

**Section 1 - GENERAL INFORMATION**

- o Show Information
- o Method of Payment
- o Payment Terms and Conditions
- o Recap of Services / Deadline Dates

**Section 2 - SHIPPING**

- o Fuel Surcharge Based Information
- o Reconsigned Freight Policy
- o Shipping Instructions
- o UPS Freight
- o Shipping Addresses
- o Advance & Direct Shipment Labels
- o Material Handling
- o Limits of Liability & Responsibility for Material Handling Services

**Section 3 - FURNISHINGS & ACCESSORIES**

- o Furniture & Accessories Order Form
- o Custom Furniture Brochure and Order Form
- o Carpet Order Form
- o Sign Request Form
- o Modular Display Unit Order Forms

**Section 4 - LABOR**

- o Forklift Labor Order Form
- o Hanging Sign Order Form
- o Display Labor Order Forms
- o Display Labor Limits of Liability
- o Official Service Contractors and Guidelines for Exhibitor Appointed Contractors
- o Non-Official Service Contractor

**Section 5 - ANCILLARY SERVICES**

- o Special Cleaning & Porter Service Order Form
- o Austin Convention Center Exhibitor Services - Order Form
- o Austin Convention Center Exhibitor Services - Electrical Price Schedule
- o Austin Convention Center Exhibitor Services - Floor & Booth Layout
- o Austin Convention Center Exhibitor Services - Technology Price Schedule
- o Austin Convention Center Exhibitor Services - Telephone Price Schedule
- o Audio Visual Order Form
- o TLC Floral Order Form

Discount Deadline Date: July 18, 2011

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

**ESA 96TH ANNUAL MEETING**  
AUSTIN CONVENTION CENTER  
AUGUST 8-11, 2011



Dear Exhibitor:

We are proud to be named the Official Service Contractor for the **ESA 96th Annual Meeting**, being held at the **Austin Convention Center, in Austin, TX.** We look forward to working with you to create a memorable and successful exhibition.

To assist you in meeting your overall needs, we have enclosed our equipment and service order forms. Please complete and return the Method of Payment Form, Material Handling Form, and any other appropriate forms to our office and retain a copy of each for your files. **Order in advance!** Help ensure a smooth move-in for everyone.

**Remember, the discounted prices will only apply to the order forms received in our office by July 18, 2011 and accompanied by full payment. Add 10% to both labor and furniture standard rates for orders received at the show site.**

**Exhibit Equipment Packages:** Tabletop display package will consist of one 6' x 30" white skirted table, one plastic side chair, wastebasket and a 7" x 44" ID sign. Booth package will consist of 8' high teal/blue/white back wall drape, 3' high blue side rail drape, one 6' x 30" white skirted table, two contour chairs, wastebasket and a 7" x 44" ID sign. **The aisles will be carpeted in blue.** Additional furniture and accessories can be ordered through this service kit.

**Shipping information, handling fees and liability limitations described for exhibit materials also apply for Handout materials.** To ensure proper delivery of these, especially if your company or organization also has a booth or tabletop space, please be sure to indicate "HANDOUTS" in place of a space or booth number when completing forms and preparing shipping labels for these items.

**Everyone shipping materials to the show MUST complete the Method of Payment Form.**

**Exhibit Installation**

Sunday August 7, 2011.....10:00 am - 5:00 pm  
Monday August 8, 2011.....7:00 am - 10:00 am

**Exhibit Hours:**

Monday August 8, 2011.....11:30 am - 6:30 pm  
Tuesday August 9, 2011 .....11:30 am - 6:30 pm  
Wednesday August 10, 2011 .....11:30 am - 6:30 pm  
Thursday August 11, 2011 .....11:30 am - 6:30 pm

**Exhibit Hall Dismantle:**

Thursday August 11, 2011.....6:30 pm - 9:30 pm

All materials must be packed and ready to ship, with bills of lading turned into the Expo Plus Service Center, prior to your scheduled move out deadline. Exhibitors using carriers other than UPS Freight should notify their carriers to Check in no later than **8:30 pm on Thursday, August 11, 2011** for outbound shipments. Carriers must pick up freight by **9:30 pm on Thursday, August 11, 2011**; otherwise freight will be shipped with the Official Show Carriers.

**There will be a 3% fuel surcharge added to every final invoice. Please see the fuel based surcharge information sheet for additional details.**

Again, we look forward to being of service to you. Should you have any questions concerning services covered in this kit, or if we may assist you with your preliminary planning, please contact us at (404) 699-0650.

Sincerely,  
Expo Plus

Discount Deadline Date: July 18, 2011

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**Expo Plus has established the following terms and conditions of sale for all services rendered by us:**

**Expo Plus REQUIRES PAYMENT FOR ALL SERVICES UPON PRESENTATION OF AN INVOICE/STATEMENT AT THE EXHIBIT SITE.** To receive a discount, payment must accompany your advance order and be received prior to the Deadline Date on your order form. Advance payment can be made by completing the Method of Payment Form.

It is the responsibility of each Exhibitor to advise the Expo Plus Service Center representative of any problems with any orders, and to check invoices for accuracy prior to the close of the event. No credits will be issued after the exhibition closing.

**All payments must be made in U.S. Funds.**

If your firm or agency requires a purchase order be issued for any services rendered, such purchase order **must** accompany the order forms. Government agencies please note.

All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of Expo Plus.

Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition.

For all exhibitors, invoices will be placed in your booth or tabletop space during the event for your convenience. Expo Plus will accept payment by cash, company check, American Express, Discover, Mastercard or Visa. **Expo Plus reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.**

**International Exhibitors** will be required to settle their accounts in full prior to the close of the exhibition. Payments must be made in **U.S. Funds** or by credit card, cash, check or bank wire transfer, when previously arranged by Expo Plus.

**Tax Exemption Status** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the jurisdiction in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers.

Payment for **all** labor, equipment and services, whether ordered by the exhibitor, display builder, non-official contractor or other parties shall be the **responsibility of the exhibitor at the event.**

**Expo Plus reserves the right to institute collection action against all exhibitors/third parties, in the event payment is not received within 20 days. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal and company checks, and chargeback fees on credit cards will be added to your invoice.**

Discount Deadline Date: July 18, 2011

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**ESA 96TH ANNUAL MEETING**  
**AUSTIN CONVENTION CENTER**  
**AUGUST 8-11, 2011**



**RECAP OF SERVICES**

**\*\*For BEST RATES, please order by DEADLINE DATES specified below\*\***

	<b>Deadline Date</b>	<b>Date Ordered</b>	<b>Total</b>
Display Labor Estimate	July 18, 2011	_____	\$ _____
Forklift Estimate	July 18, 2011	_____	\$ _____
Material Handling Estimate	July 18, 2011	_____	\$ _____
Furniture & Accessories	July 18, 2011	_____	\$ _____
Carpet Order	July 18, 2011	_____	\$ _____
Sign Request	July 18, 2011	_____	\$ _____
Hanging Sign Request	July 18, 2011	_____	\$ _____
Booth Cleaning Order Form	July 18, 2011	_____	\$ _____
Expo Plus Custom Furniture Rental	July 18, 2011	_____	\$ _____
Modular Unit Display Rentals	July 18, 2011	_____	\$ _____
Non Official Contractor Form	July 18, 2011	_____	\$ _____
Advance Shipment to Warehouse	August 3, 2011	_____	\$ _____
CCR Computer Rental Form	See Form	_____	\$ _____
TLC Floral Form	See Form	_____	\$ _____

TOTAL FROM ALL FORMS      \$ \_\_\_\_\_

**\*\*\*DON'T FORGET TO INCLUDE YOUR METHOD OF PAYMENT FORM\*\*\***

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

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COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ SPACE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - please print \_\_\_\_\_

Discount Deadline Date: July 18, 2011

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**A National Full-Service Trade Show Contractor  
Fuel Based Surcharge  
INFORMATION**

Unfortunately, increased petroleum prices have negatively impacted every facet of the trade show industry, from the cost of propane and diesel fuel to the cost of carpet, vinyl, tapes, substrates and plastics.

While the cost of gasoline fluctuates, the cost of petroleum based products continually escalates to record highs almost every month. To partially offset the increased costs related to petroleum based products, Expo Plus has no other recourse than to enact a petroleum surcharge.

The petroleum surcharge will result in a 3% increase on all services and products published in the Expo Plus Service Manual. This charge will be shown as a separate line item on your final invoice.

Expo Plus would like to thank you for your continued support and understanding during these challenging times.



**Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier at the expense of the exhibitor.** Therefore, it is important to know some of the basics that will help you to avoid having your freight reconsigned.

### **BILL OF LADING**

Each exhibitor is responsible for turning in the Expo Plus *Bill of Lading* to the Expo Plus Service Desk after dismantling is finished and all boxes, crates, etc. are packed and labeled. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the exhibit space to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.). **Your Bill of Lading must be turned in no later than 9:30 pm on Thursday, August 11, 2011.**

### **OFFICIAL CARRIER**

The Official Carrier is on site as a convenience to exhibitors and to service show management, and is by no means the only choice available. Exhibitors are welcome to use either the Official Carrier or their carrier of choice. Rates may be negotiated in advance by calling this carrier.

### **OTHER CARRIERS**

If freight is consigned to a service other than the Official Carrier, that service **must check in with the loading dock by 8:30 pm Thursday, August 11, 2011.** Show Management, Expo Plus and the Official Carrier cannot be responsible for checking with all designated services. If you have chosen a carrier other than the Official Carrier, then we suggest that you have a representative from your company call the Expo Plus Service Desk during move-out to check on the status of the shipment and stay with the shipment until it is picked up if necessary. Many times, a reminder phone call from you will get the carrier there quickly.

### **RECONSIGNEED SHIPMENTS**

A "reconsignment" occurs when the exhibitors carrier does not check-in by the official deadline for the consigned freight. We want to make sure each exhibitor's freight is handled by their carrier of choice, and therefore no freight is reconsigned until we must move it to meet the contracted move-out agreement between Show Management, the convention center and Expo Plus.

Discount Deadline Date: July 18, 2011

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars



**BILL OF LADING**

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise. A copy should be mailed immediately to the Expo Plus address:

**Expo Plus  
1055 Research Center Drive  
Atlanta, GA 30331**

Also send a copy to the person in charge of installing your display for assistance in tracing shipments. Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be assigned a priority and a dock number for unloading.

**NOTE: Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines, will be delivered to the exhibitor's booth or tabletop without guarantee of piece count or condition. No liability will be assumed by Expo Plus for such shipments.**

**NOTE: In the event no weight is indicated on the documents presented, Expo Plus shall estimate the weight and charges will be based on the estimates and such charges will not be subject to adjustment.**

**VAN LINE SHIPMENTS**

Drivers will be required to submit CERTIFIED WEIGHT RECEIPTS when recording their shipment at the Exhibit Site Check-In Area. Expo Plus reserves the right to refuse to unload such shipments until a CERTIFIED WEIGHT RECEIPT is presented.

**INSURANCE**

**Be sure your materials are insured** from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by "riders" to existing policies.

**SHIPPING LABELS**

Shipping Labels are enclosed. **Use them as they will expedite handling.** If additional labels are needed please duplicate as your needs require.

**SMALL PACKAGES SHIPMENTS**

These include cartons received without documentation and delivery to the exhibit space without guarantee of piece count and documentation. These also include Fed Ex and UPS shipments weighing less than 30 lbs.

**LABOR AND EQUIPMENT**

Labor will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding machinery and/or equipment for exhibitors. Place your orders for this labor using the form in the "Display Labor" section of this service kit.

**OUTGOING SHIPMENTS**

To assist you in setting up your outgoing shipments, staff at the Expo Plus Service Desk will be able to provide labels, Bill of Lading forms and shipping information.

At the close of the show, if an exhibitor's carrier fails to pick up or refuses to accept shipments, Expo Plus reserves the right to reroute such shipments where no disposition is provided. Material may be hauled to a holding warehouse pending instructions from the exhibitor and a 25% surcharge will be charged for this service. No liability will be assumed as a result of such necessary rerouting or handling.

