture/Carpet	_____ Booth Cleaning
_____ Booth labor	_____ Other/Specify_____

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

 Exhibiting Firm / Booth #

 Display House 3rd Party

 Address

 Address

 City / State / Zip

 City / State / Zip

 Telephone

 Telephone

 Authorized Signature

 Authorized Signature

 Print Name

 Print Name

SHIPPING INFORMATION

COLLECT SHIPMENTS WILL NOT BE ACCEPTED. All shipments by whatever means of transportation MUST BE PREPAID and should be shipped to arrive at our warehouse up to 30 days prior to the move-in date for the show. Late shipments are subject to additional handling and delivery charges. All shipments should be addressed to CAPITAL CONVENTION CONTRACTORS. **Freight delivered to show site prior to the first day of move-in will be refused.**

SHIPPING ADDRESSES

<p>ADVANCE WAREHOUSE (Deadline date: February 26, 2010)</p>	<p>STURBRIDGE HOST HOTEL (First day of freight acceptance: March 1, 2010)</p>
<p>TO: (NAME OF EXHIBITOR)</p> <p>Capital Convention Contractors 35 Lyman Street Northborough, MA 01532</p>	<p>TO: (NAME OF EXHIBITOR)</p> <p>Capital Convention Contractors c/o: Sturbridge Host Hotel 366 Main Street Sturbridge, MA 01566</p>
<p>FOR: NEPPA</p> <p>BOOTH NUMBER: _____</p>	<p>FOR: NEPPA</p> <p>BOOTH NUMBER: _____</p>

PLEASE READ: Liability and Insurance Bulletin – Capital Convention Contractors shall not be responsible for damage to uncrated or improperly packed materials or concealed damage. **Capital Convention Contractors** shall be not responsible for loss, theft, or disappearance of exhibitor's materials after it has been delivered to exhibitor's booth.

INBOUND SHIPMENTS:

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative, **and during such time the materials will be left unattended. CAPITAL CONVENTION CONTRACTORS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH AT THE SHOW SITE.** Capital Convention Contractors recommends the securing of security from the facility or Show Management.

OUTBOUND SHIPMENTS:

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pickup of materials from the booths for loading onto a carrier and **during such time the material may be left unattended.** Capital Convention Contractors **WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Capital Convention Contractors highly recommends the securing of security services from the facility or Show Management. All Material Handling Agreements submitted to Capital Convention Contractors by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items an any agreement form submitted to Capital and the actual count of such items in the booth at the time of pickup. Bills of Lading covering outgoing shipments that are furnished to Capital Convention Contractors by exhibitors will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur. Capital Convention Contractors shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for causes beyond its control. Capital Convention Contractors liability shall be limited to physical loss or damage to the specific article that is lost or damaged. If found liable for any loss, Capital Convention Contractors' sole and exclusive **MAXIMUM** liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to Dollar amount limit equal to amount paid by EXHIBITOR to Capital Convention Contractors for material handling services during the show or exposition under this contract.

Capital Convention Contractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Capital Convention Contractors by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. Your present insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

Use these labels *only* if shipping
in advance to warehouse.

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
35 Lyman Street
Northborough, MA 01532

Show: **NEPPA**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

Use these labels *only* if shipping
In advance to warehouse

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
35 Lyman Street
Northborough, MA 01532

Show: **NEPPA**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

Use these labels *only* if shipping
In advance to warehouse.

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
35 Lyman Street
Northborough, MA 01532

Show: **NEPPA**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

Use these labels *only* if shipping
In advance to warehouse.

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
35 Lyman Street
Northborough, MA 01532

Show: **NEPPA**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

NOTE: Please review Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, Inc. by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

Use these labels *only* if shipping
Direct to show site.

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors

c/o: Sturbridge Host Hotel
366 Main Street
Sturbridge, MA 01566

Show: **NEPPA**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

Use these labels *only* if shipping
Direct to show site.

