2010 IEEE GLOBECOM Expo
December 7-9, 2010
Miami Hyatt Regency
Riverfront Ballroom Central/North
Miami, FL USA

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2010 IEEE Communications Society GLOBECOM Expo Rules

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IEEE GLOBECOM 2010 EXHIBIT SCHEDULE

Exhibitor Move-In: Tuesday, December 7 9:00 a.m. – 5:00 p.m.

SHOW HOURS:
Tuesday, December 7 7:00 p.m. – 9:00 p.m.  Reception

Wednesday, December 8 9:30 a.m. – 5:00 p.m.
9:30 a.m. – 10:00 a.m.  Coffee Break in Exhibit Hall
11:45 p.m. – 1:20 p.m.  Lunch Break
4:10 p.m. – 4:30 p.m.  Coffee Break in Exhibit Hall

Thursday, December 9 9:30 a.m. – 5:00 p.m.
9:30 a.m. – 10:00 a.m.  Coffee Break in Exhibit Hall
11:45 p.m. – 1:20 p.m.  Lunch Break
4:10 p.m. – 4:30 p.m.  Coffee Break in Exhibit Hall

MOVE-OUT: Thursday, December 9 5:00 p.m. – 8:00 p.m.

Exhibitor Move-In
It is important that you be in the hall early to check your orders and to correct any problems that might occur with drayage, signage, etc. All set-up must be completed by 5:00 p.m. Tuesday, December 7. If you have not started set-up on your booth by 3:30 p.m., your booth will be set for you at your own expense, resold or eliminated.

ADMISSION TO EXHIBIT: Exhibitors will be allowed to remain in the hall one (1) hour after the exhibit closes and may enter the hall one (1) hour before the exhibit opens. The security schedule will be set with this in mind so please be aware that you will not be allowed in the hall at any other times. Please make sure you don’t leave any personal items you might need overnight in your booth because the hall will be locked after the allotted time.

MOVE-OUT: Dismantling of your booth may not begin before 5:00 p.m., Thursday, December 9. Exhibits must be removed by 8:00 p.m. Thursday, December 9 from the Exhibit Hall. Please do not leave your booth unattended at any time before your materials are completely packed and ready to ship. Please contact someone at the ICES Service Desk for shipping information and a bill of lading.

BOOTH PACKAGE AND FACILITY INFORMATION
The exhibit will be held in the Riverfront Ballroom Central/North of the Miami Hyatt Regency. The Riverfront Ballroom is carpeted.

Booth Package
The following items are included for your space rental fee:
- Display Space
- 8’ high draped back wall and 36” high draped side rails
- Carpet (the Coral Ballroom is carpeted)
- Company identification sign—7” x 44”
- General lighting and heating/air conditioning.
- General perimeter security

Please note that table and chairs is not included in the booth package and should be ordered from Shepard Exposition Services.
Each 10’X 10’ booth (minimum booth size) will include back and side drape and one 7” X 44” identification sign. The official show colors are teal and white for the drape. **No other drape colors will be allowed for the back and side drapes.** The height restriction for all booths is 12 feet.

**DRAYAGE**

Please pay close attention to the Shipping and Drayage forms in the service contractor’s order forms section of this manual. Exhibitors are strongly urged to ship all freight to arrive at the warehouse no later than Monday, November 29 by 4:00 p.m. EST. Please use the following address and label format when shipping to the warehouse:

**TO:**  (Name of Exhibiting Company & Booth Number)  
IEEE GLOBECOM Expo  
Shepard Exposition Services  
UPSF c/o Clover Systems  
1910 NW 97th Avenue  
Miami, FL  33172

The warehouse hours are 8:00 a.m.- 4:00 p.m., Monday - Friday.

**The Hyatt Regency Miami CANNOT accept exhibit freight prior to Tuesday, December 7, 8:00 a.m. (EST).** If you will be shipping your freight to the Hyatt Regency Miami, you must consign the freight to Shepard Exposition Services or delivery will be refused (see shipping instructions). Please use the following address and label format:

**TO:**  (Name of Exhibiting Company and Booth Number)  
IEEE GLOBECOM Expo  
c/o Shepard Exposition Services  
Hyatt Regency Miami  
400 SE 2nd Ave.  
Miami, FL 33131

Exhibit personnel in charge of setting up your booth should be aware of how and when all freight was shipped, tracking/pro numbers, and the carrier. This information is extremely important when trying to locate missing freight.

**IMPORTANT CONTACTS**

**Show Management /On-Site Contacts**  
Susan Blevins  
Set Up Success, Inc.  
404-433-7989  
sblevins@setupsuccess.com

Exhibit Facility – Hyatt Regency Miami  
Denise Harden  
Hyatt Regency Miami  
Senior Catering/CS Manager  
Direct: 305-679-3064  
Fax: (305) 374-1728  
denise.harden@hyatt.com

Service Contractor - Shepard Exposition Services  
Mary Anne Rogers  
404-720-8629  
mrogers@shepardes.com  
Fax: 404-720-8750
OFFICIAL SERVICE CONTRACTOR
Shepard Exposition Services is the official service contractor for the 2010 IEEE Communications Society GLOBECOM Expo. Shepard must do all on-site drayage and material handling.