**All shipments must be forwarded with all charges prepaid.  
Collect shipments will not be accepted.  
Expo Plus assumes no responsibility for collect shipments which are not accepted.**

Discount Deadline Date: July 18, 2011

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## ESA 96TH ANNUAL MEETING

AUSTIN CONVENTION CENTER

AUGUST 8-11, 2011



### ADVANCE SHIPMENTS TO WAREHOUSE

Advance shipments will be accepted at the Expo Plus warehouse no earlier than July 1, 2011, will be stored at no cost for up to 21 days, and must be delivered by the deadline date **August 3, 2011**. These shipments should be consigned and the Bill of Lading made out as follows:

**Name of Exhibiting Company**

**ESA 96th Annual Meeting**

**Exhibit Space Number:** \_\_\_\_\_

**UPS Freight c/o AWD**

**c/o Expo Plus**

**16310 Bratton Lane, Bldg. 3, Suite 300**

**Austin, TX 78728**

### RATES FOR ADVANCE SHIPMENTS RECEIVED AT THE WAREHOUSE

Shippers who wish to have their materials arrive in advance can do so by shipping direct to our warehouse. Materials will be unloaded at the warehouse, stored free for 21 days, delivered to the unloading docks at the exhibit site, unloaded, delivered to the appropriate location (e.g., booth or tabletop space\*), picked up at close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$67.00 with a 200 lb. minimum.**

### DIRECT SHIPMENTS TO EXHIBIT SITE

Shipments for direct delivery to the Exhibit Site should be **scheduled to arrive August 7-8, 2011**. These shipments should be consigned and the bill of lading made out as follows:

**Name of Exhibiting Company**

**ESA 96th Annual Meeting**

**Exhibit Space Number:** \_\_\_\_\_

**Austin Convention Center**

**c/o Expo Plus**

**500 East Cesar Chavez Street**

**Austin, TX 78701**

### RATES FOR MATERIALS AND EQUIPMENT RECEIVED AT THE EXHIBIT SITE

Material will be unloaded from exhibitor's trucks, or trucks of others, at the exhibit site, delivered to the appropriate location (e.g., booth or tabletop space\*), picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$72.00 with a 200 lb. minimum.**

### RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING

This classification shall be applied to, but not limited to moving van shipments, or shipment by any truck which, because of the height of the truck bed, cannot be unloaded at the docks, and/or the shipment is "packed" in such a manner as to require special handling (e.g., loose display parts, uncrated equipment), regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g., 1 lot; 20 assorted pieces). Material will be unloaded from moving vans, exhibitor's trucks or trucks of others, delivered to the exhibitor's booth or tabletop space\*, picked up at the close of show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$77.00 advance, \$82.00 show site with a 200 lb. minimum.**

**NOTE:** In the event crated materials are combined in a shipment with materials "packed" in such a manner as to require special handling (see above), Expo Plus will invoice such shipments at the rates applicable to the "classification" of the materials, PROVIDED the bill of lading clearly identifies the weight of the crated materials and the weight of the other materials. If the bill of lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling rate and will not be subject to adjustment.

### SMALL PACKAGE

Small packages that are a maximum 30 lbs will be charged \$35.00 per delivery whether shipped in advance or to the exhibit site.

### OVERTIME CHARGES

Shipments unloaded at the warehouse after 4:30 pm weekdays, anytime Saturday, Sunday or Holidays, after the deadline date for advance shipments to warehouse or after the show opens will be subject to overtime charges. Additionally, when freight must be moved into or out of the exhibit site after 4:30 pm weekdays, anytime Saturday, Sunday or Holidays due to scheduling conflict beyond the control of Expo Plus, overtime charges will apply. This charge will equal **\$18.00 for every 100 lbs. of freight shipped with a minimum charge of \$36.00, and will be invoiced in addition to our regular drayage charges.**

**NOTE:** A maximum of \$10.00 charge will apply to receiving and delivery of envelopes only at the show site during show hours.

\*Those shipping handout materials will accrue direct material handling charges as well. However, freight will not be returned at the close of the show unless prior arrangements are made with Expo Plus.

Discount Deadline Date: July 18, 2011

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars



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## ADVANCE SHIPMENTS TO WAREHOUSE

To arrive no earlier than Friday, July 1 and no later than  
Wednesday, August 3, 2011 by 12:00 pm

Name of Exhibiting Company  
ESA 96th Annual Meeting  
Exhibit Space Number: \* \_\_\_\_\_  
**UPS Freight c/o AWD**  
**c/o Expo Plus**  
**16310 Bratton Lane, Bldg. 3, Suite 300**  
**Austin, TX 78728**

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## DIRECT SHIPMENTS TO THE EXHIBIT SITE

To arrive only on August 7-8, 2011 between **8:00 am and 5:00 pm**

Name of Exhibiting Company  
ESA 96th Annual Meeting  
Exhibit Space Number: \* \_\_\_\_\_  
**Austin Convention Center**  
**c/o Expo Plus**  
**500 East Cesar Chavez Street**  
**Austin, TX 78701**

Discount Deadline Date: July 18, 2011

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars



## UPS Freight<sup>SM</sup> Trade Show Services

### Simplified shipping solutions

#### Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

#### Outbound from the show

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

Contact Trade Show Services at 800.988.9889 or via email at [tradeshow@upsfreight.com](mailto:tradeshow@upsfreight.com).



### A complete range of services from the carrier you know and trust

#### Freight services:

- Ground freight
- Air freight
- Urgent

#### Package services:

- Ground
- Air
- International

# UPS Freight<sup>SM</sup> Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at [tradeshow@upsfreight.com](mailto:tradeshow@upsfreight.com)

## Full range of services

### Urgent

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

### Standard

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

### Package

- On-site coordination of package and freight shipping

## Tips for smoother trade show shipping

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

\* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at [t1.upsfreight.com](http://t1.upsfreight.com) and any other applicable contract, as other restrictions may apply.

## Online resources

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

Visit us at:  
[upsfreight.com/tradeshow](http://upsfreight.com/tradeshow)  
or call 800.988.9889

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## Multimodal capabilities





USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

**ADVANCE SHIPMENT**

**RUSH!**

**FROM:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO:**

\_\_\_\_\_  
\_\_\_\_\_

SPACE NUMBER

#

**ESA 96TH ANNUAL MEETING  
UPS FREIGHT c/o AWD  
c/o Expo Plus**

16310 Bratton Lane, Bldg. 3, Suite 300  
Austin, TX 78728

**SHIPMENT SHOULD ARRIVE:**

*Between July 1, 2011 and August 3, 2011 by 12:00 pm*

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**ADVANCE SHIPMENT**

**RUSH!**

**FROM:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO:**

\_\_\_\_\_  
\_\_\_\_\_

SPACE NUMBER

#

**ESA 96TH ANNUAL MEETING  
UPS FREIGHT c/o AWD  
c/o Expo Plus**

16310 Bratton Lane, Bldg. 3, Suite 300  
Austin, TX 78728

**SHIPMENT SHOULD ARRIVE:**

*Between July 1, 2011 and August 3, 2011 by 12:00 pm*

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**FOR EXHIBITOR FREIGHT USE THESE LABELS**

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

**DIRECT SHIPMENT**

**RUSH!**

**FROM:**

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**TO:**

SPACE NUMBER

**ESA 96TH ANNUAL MEETING  
AUSTIN CONVENTION CENTER  
c/o Expo Plus**

500 East Cesar Chavez Street  
Austin, TX 78701

**SHIPMENT SHOULD ARRIVE ONLY ON:**

**August 7-8, 2011, between 8:00 am and 5:00 pm**

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**FOR EXHIBITOR FREIGHT USE THESE LABELS**

**DIRECT SHIPMENT**

**RUSH!**

**FROM:**

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**TO:**

SPACE NUMBER

**ESA 96TH ANNUAL MEETING  
AUSTIN CONVENTION CENTER  
c/o Expo Plus**

500 East Cesar Chavez Street  
Austin, TX 78701

**SHIPMENT SHOULD ARRIVE ONLY ON:**

**August 7-8, 2011, between 8:00 am and 5:00 pm**

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**USE THESE LABELS**

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

**ADVANCE SHIPMENT**

**RUSH!**

**FROM:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO:**

Handouts

**ESA 96TH ANNUAL MEETING  
UPS FREIGHT c/o AWD  
c/o Expo Plus**

16310 Bratton Lane, Bldg. 3, Suite 300  
Austin, TX 78728

**SHIPMENT SHOULD ARRIVE:**

**Between July 1, 2011 and August 3, 2011 by 12:00 pm**

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**ADVANCE SHIPMENT**

**RUSH!**

**FROM:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO:**

Handouts

**ESA 96TH ANNUAL MEETING  
UPS FREIGHT c/o AWD  
c/o Expo Plus**

16310 Bratton Lane, Bldg. 3, Suite 300  
Austin, TX 78728

**SHIPMENT SHOULD ARRIVE:**

**Between July 1, 2011 and August 3, 2011 by 12:00 pm**

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**FOR HANDOUT MATERIALS USE THESE LABELS**

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

**DIRECT SHIPMENT**

**RUSH!**

**FROM:**

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**TO:**

Handouts

**ESA 96TH ANNUAL MEETING  
AUSTIN CONVENTION CENTER  
c/o EXPO PLUS**

500 East Cesar Chavez Street  
Austin, TX 78701

**SHIPMENT SHOULD ARRIVE ONLY ON:**

**August 7-8, 2011, between 8:00 am and 5:00 pm**

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**DIRECT SHIPMENT**

**RUSH!**

**FROM:**

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**TO:**

Handouts

**ESA 96TH ANNUAL MEETING  
AUSTIN CONVENTION CENTER  
c/o EXPO PLUS**  
500 East Cesar Chavez Street  
Austin, TX 78701

**SHIPMENT SHOULD ARRIVE ONLY ON:**

**August 7-8, 2011, between 8:00 am and 5:00 pm**

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**FOR HANDOUT MATERIALS USE THESE LABELS**



**ESA 96TH ANNUAL MEETING**  
**AUSTIN CONVENTION CENTER**  
**AUGUST 8-11, 2011**



**MATERIAL HANDLING**

Rates: For complete information and descriptions, refer to the section in this service kit titled "Shipping Instructions."

**CALCULATION OF ORDER**

When recording weight, round up to the next 100 lbs.

Example: 235 lbs. = 300 lbs., 3 x Rate = Dollars or minimum, whichever is greater.

**Advance Shipments to the Warehouse**

We will ship \_\_\_\_\_ lbs. @ \$67.00 per 100 lbs. (200 lb. minimum) = \$ \_\_\_\_\_

Shipping address: **Exhibiting Company**  
**ESA 96th Annual Meeting**  
**Exhibit Space Number \_\_\_\_\_**  
**UPS Freight c/o AWD**  
**c/o Expo Plus**  
**16310 Bratton Lane, Bldg. 3, Suite 300**  
**Austin, TX 78728**

**Direct Shipments to the Exhibit Site**

We will ship \_\_\_\_\_ lbs. @ \$72.00 per 100 lbs. (200 lb. minimum) = \$ \_\_\_\_\_

Shipping address: **Exhibiting Company**  
**ESA 96th Annual Meeting**  
**Exhibit Space Number \_\_\_\_\_**  
**Austin Convention Center**  
**C/O Expo Plus**  
**500 East Cesar Chavez Street**  
**Austin, TX 78701**

**Shipments or Equipment Requiring Special Handling ADVANCE**

We will ship \_\_\_\_\_ lbs. @ \$77.00 per 100 lbs. (200 lb. minimum) = \$ \_\_\_\_\_

**Shipments or Equipment Requiring Special Handling EXHIBIT SITE**

We will ship \_\_\_\_\_ lbs. @ \$82.00 per 100 lbs. (200 lb. minimum) = \$ \_\_\_\_\_

**Small Package Shipments** (30 lbs. max per delivery)

We will ship \_\_\_\_\_ shipments @ \$35.00 - **Advance** = \$ \_\_\_\_\_

We will ship \_\_\_\_\_ shipments @ \$35.00 - **Exhibit Site** = \$ \_\_\_\_\_

**PAYMENT ENCLOSED = \$ \_\_\_\_\_**

**NOTE: We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department at (404) 699-0650.**

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY	EMAIL ADDRESS	SPACE NUMBER
ADDRESS	STREET	CITY STATE ZIP
PHONE	FAX	DATE
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - please print	

Discount Deadline Date: July 18, 2011

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

**ESA 96TH ANNUAL MEETING**  
**AUSTIN CONVENTION CENTER**  
**AUGUST 8-11, 2011**



**THIS FORM MUST BE COMPLETED BY ALL EXHIBITORS AND THOSE SHIPPING HANDOUT MATERIALS AND RETURNED TO Expo Plus.**

Shipments will be received and handled in accordance with the information set forth on the enclosed shipping instructions and material handling rates.

**SHIPMENTS TO WAREHOUSE**

**(Must arrive no earlier than July 9, 2011 and no later than noon Wednesday, August 3, 2011)**

Shipper Name: \_\_\_\_\_ From City/State: \_\_\_\_\_

How will you ship:  Common Carrier  Van Line  Company Truck  Air Freight

Shipping Date: \_\_\_\_\_ # of Pieces: \_\_\_\_\_ Weight \_\_\_\_\_

Dimensions of Largest Piece: Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

Carrier (If Known): \_\_\_\_\_ Pro Number (If Known): \_\_\_\_\_

Comments / Special Handling Requirements: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Attach Separate Sheet for Multiple Shipments if Necessary.

**SHIPMENTS DIRECT TO EXHIBIT SITE**

**(Must Arrive Only During Official Exhibitor Move-In Dates: August 7-8, 2011)**

Shipper Name: \_\_\_\_\_ From City/State: \_\_\_\_\_

How will you ship:  Common Carrier  Van Line  Company Truck  Air Freight

Shipping Date: \_\_\_\_\_ # of Pieces: \_\_\_\_\_ Weight \_\_\_\_\_

Dimensions of Largest Piece: Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

Carrier (If Known): \_\_\_\_\_ Pro Number (If Known): \_\_\_\_\_

Comments / Special Handling Requirements: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Attach Separate Sheet for Multiple Shipments if Necessary.