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors

c/o: Sturbridge Host Hotel
366 Main Street
Sturbridge, MA 01566

Show: **NEPPA**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

Use these labels *only* if shipping
Direct to show site.

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors

c/o: Sturbridge Host Hotel
366 Main Street
Sturbridge, MA 01566

Show: **NEPPA**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

Use these labels *only* if shipping
Direct to show site.

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors

c/o: Sturbridge Host Hotel
366 Main Street
Sturbridge, MA 01566

Show: **NEPPA**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

NOTE: Please review Liability and Insurance Bulletin... The consignment or delivery of a shipment to Capital Convention Contractors, Inc. by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

MATERIAL HANDLING SERVICES

The rates quoted below are based upon straight time move-in and move-out. All charges are per cwt (100 lbs.) and are rounded up to the next 100 lbs. There is a 200 lb. minimum charge per shipment. Capital Convention Contractors will receive advance crated shipments at the warehouse and will provide up to 30 days storage prior to the show. Capital Convention Contractors will receive direct shipments at show site on scheduled move in day(s). Capital Convention Contractors will provide delivery to the booth, storage of empty packing materials, and return outbound shipments to the loading dock.

ADVANCE SHIPMENTS TO WAREHOUSE, CRATED ONLY

Common Carrier

Weight of shipment _____ cwt x **\$45.00** per 100 lbs. 200 lb. minimum = \$ _____

Specialized Carrier, Crated only

Weight of shipment _____ cwt x **\$56.25** per 100 lbs. 200 lb. minimum = \$ _____

DIRECT SHIPMENTS TO CONVENTION CENTER

Common Carrier

Weight of shipment _____ cwt. x **\$43.00** per 100 lbs. 200 lb. minimum = \$ _____

Specialized Carrier, Crated Only

Weight of shipment _____ cwt. x **\$53.75** per 100 lbs. 200 lb. minimum = \$ _____

Specialized Carrier, Uncrated

Weight of shipment _____ cwt. x **\$64.50** per 100 lbs. 200 lb. minimum = \$ _____

UPS or FEDX SHIPMENTS RATES (SMALL PACKAGES)

Exhibitors who wish to send exhibit materials weighing under 50lbs to Capital via UPS or FEDX will be charged the following material handling rates per shipment:

First Package: \$35.00 _____ x \$35.00 = \$ _____

Additional Packages: \$10.00 each _____ x \$10.00 = \$ _____

ADVANCE WAREHOUSE SHIPMENT— All materials shipped in advance to the warehouse must arrive by **Feb. 26, 2010**. Any shipment arriving after this date will be charged an additional 25% per cwt, \$50.00 minimum.

CLASSIFICATIONS

CRATED:

Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

ADDITIONAL HANDLING:

Material delivered by the carrier in such a manner that it requires additional handling, such as stacked and constricted space unloading, loads mixed with pad wrapped material and shipments that require additional time, equipment or labor to unload. **FedEx** and **UPS** are included in this category due to their delivery procedures.

UNCRATED:

Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Tip to Save on Material Handling – CONSOLIDATE SHIPMENTS!

EXHIBITOR NAME: _____ TEL #: _____

BILLING ADDRESS: _____ FAX #: _____

CITY /STATE /ZIP: _____ AUTHORIZED BY _____

BOOTH #: _____ E-MAIL: _____

FURNISHING CHANGES

Your space for the New England Promotion Products Show comes with the following:

8' x 30" Wide Skirted Table
 One Wastebasket
 Exhibitor ID Sign

You are able to replace the 8' table with either a 4' x 24" wide or a 6' x 24" wide table at no extra cost by completing this form and faxing it to Capital Convention Contractors at 508-351-9911 by the deadline date noted below. **If this form is not returned to Capital Convention Contractors prior to this date, you will be charged \$25.00 per table at showsite to exchange the tables.**

You may also order 4' and 6' long risers to be placed upon your tables. Please place order below.