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY _____		EMAIL ADDRESS _____	SPACE NUMBER _____	
ADDRESS _____	STREET _____	CITY _____	STATE _____	ZIP _____
PHONE _____	FAX _____		DATE _____	
AUTHORIZED CONTACT SIGNATURE _____		AUTHORIZED CONTACT - please print _____		

Discount Deadline Date: July 18, 2011

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1. Expo Plus and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth or tabletop space by Expo Plus or its subcontractors and the arrival of the Exhibitor's representative at the booth, tabletop or other space. 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 pick-up of materials from the booth, tabletop or other space for loading onto a carrier. With the knowledge that during such times the shipment(s) will be left in the booth or tabletop space unattended, it is recommended that a representative from the exhibiting company stay with the shipment until it is picked up.

Therefore, it is agreed that Expo Plus and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, tabletop or other space, nor are Expo Plus and its contractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth, tabletop or other space for loading after the show. Consequently, all Bills of Lading covering outgoing shipment(s) submitted to Expo Plus or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth, tabletop or other space and corrected where discrepancies exist.

3. Expo Plus and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to Expo Plus in time to obtain the proper equipment.
4. Expo Plus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
5. Expo Plus and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
6. It is understood that Expo Plus and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Expo Plus 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 Expo Plus and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if Expo Plus 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 \$.30 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 Expo Plus, its subcontractors or their employees.

7. Expo Plus 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 that may result from any loss or damage to Exhibitor's materials, which may make it impossible or impractical to exhibit same.

**Discount Deadline Date: July 18, 2011**

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars



8. Claims for loss or damage must be submitted to Expo Plus by the close of the show. No suit or action shall be brought against Expo Plus or its subcontractors more than one year after the cause of action.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that Expo Plus and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Expo Plus or its subcontractors shall sign a delivery receipt, Bill of Lading or other document, we agree that Expo Plus or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. Expo Plus 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 or van lines. Such shipments will be delivered to the booth, tabletop or other space without guarantee of piece count or condition.
11. Empty container labels will be available at the Expo Plus Service Center. 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, and Expo Plus and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of materials from the show site, Expo Plus 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, materials 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. Expo Plus assumes no liability as a result of such re-routing or handling.
13. The Exhibitor agrees, in the event of a dispute with Expo Plus or its subcontractors relative to any loss or damage to any of our materials or equipment, that the Exhibitor will not withhold payment in any amount due to Expo Plus for material handling services or any other services provided by Expo Plus or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Expo Plus prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Expo Plus or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
14. The consignment or delivery of a shipment to Expo Plus or its subcontractors 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 Sections 1 through 13 above.

Expo Plus and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.

**Be sure your materials are insured** from the time they leave your firm until they are 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 insurance is in effect in transit to and from the show, during storage and at the exhibit site.**

Discount Deadline Date: July 18, 2011

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**ESA 96TH ANNUAL MEETING**  
**AUSTIN CONVENTION CENTER**  
**AUGUST 8-11, 2011**



**FURNITURE & ACCESSORIES**

**SEATING**

Qty.		<b>Discount Rates</b>	Standard Rates
_____	Gray Padded Side Chair	<b>\$50.00</b>	\$63.00
_____	Gray Padded Arm Chair	<b>\$53.00</b>	\$66.00
_____	Gray Padded Counter Stool	<b>\$57.00</b>	\$71.00
_____	Gray Plastic Contour Chair	<b>\$37.00</b>	\$46.00

**ACCESSORIES**

Qty.		<b>Discount Rates</b>	Standard Rates
_____	Rectang. 24"x36"x30"H Table	<b>\$65.00</b>	\$81.00
_____	White Pedestal Table 30"Dx30"H	<b>\$105.00</b>	\$131.00
_____	White Pedestal Table 30"Dx40"H	<b>\$107.00</b>	\$134.00
_____	Square Table 24"x24"x30"H	<b>\$63.00</b>	\$79.00
_____	Wastebasket	<b>\$10.00</b>	\$13.00
_____	Adjustable Tripod Easel	<b>\$31.00</b>	\$39.00
_____	Chrome 22"x28" Sign Frame	<b>\$69.00</b>	\$86.00
_____	Black Aisle Stanchion	<b>\$30.00</b>	\$38.00
_____	Black Plastic Chain (per ft.)	<b>\$3.00</b>	\$4.00
_____	4'x8' Poster Board	<b>\$92.00</b>	\$115.00
_____	Bag Rack	<b>\$70.00</b>	\$88.00
_____	Uprights, Bases, Crossbars	<b>\$8.00</b>	\$10.00

**SPECIAL DRAPE**

*(Masking Drape)*

_____	8' H. Masking/per ft.	<b>\$11.00</b>	\$14.00
_____	3' H. Masking/per ft.	<b>\$7.00</b>	\$9.00

**PAYMENT IN FULL** must accompany your advance order to qualify for **Discount Rates**. Orders without a payment or orders received after the below Deadline Date will be charged at Standard Rates.

**CANCELLATION POLICY:**

Items canceled after move-in begins will be charged at 50% of original price.

**Add 10% to Standard Rates for orders received at show site.**

**DRAPED DISPLAY TABLES (24" wide)**

Qty.		<b>Discount Rates</b>	Standard Rates
_____	4' Table - 30" high	<b>\$92.00</b>	\$115.00
_____	4' Table - 42" high	<b>\$97.00</b>	\$121.00
_____	6' Table - 30" high	<b>\$110.00</b>	\$138.00
_____	6' Table - 42" high	<b>\$120.00</b>	\$150.00
_____	8' Table - 30" high	<b>\$123.00</b>	\$154.00
_____	8' Table - 42" high	<b>\$141.00</b>	\$176.00
<input type="checkbox"/>	Optional 4th Side Draped 30":	<b>\$46.58</b>	\$58.23
<input type="checkbox"/>	Optional 4th Side Draped 42":	<b>\$52.36</b>	\$65.45

Show colors will be given when color is not selected.

**Colors:** Red, White, Blue, Black, Burgundy, Gray, Teal, Forest Green, Purple

**UNDRAPED DISPLAY TABLES (24" wide)**

(Covered with white vinyl)

Qty.		<b>Discount Rates</b>	Standard Rates
_____	4' Table - 30" high	<b>\$62.00</b>	\$85.00
_____	4' Table - 42" high	<b>\$62.00</b>	\$86.00
_____	6' Table - 30" high	<b>\$80.00</b>	\$108.00
_____	6' Table - 42" high	<b>\$85.00</b>	\$115.00
_____	8' Table - 30" high	<b>\$93.00</b>	\$124.00
_____	8' Table - 42" high	<b>\$106.00</b>	\$141.00

**SYSTEM TABLE RISERS**

Qty.		<b>Discount Rates</b>	Standard Rates
_____	4'L x 8"W x 8"H	<b>\$53.00</b>	\$66.00
_____	6'L x 8"W x 8"H	<b>\$72.00</b>	\$90.00
_____	8'L x 8"W x 8"H	<b>\$91.00</b>	\$114.00

Riser(s) to be placed on \_\_\_\_\_ ft. long tables ordered.

Amount All Items Ordered \$ \_\_\_\_\_

Sales tax 8.25% \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

**Total Payment Enclosed** = \$ \_\_\_\_\_

**Note:** Payment should include Sales and/or Use Taxes as indicated above.

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ SPACE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - please print \_\_\_\_\_

Discount Deadline Date: July 18, 2011

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A TOUCH OF CLASS



*Custom Furnishings*

## SEATING



### REPLAY RED

- Replay Red Microfiber Sofa: 96"L x 32"D x 29"H
- Replay Red Microfiber Loveseat: 67"L x 32"D x 29"H
- Replay Red Microfiber Chair: 27"L x 32"D x 29"H
- Black 2morrow Coffee Table: 40"L x 40"W x 14"H
- Black 2morrow End Table: 22"L x 22"W x 22"H



### SOLO WHITE

- Solo White Leather Sofa: 80"L x 34"D x 25"H
- Solo White Leather Loveseat: 57"L x 34"D x 25"H
- Solo White Leather Chair: 34"L x 34"D x 25"H
- Chrome Cross Coffee Table: 28"L x 28"W x 22"H
- Chrome Cross End Table: 26"L x 26"W x 22"H



### STELLA BLACK

- Stella Black Leather Sofa: 81"L x 31"D x 29"H
- Stella Black Leather Loveseat: 59"L x 31"D x 29"H
- Stella Black Leather Chair: 36"L x 30"D x 29"H
- Maple Coffee Table: 40"L x 40"W x 14"H
- Maple End Table: 22"L x 22"W x 22"H



### HAVANA BROWN

- Havana Brown Leather Sofa: 80"L x 33"D x 30"H
- Havana Brown Leather Loveseat: 67"L x 33"D x 30"H
- Havana Brown Leather Chair: 36"L x 33"D x 30"H
- Espresso Coffee Table: 48"L x 24"W x 18"H
- Espresso End Table: 21"L x 21"W x 20"H



## SEATING



### CONCORD

Concord Fabric Sofa: 82"L x 43"D x 36"H

Concord Fabric Loveseat: 56"L x 43"D x 36"H

Concord Fabric Chair: 28.75"L x 25"D x 40"H



### CHARCOAL

Charcoal Fabric Sofa: 78"L x 31"D x 34"H

Charcoal Fabric Loveseat: 58"L x 31"D x 34"H

Charcoal Fabric Club Chair: 36"L x 31"D x 34"H

Ellum Coffee Table: 48"L x 32"W x 18"H

Ellum End Table: 24"L x 24"D x 23"H



### GRAY

Gray Fabric Sofa: 78"L x 31"D x 34"H

Gray Fabric Loveseat: 58"L x 31"D x 34"H

Gray Fabric Club Chair: 36"L x 31"D x 34"H

Martini Coffee Table: 50"L x 32"W x 17"H

Martini End Table: 28"L x 28"W x 21"H



### MONROE

Monroe Black Leather Sofa: 84"L x 38"D x 33"H

Monroe Black Leather Loveseat: 60"L x 38"D x 33"H

Monroe Black Leather Chair: 50"L x 32"D x 18"H

Chrome Cross Coffee Table: 28"L x 28"W x 22"H

Chrome Cross End Table: 25"L x 25"D x 22.5"H



## OFFICE



### GRAPHITE CONFERENCE

Graphite 8 Ft. Conference Table: 96"L x 44"W x 29"H

Graphite 5 Ft. Conference Table: 60"L x 44"W x 29"H

Black Leather Conference Chair



### MAHOGANY CONFERENCE

Mahogany 8 Ft. Conference Table: 96"L x 44"W x 29"H

Mahogany 5 Ft. Conference Table: 60"L x 44"W x 29"H

Burgundy Leather Low Back Conference Chair



### GRAPHITE DESK

Graphite Desk 1: 60"L x 30"W x 29"H

Graphite Desk 2: 72"L x 36"W x 29"H

Graphite Credenza with Pull Out Keyboard Tray

Black Leather Executive Chair



### MAHOGANY DESK

Mahogany Desk 1: 60"L x 30"W x 29"H

Mahogany Desk 2: 72"L x 36"W x 29"H

Mahogany Credenza with Pull Out Keyboard Tray

Burgundy Queen Anne Wing Back Executive Chair

## OFFICE



### ROUND CONFERENCE

Graphite Round Conference Table: 42"L x 42"W x 30"H

Mahogany Round Conference Table: 42"L x 42"W x 30"H

Black Leather Guest Chair



### COMPUTER TABLE

Mahogany Computer Table

Mahogany Typing Table: 31.5"L x 15"D x 26"H

Black Cloth Secretarial Chair



### QUEEN ANNE

Burgundy Queen Anne Wing Back Chair:

42"L x 26"D x 28"H

Burgundy Queen Anne Wing Back Executive Chair:

42"L x 26"D x 28"H



### DRAFTING & MESH

Adjustable Height Drafting Chair:

17"L x 18"D x 45"H

Mesh Executive Chair

## ACCESSORIES



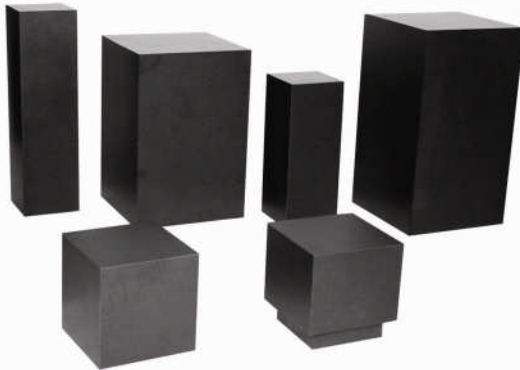
## FILE CABINETS

2 Drawer Letter File Cabinet: 15"L x 25"W x 29"H

4 Drawer Letter File Cabinet: 15"L x 25"W x 52"H

2 Drawer Lateral File Cabinet: 36"L x 19"W x 29"H

2 Drawer Lateral File Cabinet: 36"L x 19"W x 52"H



## GRAPHITE PEDESTAL

Graphite Pedestals: \*Available in Multiple Sizes



## STORAGE CABINET

Black Storage Cabinet: 30"L x 18"W x 72"H



## BOOKCASE

Graphite 6 Foot Bookcase: 36"L x 12"W x 72"H

Graphite 4 Foot Bookcase: 36"L x 12"W x 48"H

Mahogany 6 Foot Bookcase: 36"L x 12"W x 72"H

Mahogany 4 Foot Bookcase: 36"L x 12"W x 48"H

## ACCESSORIES



## FILE CABINETS

Mahogany 2 Drawer Lateral File Cabinet:

30"L x 20"W x 29"H

Graphite 2 Drawer Lateral File Cabinet:

30"L x 20"W x 29"H



## COMPUTER KIOSK

Black Computer Kiosk: 24"L x 24"W x 42"H



## CHROME RACK

Chrome Rack: 48"L x 18"W x 76"H



## MARTINI LAMPS

Martini Lamp: 8"W x 27"H

Martini Floor Lamp: 8"W x 55.5"H



## BAR & CAFE



### GAMMA & DEEN 1

Black Gamma Bar Stools: 22"L x 20"D x 41"H

Deen Glass & Chrome Bar Table: 22"L x 22"W x 42"H



### GAMMA & DEEN 2

Black Gamma Cafe Chairs: 22"L x 20"D x 33"H

Deen Glass & Chrome Cafe Table: 40"L x 40"W x 30"H



### REPLAY & DEEN 1

Replay Red Bar Stools: 20"L x 17"D x 42"H

Deen Glass & Chrome Bar Table: 28"L x 28"W x 42"H



### REPLAY & DEEN 2

Replay Red Cafe Chairs: 17"L x 18"D x 34"H

Deen Glass & Chrome Cafe Table: 40"L x 40"W x 30"H

## BAR & CAFE



### UPTOWN & BISTRO

Uptown Black Adjustable Height Stools:

17"L x 17"D x 21-30"H

Bistro Stainless & Chrome Adjustable Bar Table:

24"L x 24"W x 26-41"H

### UPTOWN & DEEN

Uptown White Adjustable Height Stools:

17"L x 17"D x 21-30"H

Deen Glass & Chrome Bar Table: 28"L x 28"W x 42"H



### NEO & GRAPHITE

Neo Bar Stools: 19"L x 17"D x 41"H

Graphite Bar Table: 30"L x 30"W x 42"H



### BARREL & 2MORROW

Black Barrel Chairs: 27"L x 23"D x 30"H

Black 2morrow End Table: 22"L x 22"W x 22"H

## BAR & CAFE



### GIN

Gin Bar Stools: 15"L x 15"D x 29"H

Gin Bar Table: 30"L x 30"W x 42"H



### BRUNO

Maple Bruno Chair: 18"L x 18"D x 34"H

White Bruno Chair: 18"L x 18"D x 34"H

Black Bruno Chair: 18"L x 18"D x 34"H



### GLASS CONFERENCE

Maple Bruno Chair: 18"L x 18"D x 34"H

Black Bruno Chair: 18"L x 18"D x 34"H

Glass Conference Table: 60"L x 36"W x 30"H



### BRUNO & BISTRO

Black Bruno Chair: 18"L x 18"D x 34"H

Bistro Stainless & Chrome Cafe Table:

24"L x 24"W x 26-41"H

LC Black Series



LC White Series

Atlantis Series





Martini Bar - Black



Wrought Iron



Martini Bar - Silver



Beveled Kidney Glass



White and Glass Coffee Table



Chrome & Glass 2tier



White Light-up End Table



# CUSTOM FURNITURE

<b>SEATING</b>		<b>SEATING CONTINUED:</b>		<b>ACCESSORIES:</b>	
Replay Red Microfiber Sofa	\$410.00	Monroe Black Leather Sofa	\$340.00	2 Drawer Letter File Cabinet	\$95.00
Replay Red Microfiber Loveseat	\$320.00	Monroe Black Leather Loveseat	\$310.00	4 Drawer Letter File Cabinet	\$110.00
Replay Red Microfiber Chair	\$240.00	Monroe Black Leather Chair	\$210.00	2 Drawer Legal File Cabinet	\$105.00
Black 2morrow Coffee Table	\$145.00	Chrome Cross Coffee Table	\$125.00	4 Drawer Legal File Cabinet	\$115.00
		Chrome Cross End Table	\$110.00		
Solo White Leather Sofa	\$340.00			Graphite Pedestals	
Solo White Leather Loveseat	\$310.00	<b>OFFICE</b>		24x24x36 Graphite	\$160.00
Solo White Leather Chair	\$210.00	Graphite 8 Ft. Conference Table	\$300.00	24x24x42 Graphite	\$175.00
Chrome Cross Coffee Table	\$125.00	Graphite 5 Ft. Conference Table	\$250.00		
Chrome Cross End Table	\$110.00	Black Leather Conference Chair	\$130.00	Storage Cabinet	\$145.00
Stella Black Leather Sofa	\$340.00	Mahogany 8Ft Conference Table	\$300.00	Graphite 6 Ft Bookcase	\$130.00
Stella Black Leather Loveseat	\$310.00	Mahogany 5 Ft Conference Table	\$250.00	Graphite 4 Ft Bookcase	\$115.00
Stella Black Leather Chair	\$210.00	Burgundy Leather Low Back Conf Chair	\$130.00	Mahogany 6 Ft Bookcase	\$130.00
Maple Coffee Table	\$145.00			Mahogany 4 Ft Bookcase	\$115.00
Maple End Table	\$120.00	Graphite 30x60 Desk	\$285.00		
		Graphite 36x72 Desk	\$315.00	Mahogany 2 Dr Lateral File Cabinet	\$100.00
Havana Brown Leather Sofa	\$385.00	Graphite Credenza	\$240.00	Graphite 2 Dr Lateral File Cabinet	\$100.00
Havana Brown Leather Loveseat	\$325.00	Black Leather Executive Chair	\$175.00		
Havana Brown Leather Chair	\$225.00				
Espresso Coffee Table	\$125.00	Mahogany 30x60 Desk	\$285.00		
Espresso End Table	\$110.00	Mahogany 36x72 Desk	\$315.00	Graphite Computer Kiosk	\$250.00
		Mahogany Credenza	\$240.00		
Concord Fabric Sofa	\$410.00	Burgundy Queen Anne Executive Chair	\$240.00	Chrome Racks	\$115.00
Concord Fabric Loveseat	\$320.00				
Concord Fabric Chair	\$240.00	Graphite 42" Round Conference Table	\$195.00	Martini Lamp	\$70.00
		Mahogany 42" Round Conference Table	\$195.00	Martini Floor Lamp	\$85.00
Charcoal Fabric Sofa	\$310.00	Black Leather Guest Chair	\$130.00		
Charcoal Fabric Loveseat	\$275.00			<b>BAR &amp; CAFÉ</b>	
Charcoal Fabric Chair	\$200.00	Mahogany Computer Table	\$150.00	Black Gamma Bar Stools	\$135.00
Ellum Coffee Table	\$130.00	Mahogany Typing Table	\$115.00	Deen Glass & Chrome Bar Tbl	\$150.00
Ellum End Table	\$115.00	Black Cloth Secretarial Chair	\$125.00		
				Black Gamma Café Chair	\$105.00
Gray Fabric Sofa	\$310.00	Burgundy Queen Anne Wing Back Chair	\$240.00	Deen Glass & Chrome Café Tbl	\$115.00
Gray Fabric Loveseat	\$275.00	Burgundy Queen Anne Executive Chair	\$240.00		
Gray Fabric Chair	\$200.00			Replay Red Bar Stools	\$135.00
Martini Coffee Table	\$130.00	Adjustable Height Drafting Chair	\$130.00	Deen Glass & Chrome Bar Tbl	\$150.00
Martini End Table	\$115.00	Black Mesh Executive Chair	\$185.00		
				Replay Red Café Chair	\$110.00
				Deen Glass & Chrome Café Tbl	\$115.00

<b>Bar &amp; Café Continued:</b>		<b>ADDITONS:</b>			
Uptown Black Adj Height Stool	\$130.00	LC Black Leather Sofa	\$340.00	Chrome & Glass 2tier Coffee Table	\$145.00
Bistro Stainless & Chrome Adj Height Bar Table	\$145.00	LC Black Leather Loveseat	\$310.00	Chrome & Glass 2tier End Tbl	\$120.00
		LC Black Leather Chair	\$210.00		
		LC Black Leather Ottoman	\$95.00	White Light-up End Tables	\$145.00
Uptown White Adj Height Stool	\$130.00				
Deen Glass & Chrome Bar Table	\$145.00	LC White Leather Sofa	\$340.00	White and Glass Coffee Table	\$145.00
		LC White Leather Loveseat	\$310.00		
Neo Bar Stool	\$125.00	LC White Leather Chair	\$210.00		
Graphite Bar Table	\$130.00				
		Atlantis Fabric Sofa	\$410.00		
Black Barrel Chair	\$135.00	Atlantis Fabric Loveseat	\$320.00		
Black 2morrow End Table	\$120.00	Atlantis Fabric Chair	\$240.00		
Gin Bar Stool	\$130.00	Martini Black Bar	\$750.00		
Gin Bar Table	\$135.00				
		Wrought Iron Coffee Table	\$145.00		
Maple Bruno Chair	\$125.00	Wrought Iron End Table	\$120.00		
Black Bruno Chair	\$125.00				
White Bruno Chair	\$125.00	Beveled Kidney Glass & Chrome Coffee Table	\$145.00		
Black Bruno Chair	\$125.00	Beveled Kidney Glass & Chrome End Tbl	\$120.00		
Bistro Stainless & Chrome Café Tbl	\$145.00				
		Martini Sand Silver Bar	\$750.00		

QTY.	DESCRIPTION	UNIT PRICE	TOTAL

Charges to include placing in booth, ready for use. Rental basis is per show. Mail or fax one copy to us & retain copy for your files. Payment Policy: PAYMENT IN FULL, INCLUDING TAX, MUST ACCOMPANY YOUR ADVANCED ORDER. CANCELLATION POLICY: Items canceled after move-in begins will be charged 100% of original price. Items ordered after discount deadline will be charged 25% extra.

SUB TOTAL:

TAX %:

TOTAL DUE:


COMPANY NAME: \_\_\_\_\_ CONTACT \_\_\_\_\_ CELL# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX# \_\_\_\_\_ EMAIL \_\_\_\_\_

METHOD OF PAYMENT: Card Type \_\_\_\_\_ Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ 3 Digit Code: \_\_\_\_\_ Address of Card Holder \_\_\_\_\_

Show Name: \_\_\_\_\_ Booth# \_\_\_\_\_ Delivery Date \_\_\_\_\_ Delivery Time \_\_\_\_\_ Pick-up Date \_\_\_\_\_ Pick-up Time \_\_\_\_\_

**ESA 96TH ANNUAL MEETING**  
**AUSTIN CONVENTION CENTER**  
**AUGUST 8-11, 2011**



CARPET

**DELUXE CARPET - 32 oz**

An upgraded 32oz. carpet is available in 10 colors. Swatches will be sent to you upon request.

Rental includes installation, plastic covering for protection and pickup at the close of the show.

**Select Color**

*Samples are available upon request.*

- Red
- Burgundy
- Charcoal
- Gray
- Dark Blue
- Blue
- Teal
- Forest Green
- Light Gray
- White
- Black

**Deluxe Carpet**

Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Total sq ft

Sq. ft. required (to next full ft.)

\_\_\_\_\_ @ \$3.05 per sq ft = \$ \_\_\_\_\_

**STANDARD CARPET - 16 oz.**

If carpet is ordered in multiples of two or more in a combination of sizes, at the prices below, the carpets are not guaranteed to be a color match.

**Select Color**

- Red
- Burgundy
- Forest Green
- Blue
- Black
- Teal
- Gold
- Gray
- Purple

*Show colors will be given when color is not selected.*

<b>Standard Carpet</b> (10' increments)	<b>Discount Rates</b>	<b>Standard Rates</b>
_____ 10' X 10'	<b>\$133.00</b>	\$166.00
_____ 10' X 20'	<b>\$267.00</b>	\$334.00
_____ 10' X 30'	<b>\$368.00</b>	\$460.00

*Prices above include taping front aisle edge only.*

_____ ft of additional taping	<b>\$1.87 per ft.</b>	\$2.34 per ft.
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**Special Size Standard Carpet**

Price includes installation to fit booth space, protective covering and edges taped. (100 sq. ft. minimum)

	<b>Discount Rates</b>	<b>Standard Rates</b>
_____ Total sq ft	<b>@ \$ 2.85 per sq ft</b>	\$ 3.50 per sq ft

**Plastic Covering** (visqueen)

_____ Total sq ft	<b>@ \$ .85 per sq ft</b>	\$ 1.00 per sq ft
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**Padding**

1/2" Rebond Padding (includes installation)

_____ Total sq ft to next full ft	<b>@ \$ 1.19 per sq ft</b>	\$ 1.50 per sq ft
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**Tape**

Double Face Tape (per roll)	<b>\$37.00</b>	\$46.48
2" Clear Packing Tape (per Roll)	<b>\$10.00</b>	\$12.50

**NOTE:** Include a floor plan if additional carpet is required to cover steps, skirts and display fixtures. A quotation will be forwarded to you before we proceed. Alternative selections may be necessary on orders received after the deadline date below.

**Important - No credits will be issued after deadline date.**

**PAYMENT IN FULL** must accompany your advance order to qualify for Discount Rates. Orders without payment or orders received after the above Deadline Date below will be charged at Standard Rates. Add 10% to standard rates for orders received at show site.