DEADLINE: February 26, 2010

TABLE EXCHANGE

Please indicate one of the following:

_____ Yes, please exchange my 8' table for: _____ 4' table _____ 6' table

_____ I do not require a table in my space. Please leave table out of my space.

RISERS

If you would like to order risers please complete the information below.

<i>Qty.</i>	<i>Item</i>	<i>Price</i>	<i>Total</i>
	4' Skirted Riser (12" High)	30.00 each	
	6' Skirted Riser (12" High)	30.00 each	
Orders will not be placed with out a form of payment. Please complete the payment information page.		Subtotal	
		6.25% MA TAX	
		TOTAL	

EXHIBITOR NAME: _____ TEL #: _____

BILLING ADDRESS: _____ FAX #: _____

CITY /STATE /ZIP: _____ AUTHORIZED BY _____

BOOTH #: _____ E-MAIL: _____



ELECTRICAL SERVICE FORM

Please complete this form and enclose your check for the full amount, payable to the Sturbridge Host Hotel, Attn: Conference Coordinator or fax with credit card guarantee to (508)347-3824. All connections must be made by our electrician. All requests must be received in writing ten (10) days prior to show for refund. No power will be provided until payment in full is received. All completed forms must be received (5) business days prior to the event date.

A \$50.00 per day surcharge will be applied to the standard fees listed below to any completed forms arriving less than (5) business days from the event date.

Show Name: _____ Show Days & Dates: _____ Booth Number: _____

Your Name: _____ Today's Date: _____ Telephone: _____

Company Name: _____ Fax: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Person in Charge of Exhibit During Show: _____

Credit Card #: _____ Exp. Date: _____ Authorized Signature: _____

Or Total Amount of Check & Check Number: _____

<u>DESCRIPTION</u>	<u>USAGE PRICE</u>	<u># NEEDED</u>	<u># OF DAYS</u>	<u>TOTAL \$</u>
Outlet to 500 watts, 120 volts	\$55.00 per day	_____	_____	_____
Outlet to 900 watts, 120 volts	\$60.00 per day	_____	_____	_____
Outlet to 1,800 watts, 120 volts	\$65.00 per day	_____	_____	_____

<u>SINGLE PHASE</u>				
Outlet to 10 amps, 208 volts	\$65.00 per day	_____	_____	_____
Outlet to 20 amps, 208 volts	\$65.00 per day	_____	_____	_____
Outlet to 30 amps, 208 volts	\$65.00 per day	_____	_____	_____

<u>*SPECIAL CIRCUITS/THREE PHASE</u>				
Outlet to 10 amps, 208 volts	\$75.00 per day	_____	_____	_____
Outlet to 20 amps, 208 volts	\$75.00 per day	_____	_____	_____
Outlet to 30 amps, 208 volts	\$75.00 per day	_____	_____	_____
Outlet to 40 amps, 208 volts	\$75.00 per day	_____	_____	_____

***NOTE:** *Labor and material costs for installation of special circuits is extra.*
 Electrician\$25.00 per person per hour
 Houseman.....\$15.00 per person per hour
 Please specify day, date, and time with number of housemen needed.

Prices of special services and materials not listed will be given upon receipt of written information. All electrical prices include 6.25% tax. Per day usage price based on show days only.

On any single or three phase 208 volt circuits, specify whether a neutral is needed. Also, specify type plus NEMA NUMBER or whether a direct hook-up is needed. If a plug-in type is needed and you are not sure of the type of female receptacle, bring a female receptacle with your equipment.

The following current is available: 120 volts single and 208 volts, three phase, all 60 cycle A.C. All equipment must be properly tagged and wired with complete information as to type of current, voltage, amperage, phase, horse power, etc. Overloading and over-current are your responsibility.

Usage price for single phase outlets include your pro-rated share of the cost of special switchboards, temporary lines, and power lines to your booth, as well as removal after the show and current consumption.

Please note: For outside line telephone connections please call VERIZON at 1-800-941-9900 (Allow for a 30 day advance notice).