**CANCELLATION POLICY:** Items canceled after the deadline date for Deluxe carpet will be charged at 100% of original price. Standard carpet canceled after move-in begins will be charged at 50% of original price.

Amount All Items Ordered	\$ _____
Sales Tax 8.25%	\$ _____
Subtotal	\$ _____
<b>Total Payment Enclosed</b>	<b>= \$ _____</b>

**PLEASE NOTE: "METHOD OF PAYMENT" Form must accompany this order.**

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY _____	EMAIL ADDRESS _____	SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - please print _____	

Discount Deadline Date: July 18, 2011

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

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**ESA 96TH ANNUAL MEETING**  
**AUSTIN CONVENTION CENTER**  
**AUGUST 8-11, 2011**



**SIGN REQUEST**

A 7" x 44" ID Sign is provided free with your booth or tabletop space.

**CHOOSE YOUR SIZE**

QTY.	STANDARD SIGN SIZES	PRICE	TOTAL
___	7"x11" @	\$54.00 =	\$ _____
___	7"x22" @	\$55.00 =	\$ _____
___	7"x44" @	\$57.00 =	\$ _____
___	11"x14" @	\$67.00 =	\$ _____
___	14"x22" @	\$80.50 =	\$ _____
___	14"x44" @	\$94.00 =	\$ _____
___	22"x28" @	\$101.00 =	\$ _____
___	28"x44" @	\$147.00 =	\$ _____
___	40"x60" @	Quoted on Request	

Signs are based on one color copy, white showcard and 10 words or less per sign.

**INDICATE OPTIONAL SERVICES REQUIRED**

QTY.	OPTIONAL SERVICES	PRICE	TOTAL
___	Over 10 words	@ \$1.00 per word=	\$ _____
___	Change in color copy	@ \$12.50 per change=	\$ _____
___	Easel back on sign	@ \$8.00 per sign=	\$ _____
___	Colored showcard	@ Quoted on Request	
___	Logo Sign	@ Quoted on Request	
___	Banner	@ Quoted on Request	

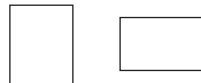
**ADDITIONAL SERVICES**  Please indicate here if you would like us to provide more information and pricing on banners, cut-out letters, logos, silk screening, special graphics or any other items.

**INDICATE YOUR SIGN COPY**

Please feel free to provide a drawing on a separate sheet.

**CHOOSE YOUR STYLE AND COLOR**

- Vertical     Horizontal     Use your Judgment For Sign Layout



Background color: \_\_\_\_\_

Lettering color: \_\_\_\_\_

Remember to order in advance to save time and money. **Orders received after deadline date will cost double the prices indicated.**

If you have questions or need assistance with any items not listed, please call the Expo Plus Customer Service Dept at (404) 699-0650.

**TOTAL COST**

\_\_\_\_\_ + \_\_\_\_\_ = \$ \_\_\_\_\_  
 Subtotal                      8.25% tax                      Total

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY _____		EMAIL ADDRESS _____		SPACE NUMBER _____	
ADDRESS _____	STREET _____	CITY _____	STATE _____	ZIP _____	
PHONE _____		FAX _____		DATE _____	
AUTHORIZED CONTACT SIGNATURE _____			AUTHORIZED CONTACT - please print _____		

Discount Deadline Date: July 18, 2011

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**ESA 96TH ANNUAL MEETING**  
AUSTIN CONVENTION CENTER  
AUGUST 8-11, 2011



MODULAR DISPLAY UNIT

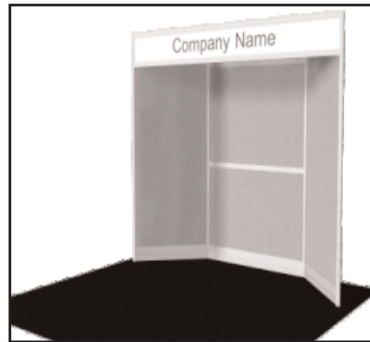
**ALL PACKAGES INCLUDE:**

- Installation & Dismantling Labor
- Standard Gray Velcro Receptive Panels
- Standard Carpet (Complete Carpet Order Form)
- Standard Header Copy (black)
- Local Delivery

For price quotations or information on custom design, graphics, special panel coverings or plain white PVC panels, please call Expo Plus at (404) 699-0650.



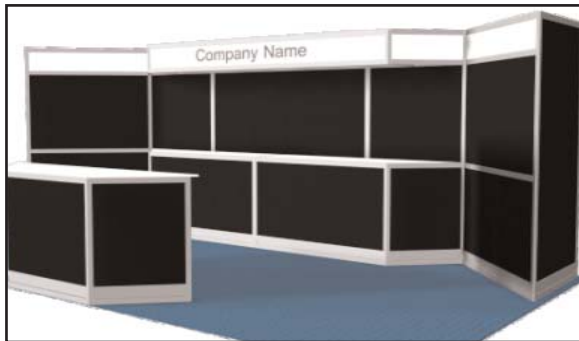
**MDU NO. 1**



**MDU NO. 2**



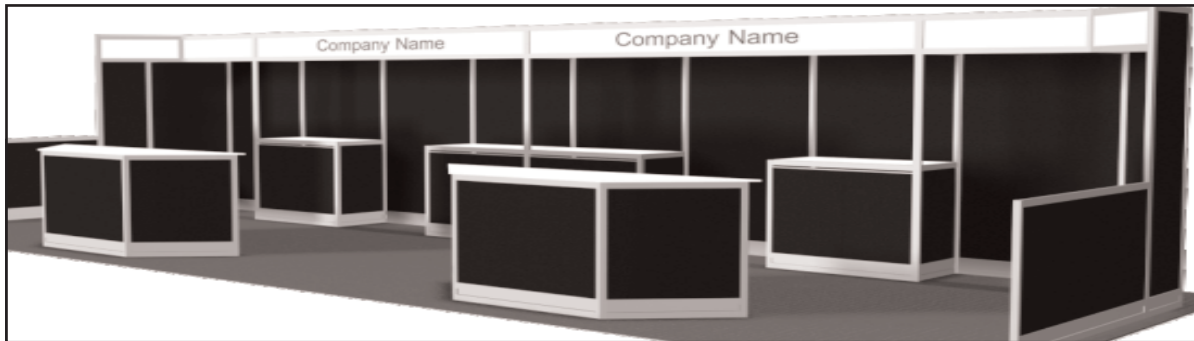
**MDU NO. 3**



**MDU NO. 4**



**MDU NO. 5**



**MDU NO. 6**

Discount Deadline Date: July 18, 2011

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**ESA 96TH ANNUAL MEETING**  
**AUSTIN CONVENTION CENTER**  
**AUGUST 8-11, 2011**



CONTINUED  
**MODULAR DISPLAY UNIT**

	Discount Price	Total
<input type="checkbox"/> MDU NO. 1 (10'x10') <hr/> Copy for standard header (black) - visual area: 114"x10"	\$1,275.00	\$ _____
<input type="checkbox"/> MDU NO. 2 (10'x10') <hr/> Copy for standard header (black) - visual area: 108"x10"	\$1,147.50	\$ _____
<input type="checkbox"/> MDU NO. 3 (10'x10') <hr/> Copy for standard header (black) - visual area: 75"x10"	\$1,875.00	\$ _____
<input type="checkbox"/> MDU NO. 4 (10'x20') <hr/> Copy for standard header (black) - visual area: 114"x10"	\$4,267.50	\$ _____
<input type="checkbox"/> MDU NO. 5 (20'x20') <hr/> Copy for right standard header (black) - visual area: 108"x10" <hr/> Copy for left standard header (black) - visual area: 108"x10"	\$6,487.50	\$ _____
<input type="checkbox"/> MDU NO. 6 (10'x30') <hr/> Copy for right standard header (black) - visual area: 114"x10" <hr/> Copy for left standard header (black) - visual area: 114"x10"	\$5,887.50	\$ _____

**Velcro Receptive Panels:**

- Black       Gray

**Carpet:**

- Blue       Red       Gray       Teal  
 Purple       Burgundy       Forest Green       Black

Sub Total	\$ _____
Add 25% if ordering after the deadline date or add 50% if ordering on-site	\$ _____
Tax 8.25%	\$ _____
<b>Total Price</b>	<b>\$ _____</b>

Discount Deadline Date: July 18, 2011

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**ESA 96TH ANNUAL MEETING**  
**AUSTIN CONVENTION CENTER**  
**AUGUST 8-11, 2011**



**Accessories ordered after July 18, 2011 will cost an additional 25% over prices indicated.**  
**Accessories ordered on-site will cost an additional 50%.**

	Quantity	Discount Price	Total
<b>Shelves</b>			
<input type="checkbox"/> 1 meter straight - white only	_____	\$81.60	\$ _____
<b>Counter</b>			
<input type="checkbox"/> 1 meter x 1/2 meter x 42" tall	_____	\$315.00	\$ _____
<input type="checkbox"/> Gray			
<input type="checkbox"/> Teal			
<input type="checkbox"/> 2 meters x 1/2 meter x 42" tall	_____	\$515.00	\$ _____
<b>Other</b>			
<input type="checkbox"/> Stem light - black (fixture only)	_____	\$110.50	\$ _____
<input type="checkbox"/> Literature Holder - Plexiglass (holds 8 1/2" x 11")	_____	\$59.50	\$ _____
		Sub Total	\$ _____
		Tax 8.25%	\$ _____
		Add 25% is ordering after the deadline date or add 50% if ordering on-site	\$ _____
		<b>Total Price</b>	<b>\$ _____</b>

***Lighting and/or Electrical Services are NOT included with Unit Rental***

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY _____	EMAIL ADDRESS _____	SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - please print _____	

Discount Deadline Date: July 18, 2011

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**MODULAR DISPLAY UNIT ACCESSORIES**



**ESA 96TH ANNUAL MEETING**  
**AUSTIN CONVENTION CENTER**  
**AUGUST 8-11, 2011**



<b>LABOR AND EQUIPMENT RATES</b>			
	Straight	Overtime	Doubletime
Fork Lift up to 5,000 lbs capacity w/ operator	\$160.00	\$224.00	\$388.00
Each additional laborer	\$77.00	\$115.50	\$154.00

**Straight time is 8:00 am to 4:30 pm Monday through Friday.**  
**Overtime is from 4:30 pm to 8:00 am - Monday through Friday and all day Saturday. Doubletime is all day Sunday and holidays.**

**Add 10% to rates above for labor ordered on show site.**

Minimum charge for labor is one (1) hour, per man and includes time necessary for workmen to:

- get tools and report to the booth or tabletop space,
- have work checked by the exhibitor and
- return to the Service Center with the exhibitor to be signed out.

Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by Expo Plus.

It is not necessary to order labor to unload equipment from a truck. Unloading equipment from a truck is charged a drayage rate by CWT.

All rates subject to change if necessitated by increased labor and material costs. Larger fork lift/crane service available by advance request.

**CREW SIZE FOR INSTALLATION & DISMANTLING**

A FORKLIFT IS REQUIRED for equipment or materials weighing 200 lbs or more.

If you DO NOT request a forklift, a crew will be assigned consisting of: two laborers.

**DESCRIPTION OF WORK TO BE PERFORMED**

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**ORDER**

NOTE: Starting time can be guaranteed only when men are requested for the start of the working day at 8:00 am.

We will need crew(s) as indicated below and will have a representative on hand to supervise the work to be done.

The exhibitor's representative will return the crew to the Service Center upon completion of the work, check the work order and approve the work order by signing.

**FORKLIFT CREW INSTALLATION ESTIMATE**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 Approx Hours      Hourly Rate      Total Estimated Cost

**FORKLIFT CREW DISMANTLE ESTIMATE**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 Approx Hours      Hourly Rate      Total Estimated Cost

**ORDER CONFIRMATION**

In order that people and equipment will not be standing idly by at your expense (because of uncertainties of truck arrivals), **this Order will be considered only a reservation and must be followed up by a signed work order at the Service Center by 12:00 pm on the day preceding the date specified above.** We cannot guarantee the availability of crews at specific times without confirmation

*Please confirm Dismantling Labor at the exhibit site and allow time for return of empty crates and containers.*

NOTE: If exhibitor fails to pick up the people at the time confirmed, a one (1) hour charge per person "No Show Charge" will be made.

**CALCULATION OF ORDER**

Please make payments in U.S. Funds.

PAYMENT ENCLOSED: \$ \_\_\_\_\_

NOTE: We understand that your calculation is only an estimate; invoicing will be done based on the actual hours worked. Adjustments will be made accordingly. Order subject to LIMITS OF LIABILITY AND RESPONSIBILITY as set forth in this service kit.

Discount Deadline Date: July 18, 2011

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**ESA 96TH ANNUAL MEETING**  
**AUSTIN CONVENTION CENTER**  
**AUGUST 8-11, 2011**



**HANGING SIGN REQUEST**

**INSTRUCTIONS**

- All hanging signs must conform to **Show Management and Austin Convention Center** rules and regulations and facility limitations.
- All overhead hanging signs or banners must be handled by Expo Plus. Overhead signs must be sent in separate containers labeled "Hanging Signs" directly to the advance warehouse address by **August 3, 2011**.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance on the enclosed Electrical Services Order Forms.

**SIGN DESCRIPTION, SIZE AND WEIGHT**

For signs other than banners, include blue print or drawing containing detailed information so hanging anchor points can be determined.

Type:                    Cloth Banner                    Metal or Wood  
    Other

Shape: \_\_\_\_\_  
    Square                                    Rectangle  
    Triangle                                    Other

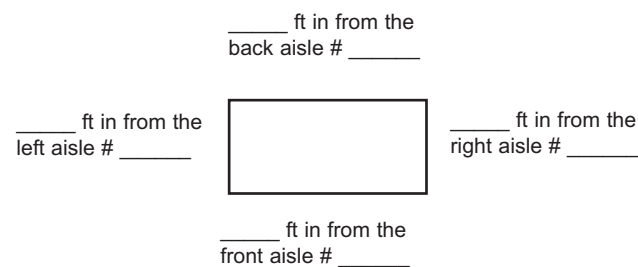
Weight: \_\_\_\_\_

Requires:                Electricity                                    Assembly  
    *(If assembly is required, set-up plans must be provided.)*

**PLACEMENT DIAGRAM**

Using the diagram below, indicate how far in from each boundary you would like your sign to be placed. **(Keep in mind that the ceiling structure in relation to the support beams may require your sign to be moved from your specified location.)**

Number of feet from floor to bottom of sign: \_\_\_\_\_



Straight Time - 8:00 am to 4:30 pm, Monday - Friday  
 Overtime - 4:30 pm - 8:00 am, and all day Saturday  
 Doubletime- all day Sunday and holidays  
 Crew Size - 1 Operator and 1 Rigger\*  
 Materials - Cable, clamps, etc. additional and charged accordingly

**Add 10% to rates below for labor ordered on show site.**

<b>EQUIPMENT W/ CREW</b>	Straight Time	Overtime	Doubletime
High Lift with Crew	\$345.00	\$483.00	\$565.00
<i>(one hour minimum per lift and crew)</i>			

**SIGN HANGING CREW INSTALLATION ESTIMATE**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 Approx Hours      Hourly Rate      Total Estimated Cost

**SIGN HANGING CREW DISMANTLE ESTIMATE**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 Approx Hours      Hourly Rate      Total Estimated Cost

**SUPERVISION**

Supervision for installation and dismantling of overhead hanging signs can be provided by Expo Plus, your company representative or display house.

Please indicate method of supervision you require:  
 Expo Plus      Exhibitor Personnel      Display House

\*An additional spotter and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

\*Additional Spotter \$77.00 s/t, \$115.50 o/t \$154.00 d/t  
 (per person/per hour)

**OUTBOUND INFORMATION**

In the event your hanging sign does not ship out with the rest of your exhibit, Expo Plus should send your hanging sign to the following address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Estimated Cost = \$ \_\_\_\_\_

**NOTE:** If exhibitor fails to pick up the crew at the time confirmed, a one (1) hour charge per person "no show charge" will be made.

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY _____		EMAIL ADDRESS _____	SPACE NUMBER _____	
ADDRESS _____	STREET _____	CITY _____	STATE _____	ZIP _____
PHONE _____	FAX _____		DATE _____	
AUTHORIZED CONTACT SIGNATURE _____		AUTHORIZED CONTACT - please print _____		

Discount Deadline Date: July 18, 2011

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**ESA 96TH ANNUAL MEETING**  
**AUSTIN CONVENTION CENTER**  
**AUGUST 8-11, 2011**



**I&D HOURLY RATES** *(One hour minimum per person)*

<b>STRAIGHT TIME</b> 8:00 am to 4:30 pm Monday through Friday .....	\$77.00	Per Person/Per Hour
<b>OVERTIME</b> 4:30 pm to 8:00 am Monday through Friday and all day Saturday .....	\$115.50	Per Person/Per Hour
<b>DOUBLETIME</b> Sunday and all holidays .....	\$154.00	Per Person/Per Hour

**INSTALLATION LABOR**

Please check off box below indicating which Supervision you have selected.

**SUPERVISION BY Expo Plus**

- Exhibits are set up prior to exhibitor's arrival under the direction of Expo Plus I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. Please enter the requested information on the next page so we may provide you with the best possible service in setting up your exhibit.
- Please note our cancellation policy.
- Both pages of form must be completed.

**SUPERVISION BY EXHIBITOR PERSONNEL**

- Supervisor must check in at the Expo Plus Service Center to pick up labor. Upon completion of work, supervisor must return to Expo Plus Service Center to release labor.
- Start time guaranteed only where labor is requested for the start of the working day (8:00 am), unless the official set up time begins later in the day.
- Please note our cancellation policy.
- Supervisor will be: \_\_\_\_\_

I&D:	_____	_____	_____	x	_____	=	_____	@	_____	=	_____	
	Date	Time	Day of Week		No. of People		Aprx. Hours		Total Hours		Hourly Rate	Total Estimated Cost

**DISMANTLE LABOR**

Please check off box below indicating which Supervision you have selected.

**SUPERVISION BY Expo Plus**

- Exhibits are dismantled prior to exhibitor's arrival under the direction of Expo Plus I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. Please enter the requested information on the next page so we may provide you with the best possible service in dismantling your exhibit.
- Please note our cancellation policy.
- Both pages of form must be completed.

**SUPERVISION BY EXHIBITOR PERSONNEL**

- Supervisor must check in at the Expo Plus Service Center to pick up labor. Upon completion of work, supervisor must return to Expo Plus Service Center to release labor.
- Start time guaranteed only where labor is requested for the start of the working day (8:00 am), unless the official dismantling time begins later in the day.
- Please note our cancellation policy.
- Supervisor will be: \_\_\_\_\_

I&D:	_____	_____	_____	x	_____	=	_____	@	_____	=	_____	
	Date	Time	Day of Week		No. of People		Aprx. Hours		Total Hours		Hourly Rate	Total Estimated Cost

**Note: If exhibitor fails to pick up the people at the time confirmed, a one (1) hour charge per person "No Show Charge" will be made.**

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY _____	EMAIL ADDRESS _____	SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - please print _____	

Discount Deadline Date: July 18, 2011

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**ESA 96TH ANNUAL MEETING**  
**AUSTIN CONVENTION CENTER**  
**AUGUST 8-11, 2011**



DISPLAY LABOR CONTINUED

PLEASE COMPLETE THE FOLLOWING IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY Expo Plus AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

**INBOUND SHIPPING INFORMATION**

Carrier \_\_\_\_\_ Carrier Phone # \_\_\_\_\_  
 Shipped To:  Warehouse  Show Site From: City/State \_\_\_\_\_ Date \_\_\_\_\_  
 Total No. of:  Crates \_\_\_\_\_  Cartons \_\_\_\_\_  Fiber Cases \_\_\_\_\_  Other (Specify) \_\_\_\_\_

**SET-UP INFORMATION**

Setup Plan/Photo:  Attached  To Be Sent With Exhibit In Crate Number: \_\_\_\_\_  
 Carpet:  With Exhibit  Rented from Expo Plus Color \_\_\_\_\_  
 Color & Size: \_\_\_\_\_  Drawing Attached  Drawing with Exhibit  Electrical Under Carpet  
 Comments: \_\_\_\_\_

Graphics:  With Exhibit  Shipped Separately  
 Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

Ship To: \_\_\_\_\_ Method:  Common Carrier  
 \_\_\_\_\_  Air Freight  
 \_\_\_\_\_  Van Line  
 \_\_\_\_\_  Other (Specify) \_\_\_\_\_  
 Carrier\*: (If Known) \_\_\_\_\_  
 Freight Charges:  Prepaid  Bill to: \_\_\_\_\_  
 Collect \_\_\_\_\_

**\*Exhibitors using a carrier other than official show carrier, must make arrangements for freight pick-up according to the following schedule:**

**Exhibitors clear of Hall - Thursday, August 11, 2011, by 9:30 pm**  
**Please note:** Expo Plus will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

**SPECIAL INSTRUCTIONS/COMMENTS**

\_\_\_\_\_

**PLEASE PROVIDE AN EMERGENCY CONTACT**

NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY	EMAIL ADDRESS	SPACE NUMBER
ADDRESS	STREET	CITY
PHONE	STATE	ZIP
FAX	DATE	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - please print	

Discount Deadline Date: July 18, 2011  
 All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility  
 All orders must be paid in US Dollars

**ESA 96TH ANNUAL MEETING**  
**AUSTIN CONVENTION CENTER**  
**AUGUST 8-11, 2011**



1. Expo Plus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Expo Plus and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Expo Plus, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Expo Plus or its subcontractors.
3. Expo Plus and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the exhibitor's materials.
4. Upon discovery, all apparent loss, injury or damage to you or your property must be left in its undisturbed condition and immediately reported to an Expo Plus representative for documentation. Claims for discovered and reported loss, injury or damage must be submitted to Expo Plus by the close of the show. No suit or action shall be brought against Expo Plus or its subcontractors more than one year after the incident giving rise to the cause of action.
5. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in Sections 1 through 4 above.

***Expo Plus and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.***

**Be sure your Liability Insurance is in effect at the exhibit site.  
Contact your insurance representative.**

Discount Deadline Date: July 18, 2011

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

DISPLAY LABOR LIMITS OF LIABILITY

*Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment.*

**Official Service Contractors are appointed to:**

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

**The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:**

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

**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:**

1. The Exhibitor must notify Show Management in writing and Expo Plus 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.
2. **The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers Compensation naming Expo Plus as additional insured, to show management and Expo Plus at least 10 DAYS before the show opening.**
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.

5. The Exhibitor Appointed Contractor will share with Expo Plus all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, etcetera.
6. The Exhibitor Appointed Contractor must furnish Show Management and Expo Plus with the names of all on-site 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.
7. 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 exhibit floor.
8. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the Exhibitor's booth or tabletop space.
9. The Exhibitor Appointed Contractor shall provide, if requested, evidence to Expo Plus 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.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Expo Plus. The Exhibitor Appointed Contractor must coordinate all of its activities with Expo Plus.
11. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractor 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 that is to be used in their exhibit space.

Discount Deadline Date: July 18, 2011

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility  
All orders must be paid in US Dollars



**ESA 96TH ANNUAL MEETING**  
**AUSTIN CONVENTION CENTER**  
**AUGUST 8-11, 2011**



Exhibitors who plan to have an exhibit service firm (other than the Official Service Contractor) unpack, erect, assemble, dismantle and/or pack displays/equipment must abide by the following:

**1. Notify Expo Plus no later than 30 DAYS prior to Show indicating the following:**

Name of Service Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

- 2. The Service Firm must notify Expo Plus of the names of all exhibiting companies for whom they have orders, and furnish insurance certificates to Expo Plus and the sponsor of the exhibition.**
- 3. The Service Firm must check in at the Expo Plus Service Center to receive their badge.**
- 4. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper Certificate of Insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers Compensation naming Expo Plus as additional insured, to show management and Expo Plus at least 10 days before the show opening.**

**\*Expo Plus reserves the right to refuse any Non-Official Service Contractor access to the show floor, if any of the above conditions are not met. If there is a problem providing the necessary information within the 30 DAY deadline, Expo Plus must be contacted by telephone.**

**RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY	EMAIL ADDRESS	SPACE NUMBER
ADDRESS	STREET	CITY STATE ZIP
PHONE	FAX	DATE
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - please print	

Discount Deadline Date: July 18, 2011  
 All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility  
 All orders must be paid in US Dollars

**NON-OFFICIAL SERVICE CONTRACTORS**



**VACUUMING and SHAMPOOING**

We will require the following service(s) for our  
 Booth Number \_\_\_\_\_ which is \_\_\_\_\_ x \_\_\_\_\_ =  
 \_\_\_\_\_ sq.feet.

**Vacuuming carpet/booth area**

**EVERY NIGHT\***  
 Minimum Charge: 100 sq. feet per Day  
 Cost per square foot per night is .....35¢

**BEFORE SHOW OPENS ONLY**  
 Minimum Charge: 100 sq. feet per 10'x10' booth  
 Cost per square foot is .....33¢

**Shampooing carpet**

**BEFORE SHOW OPENS ONLY**  
 Minimum Charge: 100 sq. feet per 10'x10' booth  
 Cost per square foot is .....60¢  
*Mopping and Waxing available upon request. ....*

**Anti-static Spray Application/booth area**

Per Application  
 Minimum Charge: 100 sq feet per 10'x10' booth  
 .....Cost per square foot is.....45¢

**PERIODIC PORTER SERVICE**

Refuse will be removed from containers in your booth once an hour –  
 show hours only – on a daily rate basis. If you require this service, please  
 indicate your requirements below:

**Every Show Day\***

**ONLY Day(s) Specified** \_\_\_\_\_

Cost per day .....\$72.00

**PORTER SERVICE**

Use for booth wipe down, ice removal, etc.

**We will require porter service.**  
 Please contact us at our booth prior to show opening.

**Rates Per Hour:**

Mon.-Fri: 8:00 am to 4:30 pm .....\$43.00  
 Mon.-Fri: after 4:30 pm .....\$64.00  
 All day holidays.....\$86.00  
 (1 hour minimum)

**CALCULATION OF ORDER**

\*When ordering a daily service calculate 4 days.

Vacuuming	_____ (sq ft) x _____ (rate) x _____ (number of days)	= \$ _____
Shampooing	_____ (sq ft) x _____ (rate)	= \$ _____
Anti-Static Spray	_____ (sq ft) x _____ (rate)	= \$ _____
Periodic Porter Service	_____ (rate) x _____ (number of days)	= \$ _____
Total All Lines =		\$ _____

**PAYMENT ENCLOSED = \$ \_\_\_\_\_**

Cost of Vacuuming and Shampooing will be invoiced on the total area of your booth. To avoid any misunderstandings regarding these services, please bring any discrepancies to our attention at the show site. In this way, we will be able to assure your satisfaction with our service. Adjustments cannot be made after the close of the show. All rates subject to change if necessitated by increase in labor and material costs.

**RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827**

COMPANY _____		EMAIL ADDRESS _____	BOOTH NUMBER _____	
ADDRESS _____	STREET _____	CITY _____	STATE _____	ZIP _____
PHONE _____	FAX _____		DATE _____	
AUTHORIZED CONTACT SIGNATURE _____		AUTHORIZED CONTACT - please print _____		

**Discount Deadline Date: July 18, 2011**

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility  
 All orders must be paid in US Dollars

FOR OFFICE USE ONLY	
Customer ID:	UTL-

## ACCD Exhibitor Services - Order Form

Event: 100003909 - 2011 ESA Annual Meeting    Event Dates: 8/6/2011 to 8/12/2011    **Discount Deadline: 7/23/2011**

### Exhibitor Information

Company Name			Booth No
Address			Contact Phone Number
City	State	Zip	Fax Number
Contact Person			Contact's email Address

### Service Order

PRODUCT ID	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	SUB-TOTAL
Note: A diagram is REQUIRED for all orders with 2 or more services requested.			TOTAL AMOUNT DUE	

### Payment Method

Payment in full MUST accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.'

<input type="checkbox"/> CHECK <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DINERS CLUB		<input type="checkbox"/> BANK TRANSFER
Credit Card Number	Expiration	
Cardholder	Signature	

For wire transfers, please contact Toni Fulton at 512-404-4229. Please reference Name of Event and Booth Number on all Bank Transfers so we may properly credit your account.  
**Note: Customers are responsible for all bank processing fees.**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please provide an email address for electronic notification of invoice and credit card transactions.

### Authorization (Orders submitted without a signature will not be processed)

**I have read and agree with all the terms as stated on the attached agreement.**

Authorized Signature	Date
----------------------	------

### IMPORTANT ORDERING INFORMATION

**Completing the Order Form:** Select any services you wish to order from our Current Price List. Enter the product numbers, descriptions, quantities, and prices in the 'Service Order' section above.

**Deposits:** The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Section.'

**Discounts:** The ACCD offers discounts on designated equipment and services. Please note that only specific equipment/services are eligible for discounts. Please refer to our current price list to determine which equipment and services qualify for discounts. Orders must be postmarked by 7/23/2011 to receive any eligible discounts.

**Submitting an Order:** Mail completed order forms with payment to the address shown at the top of this form. Credit card customers may fax their completed order form to 512-404-4220.

**Questions?:** Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

**Refunds:** Refund requests must be filed by Exhibitor prior to the end of the event. No refunds will be processed after the event closes. **NO EXCEPTIONS**

**PAYMENT IN FULL IS REQUIRED PRIOR TO SERVICE CONNECTION**

## ACCD Exhibitor Services - Electrical Price Schedule

Event: 2011 ESA Annual Meeting    Event Dates: 8/6/2011 to 8/12/2011    **Discount Deadline: 7/23/2011**

### Electrical Outlets

Product ID	Product Description	Discounted Price	Standard Price
E101	120 Volt Outlet 0-1000 Watts ( 8 Amps )	\$68.00	\$90.00
E102	120 Volts 15 AMP	\$75.00	\$100.00
E103	120 Volts 20 AMP	\$83.00	\$110.00
E104	120 Volts 30 AMP	\$101.00	\$135.00
E201	120 Volt Outlet 0-1000 Watts ( 8 Amps ) - Ceiling Power	\$68.00	\$90.00
E202	120 Volts 15 AMP - Ceiling Power	\$75.00	\$100.00
E203	120 Volts 20 AMP - Ceiling Power	\$83.00	\$110.00
E204	120 Volts 30 AMP - Ceiling Power	\$101.00	\$135.00

### Labor

Product ID	Product Description	Discounted Price	Standard Price
M101	Standard Labor per Hr. (6AM -12AM except holidays)	Discount N/A	\$45.00
M102	Holiday Labor per Hr. (12AM - 6AM and holidays)	Discount N/A	\$60.00

### Power for Motors or Special Equipment

Product ID	Product Description	Discounted Price	Standard Price
P201	208 Volts/Single Phase 20 AMP	\$135.00	\$180.00
P202	208 Volts/Single Phase 30 AMP	\$169.00	\$225.00
P204	208 Volts/Single Phase 60 AMP	\$263.00	\$350.00
P302	120/208 Volts/3 Phase 20 AMP	\$225.00	\$300.00
P303	120/208 Volts/3 Phase 30 AMP	\$263.00	\$350.00
P305	120/208 Volts/3 Phase 60 AMP	\$435.00	\$580.00
P310	120/208 Volts/3 Phase 100 AMP	\$675.00	\$900.00
P340	120/208 Volts/3 Phase 400 AMP	\$2063.00	\$2,750.00

### General Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase. See Supplemental Lighting and Equipment.
- Labor
  - A. Labor is charged for:
    1. All electrical services of 30 amps or any 208V source
    2. Any four (4) services in one (1) booth
    3. Installation of utilities after booth display and/or carpet has been installed
    4. Relocating/moving installed services
    5. Installing services in location other than location most convenient to booth
    6. Re-taping electrical cords
    7. Resetting breakers due to exhibitor equipment
  - B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
  - C. Labor charges are **NOT** available at a discount.
- If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plugs is prohibited
- All exhibitors' cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated or exhibitor must pay utility service charges associated with service.

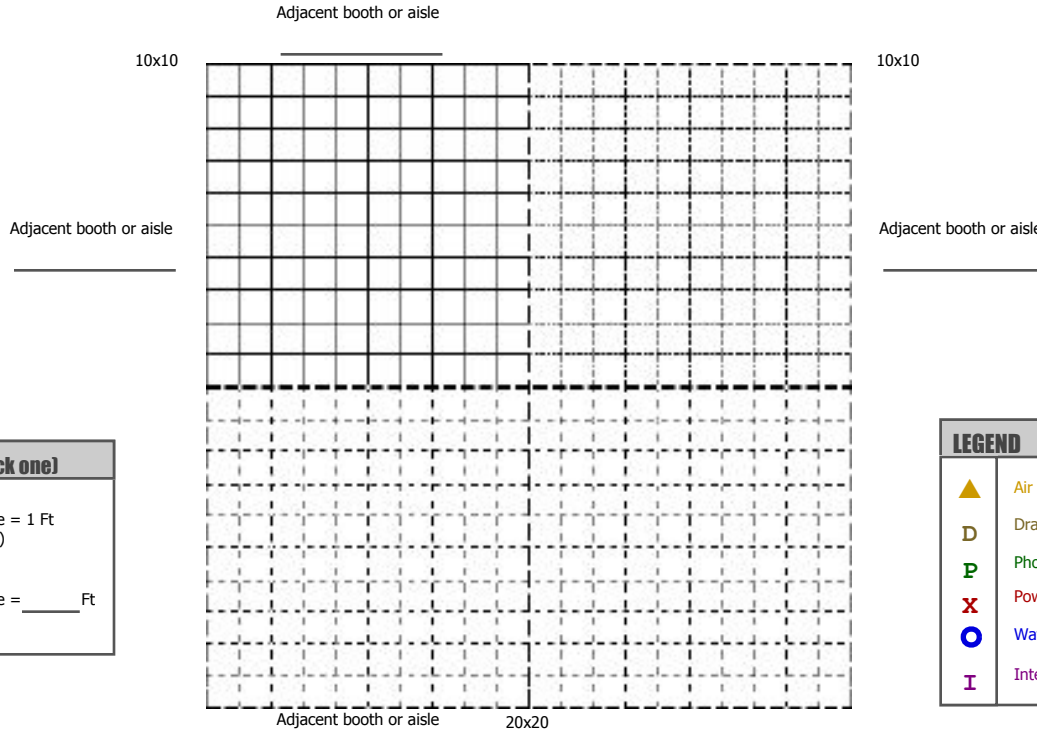
## ACCD Exhibitor Services - Floor & Booth Layout

Event: 2011 ESA Annual Meeting    Event Dates: 8/6/2011 to 8/12/2011    **Discount Deadline: 7/23/2011**

### Utility Service Distribution Grid

- Please use grid should you not have a floor plan to submit.
- Mark the adjoining booth # or aisle for orientation
- Use the coordinates or the boxes as a scale for placement of services.
- Labor charges will be applied to your order form as outlined in our labor guidelines.

Company Name	Booth Number

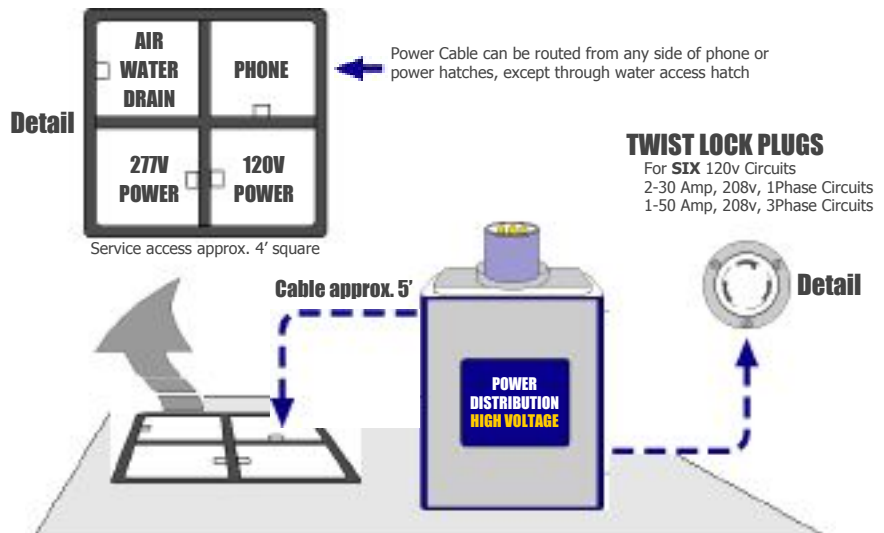


SCALE (check one)	
<input type="checkbox"/>	1 Square = 1 Ft (Default)
<input type="checkbox"/>	1 Square = _____ Ft

### Service Access/Power Distribution Box Information

The Austin Convention Center has utility service access located in the floor 30' apart. These show up on the floor plan as small squares. Contact your Show Manager to obtain a show floor plan. A power distribution box spreads electrical power to the booths. It is approximately 24" x 18" x 6" with a 5' long, 2" thick cable plugged into the service hatch. We plug twist-lock extension cords in to the distribution boxes and run cords to your booth.

If its location is inconvenient, we can usually reposition the box or cover it. We can also remove it provided no other exhibitors are powered by it, but this restricts the amount of power we can deliver and may require sharing of electrical circuits. In addition, we will assess an additional charge for labor if you elect to have it replaced. Please call prior to your event if you have any questions.



Art for illustration purposes. Not to scale.

## Fire Exhibit Regulations for Assembly Occupancies

The information contained in this brief outline does not by any means thoroughly cover the criteria and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: facility client, exhibitors, service contractors and the Austin Convention Center Department (ACCD). It is a requirement that ACCD reviews all event pre-planning documents and floor plans and is the only entity that can submit these documents to the Austin Fire Department for final review and approval.

Remember, the fire codes for Austin may be different from other cities, and exhibitors will be responsible for complying with the Uniform Fire code. ACCD will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to you, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to ACCD for review and approval. ACCD will submit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on-site.
2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.
3. Any exhibit containing a roofed area of 100 square feet or more requires a fire extinguisher to be displayed at such exhibit.
4. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.
5. Displays with any type of cover, e.g., tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
  - a) A single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.
  - b) A booth with an open grate style ceiling does not have to meet this requirement. If there is any question, please forward a copy of the booth plans for ACCD and Fire Department review.
  - c) The upper deck of the multi-level exhibit must have a minimum of two exits as far from each other as possible. If only one (1) exit, the second level is limited to seven (7) people at a time.
6. The storage of crates and combustible materials not on display (including packing materials) is not permitted inside the facility, on the dock or at dock bays. Limited empty crate storage is provided and confined to the area authorized by the Fire Marshal.
7. All curtains, drapes, any merchandise or material attached to drapes or table skirts, decorations and decorative or construction materials are to be non-combustible or flame-retardant. Documentation affirming non-combustible or flame-retardant properties must be available on-site.
8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.
9. The use of open flames, burning or smoke-emitting materials (candles, incense, lanterns) are not permitted in the facility.



10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.
11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public. Any fees are the responsibility of the client.
12. The following items may not be used without prior written approval of the Fire Marshal's Office:
  - a) Display or storage of LPG (liquid propane gas)
  - b) Flammable or combustible liquids
  - c) Flammable gas
  - d) Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc. All items must be treated with fire-retardant materials. Documentation affirming non-combustible or flame-retardant properties must be available on-site.
  - e) Welding or cutting equipment for show set-up or for demonstration purposes
  - f) Gas-fired appliances for demonstration purposes
  - g) Salamander stoves
  - h) Compressed gas cylinders. If approved, cylinders are to be firmly secured in an upright position.
  - i) Any cooking or heat-producing devices
13. The following are related to the display of automotive vehicles and equipment:
  - a) There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
  - b) Fuel tanks are to be locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
  - c) Ignition keys are to be removed and placed in a central location on site.
  - d) The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.
  - e) Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.
  - f) Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.
14. The following related to food shows:
  - a) Deep fat fryers are not allowed in the facility.
  - b) Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.
15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.

## ACCD Exhibitor Services - Technology Price Schedule

Event: 2011 ESA Annual Meeting    Event Dates: 8/6/2011 to 8/12/2011    **Discount Deadline: 7/23/2011**

### Technical Services

Product ID	Product Description	Discounted Price	Standard Price
AV101	AV Patch Fee, Exhibit Halls/Ballrooms (per Day)	Discount N/A	\$100.00
AV102	AV Patch Fee, Exhibit Meeting Rooms (per Day)	Discount N/A	\$50.00
H101	Internet Connection	\$500.00	\$665.00
H102	Additional IP Address (Requires H101 Purchase)	\$150.00	\$200.00
H302	Class "C" Internet Service (Up to 250 IP's)	\$3750.00	\$5,000.00
H311	Network Data Patch	\$300.00	\$400.00
H312	Network Patch Cable (Up to 30ft.)	25.00	\$35.00
H402	Ethernet Switch-Managed	\$600.00	\$800.00
H405	Ethernet Switch-Unmanaged	\$225.00	\$300.00
H601	Broadband Cable Patch (Excludes labor and materials to extend to booth.)	Discount N/A	\$300.00

### Labor

Product ID	Product Description	Discounted Price	Standard Price
M103	Standard Technical Labor per Hr. (6AM -12AM except holidays)	100.00	\$135.00
M104	Overtime Technical Labor per Hr. (12AM - 6AM and holidays)	125.00	\$165.00
RL103	AV Technician - Labor	\$60.00	\$80.00

### Technical Services Terms and Conditions

ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH THE FOLLOWING POLICIES:

- Wi-fi Operating Guidelines
- External Internet Service Provider Guidelines

ADDITIONAL TERMS AND CONDITIONS:

- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first service basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD Exhibitor Services Division at 512/404-4000 for any questions regarding ordering technical services or to obtain copies of operating guidelines.

**Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service or the use of an external internet service provider.**

## ACCD Exhibitor Services - Telephone Price Schedule

Event: 2011 ESA Annual Meeting    Event Dates: 8/6/2011 to 8/12/2011    **Discount Deadline: 7/23/2011**

### Telephone

Product ID	Product Description	Discounted Price	Standard Price
T101	Local Only Phone Line	\$150.00	\$200.00
T102	Local/Long Distance Phone Line	\$188.00	\$250.00
T103	Telephone Set Rental (Credit Card Deposit Required)	Discount N/A	\$0.00
T301	MultiLine/Speakerphone-Local	\$263.00	\$350.00
T302	MultiLine/Speakerphone-Long Distance	\$263.00	\$350.00
T401	Specialty Programming	Discount N/A	\$50.00

### Telephone Service Terms and Conditions

• **Local Service**

1. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for 'Dial 9' calling.
2. Allows exhibitor to dial any local number and toll-free numbers. It also allows callers to use their own long distance carrier for long distance credit card calls.

• **Long Distance**

1. Allows both local and long distance dialing.
2. Long distance charges are in addition to the installation charge and will be billed after the close of the event.
3. Deposit: A major credit card is required as a security deposit for long distance service activation. The credit card information section on the order form must be completed.
4. All long distance charges will be processed against credit card information previously provided by Exhibitor.

• **Phone Set**

1. Deposit: A major credit card is required as a security deposit for rental of a handset. The only security deposit we accept is a major credit card. The credit card information on the Exhibitor information section must be completed. Your credit card will be charged (\$50.00) for the replacement of the equipment if you fail to return the equipment after the close of the event.
2. Pick Up and Return: Phone sets must be picked up and returned to the Utility Service Desk. Should you need assistance in picking up or returning your set, please contact the ACCD Exhibitor Services Division.
3. Rental of telephone hand sets may not be discounted.

• **Special Programming**

1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
2. Special programming requests must be made at least 10 days prior to the event, or we cannot guarantee delivery of service.
3. No Discount available for Special Programming services.

• **Telephone for Credit Card Machine Use**

1. The telephone line fees do not include electrical services necessary for credit card machines.
2. It is the exhibitor's responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions

### Calling Card Dialing Instructions

Some exhibitors do not want a separate bill for long distance charges after the show closes. If you select 'local' service for your phone line, you can use your phone credit card for long distance calling. Contact your calling card service provider for local call dialing instructions

# F R E E M A N

PROUD TO SERVE AS YOUR  
OFFICIAL AUDIO VISUAL PROVIDER:



**ESA 96th Annual Meeting**  
August 8-11, 2011  
Austin Convention Center  
Austin, TX

Exhibiting Company Name \_\_\_\_\_ Third Party if Applicable \_\_\_\_\_

Booth Number \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

On-site Contact \_\_\_\_\_ On-site Contact Cell \_\_\_\_\_

**Method of Payment:**

- MasterCard  Check (Must be in U.S. funds)  
 Visa  Bank Transfer (Call for information)  
 American Express  Key Account

Note: Customers are responsible for any bank processing fees. Your signature denotes acceptance of Freeman's terms and conditions.

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

\*For your convenience, we will use this authorization to charge your credit card account for your advanced and on site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor, including without limitation, any shipping charges.

**Cancellation Policy:** Cancellation of equipment rental and services must be received a minimum of 7 days prior to the show opening to avoid a minimum one day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and minimum one day charge on equipment will be applied.

**Quick Tips:**

- All payments must be made in advance in U.S. funds.
- Electrical Services are not included in equipment pricing.
- A representative must be in your booth to sign for delivery of equipment, unless advance arrangements have been made.

**Project:**



**EARLY ORDER DEADLINE:**

JULY 23, 2011

**POPULAR AUDIO VISUAL PACKAGES**

DESCRIPTION	QTY.	SHOW RATE*	TOTAL
24" LCD (1080P, 16:9, High Def.), Single Post Stand and DVD Player.		@ \$ 498.00	
42" Flat Screen (16:9, High Def.), Dual Post Stand and DVD Player.		@ \$ 998.00	
Large High Performance P.A. System (2 Lg. Speakers, 1 Mixer/Amp), Wired Mic. with stand.		@ \$ 567.00	
<b>*Special Show Package!</b> 50" Flat Screen with Speakers, Dual Post Stand, Blu-Ray or DVD Player, Large High Performance P.A. System and Wired Mic w/ Stand		@ \$ 1,750.00	

**A LA CARTE EQUIPMENT**

DESCRIPTION	QTY.	SHOW RATE*	TOTAL
20" LCD Flat Screen Monitor (4:3) (DATA ONLY)		@ \$ 240.00	
24" LCD with Speakers or Table Top Stand (1080P, 16:9, High Def, DVI or HDMI input)		@ \$ 375.00	
32" LCD with Speakers or Table Top Stand (720P, 16:9, High Def, DVI input)		@ \$ 675.00	
42" Flat Screen Display with Speakers or Table Top Stand (720P, 16:9, High Def)		@ \$ 795.00	
46" LCD with Speakers or Table Top Stand (1080P, 16:9, High Def, HDMI input)		@ \$ 1,260.00	
50" Flat Screen with Speakers or Table Top Stand (720P, 16:9, High Def, DVI input)		@ \$ 1,185.00	
60" Flat Screen with Speakers or Table Top Stand (720P, 16:9, High Def, DVI input)		@ \$ 1,680.00	
65" Flat Screen Display with Speakers (1080P, 16:9, High Definition, DVI or HDMI inputs)		@ \$ 2,700.00	
Single Post Stand with Shelf (Accommodates Flat Screens 30" and Smaller)		@ \$ 150.00	
Dual Post Stand with Shelf (Accommodates Flat Screens 32" - 65")		@ \$ 225.00	
DVD Player with auto repeat (Consumer Grade)		@ \$ 120.00	
Blu-ray DVD Player with auto repeat		@ \$ 150.00	
Small High Performance PA System (2 Small Speakers, 1 Mixer/Amp)		@ \$ 330.00	
Wireless Microphone Select one: <input type="checkbox"/> <u>HANDHELD</u> -or- <input type="checkbox"/> <u>HEADSET</u>		@ \$ 240.00	
Anchor AN1000 Powered Speaker with Stand		@ \$ 75.00	
Desktop Computer with Monitor (3.2GHz or faster)		@ \$ 275.00	
Laptop Computer (Core 2 Duo/2GHz/512MB RAM/DVD/Win XP)		@ \$ 325.00	
HP Laser Printer (40 PPM)		@ \$ 195.00	
<b>Quoted Equipment</b>		@ \$	

**Additional equipment/accessories available upon request.  
Contact us at: 512-469-6094 for a quote or additional labor needed.**

**CONTACT YOUR FREEMAN REPRESENTATIVE:  
JOHN ABREGO**

2101 E St Elmo Rd, Ste 340, Bldg 3  
Austin, TX 78744  
(P) 512-469-6094  
(C) 210-389-8384  
(F) 469-621-5611



Visit us at: www.freemanco.com

E-Mail: [john.abrego@freemanco.com](mailto:john.abrego@freemanco.com)

**30% PRICE INCREASE FOR ORDERS RECEIVED AFTER JULY 23, 2011.**

Equipment Subtotal.....=	_____
Add calculated Equipment Tax: <u>8.25</u> % .....	_____
Handling Charge Includes delivery, set up, and dismantle: 25 % of equipment subtotal for orders \$3000 and under ( \$90 min)....=	_____
<i>**For orders exceeding \$3000, please contact John Abrego</i>	
Add calculated Local Tax: <u>8.25</u> %.....=	_____
<b>Total Charges</b> .....=	_____

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

#### DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

#### PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. 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 After Deadline 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 Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption 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, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 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 Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman 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 Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman 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 Freeman 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, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

**LABOR UNDER SUPERVISION OF EXHIBITOR** : Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman 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 Freeman's 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 Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman 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) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman 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 Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

Show Name: \_\_\_\_\_

Show Dates: \_\_\_\_\_

Show Location: \_\_\_\_\_



N•A•T•I•O•N•A•L

convention • plant • services

770.507.6777

plant@tlc-florist.com

www.tlc-florist.com

# FLORAL ORDER FORM

We would like to order the following items for our exhibit:

Quantity	Item	Unit Price	Total Price
_____	Flower Arrangements-Designer's Choice only. See "Custom designed arrangements" to specify colors, size, style, or type flowers.	\$50.00	_____
_____	Custom designed arrangements Colors _____ Width _____ Height _____ Other _____	\$60.00-300.00	_____
_____	Azaleas (circle one: pink, red, white)	\$35.00each	_____
_____	Mums (circle one: white, yellow, bronze, lavender)	\$20.00each	_____
_____	Small Fern	\$25.00each	_____
_____	Large Fern	\$35.00each	_____
_____	Ivy & Pothos	\$35.00each	_____
_____	Bromeliads	\$35.00each	_____
_____	2 foot green plants	\$29.95each	_____
_____	3 foot green plants	\$39.95each	_____
_____	4 foot green plants	\$49.95each	_____
_____	5 foot green plants	\$59.95each	_____
_____	6 foot green plants	\$69.95each	_____
_____	7 foot green plants & up please call for pricing	_____	_____
		SUBTOTAL	_____
		SALES TAX	_____
		TOTAL	_____

CONTAINERS –  BLACK  WHITE  WICKER

Chrome, Brass, and Terra Cotta, etc are available.  
Please call for pricing.

**TLC Designers can provide the following:**

- Water Features**  
Fountains  
Ponds  
Water falls  
Swamps
- Garden Areas**  
Tropical (beach scenes; rain forests)  
Seasonal (Spring, Fall, Holiday)  
Formal (serenity garden, English garden)
- Border Areas**  
Hedges (control flow)  
Lawn or Golf (promotional)  
Trees (privacy)

**Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.**

Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for daily floral delivery. **ALL ORDERS MUST BE PAID – IN – FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.

FOR DESIGN HELP, HAVE A TLC DESIGNER CALL OUR BOOTH ON THE FOLLOWING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_ Booth Representative: \_\_\_\_\_  
 Firm, Billing Name: \_\_\_\_\_ Purchase Order or Reference Number: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_ Credit Card #: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (MC, VISA, AM. EXP)  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Name of Credit Card Holder as shown on card  
 Show Decorator: \_\_\_\_\_ Expo Plus \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Authoriz ed Signature: \_\_\_\_\_

Please return completed form with payment to: P.O. Box 54962, Atlanta, GA 30308 770.507.6777 770.474.4676 FAX  
 Please return overnight shipment with payments to: 2018 Walt Stephens Rd., Jonesboro, GA 30236