INSURANCE CLAIMS
All exhibitors are strongly urged to secure their own insurance pursuant to exhibit damage, personal injury, fire, theft, etc. IEEE Communications Society assumes NO responsibility whatsoever pursuant to such insurance claims. If, however, visible damage to an exhibit results from the witnessed negligence by drayage or facility personnel, the exhibitor is directed to coordinate subsequent settlement action with the appropriate contacts as listed herein.

LIVE MUSIC/SOUND REPRODUCTION
Exhibitors are required by U.S. Copyright Law to obtain a music license agreement for any music performed outside of the exhibit hall (i.e., hospitality suites, special events sales meetings). For example, if your company hosts an evening event in a hotel ballroom and you hire a harp player to play background music, you are required by law to have a music license agreement, contact both ASCAP 1-800-505-4052 and BMI 1-800-925-8451. If you play music and decide not to enter into a license agreement, you may be liable for copyright infringement. Please consult your legal counsel for advice on your company’s liability.

FOOD & BEVERAGE
The Hyatt Regency Miami is the sole provider of food & beverage. No one is allowed to bring food or beverage products onto the premises to be sold, given away, or used without the consent of the Hyatt Regency Miami.

SECURITY
IEEE Communications Society will provide security guard service for the show period, but neither IEEE Communications Society, the contract security company nor their corporate entities will guarantee exhibitors against loss and will not be responsible for loss of any material by or for any cause. Each exhibitor must make provisions for the safeguarding of his goods, material, equipment, and display at all times.

HOTEL ACCOMMODATIONS

Hyatt Regency Miami
400 South East Second Avenue
Miami, Florida, USA 33131-2197
Tel: +1 305 358 1234
Fax: +1 305 358 0529

Special Hotel Rates
Single/Double: $209.00 USD
(Sales/room tax: currently 13%. Plus $25.00 per room per person for additional person in the room)
TO RESERVE YOUR HOTEL ROOM
Reservation Deadline: Sunday, 31 October 2010 at 17:00 (Eastern Time)

Intercontinental Miami
100 CHOPIN PLAZA
Miami, Florida 33131
Tel: +1 305-577-1000
Fax: + 1 305-577-0384

Special Hotel Rates
Single/Double: $249.00 USD
(Sales/room tax: currently 13%. Plus $30.00 per room per person for additional person in the room)
Reservation Deadline: Friday, 05 November 2010 at 17:00 (Eastern Time)

IMPORTANT NOTICE
The IEEE Communications Society has a contractual obligation to fill a guaranteed block of rooms at the Hyatt Regency Miami and the Intercontinental Miami. Significant financial penalties will be assessed should IEEE GLOBECOM 2010 fall short of the expected number of guest rooms’ attendee. By staying at the conference hotel, you will enjoy the convenience of residing at the conference venue and to a far greater extent provide valued
assistance in support of IEEE ComSoc's financial obligations.

Please mention the IEEE GLOBECOM 2010 Conference when making reservations.

**Transportation to and from the Airport**

**Hyatt Regency Miami Hotel**

Only 7.5 miles from **Miami International Airport (MIA)**

Typical Minimum Charge

<table>
<thead>
<tr>
<th>Mode</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxi</td>
<td>$20-$25</td>
</tr>
<tr>
<td>Super Shuttle</td>
<td>$18.00</td>
</tr>
</tbody>
</table>

Time by taxi: 15 minutes

Just 25 miles from **Fort Lauderdale International Airport (FLL)**

Typical Minimum Charge

<table>
<thead>
<tr>
<th>Mode</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxi</td>
<td>$50-$60</td>
</tr>
<tr>
<td>Super Shuttle</td>
<td>$32.00</td>
</tr>
</tbody>
</table>

Time by taxi: 45 minutes

**Intercontinental Miami Hotel**

Only 10 miles from **Miami International Airport (MIA)**

Typical Minimum Charge

<table>
<thead>
<tr>
<th>Mode</th>
<th>Charge</th>
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</thead>
<tbody>
<tr>
<td>Taxi</td>
<td>$25</td>
</tr>
<tr>
<td>Super Shuttle</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

Time by taxi: 15 minutes

Just 25 miles from **Fort Lauderdale International Airport (FLL)**

Typical Minimum Charge

<table>
<thead>
<tr>
<th>Mode</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxi</td>
<td>$70</td>
</tr>
<tr>
<td>Super Shuttle</td>
<td>$28.00</td>
</tr>
</tbody>
</table>

Time by taxi: 45 minutes
IEEE Communications Society Expo 2010 Rules

1. Sponsor.
The word "Sponsor" as used herein shall mean IEEE ComSoc ("IEEE COMMUNICATIONS SOCIETY"). In all matters pertaining to the exhibit, the actions of the Sponsor shall be taken by IEEE COMMUNICATIONS SOCIETY Show Management whose decisions shall be final and binding on all parties.

2. Eligible Exhibits.
IEEE COMMUNICATIONS SOCIETY Exhibits are by definition educational events. These events are intended to update communications industry personnel with the latest technological developments through exhibits and technical panels. Exhibitors are limited to organizations and agencies whose exhibits are in harmony with the purpose of this Exposition. IEE has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

3. Appearance.
Displaying an unfinished surface to neighboring booths will not be permitted and the offending exhibitor will be responsible for masking off unsightly areas at their own expense.

4. Booth Location.
The exhibitor shall accept such modifications in position and area as circumstances may call for. Possible complaints regarding the allocated exhibit booth are to be lodged before the space is occupied.

5. Cancellation or Change of Venue by Sponsor.
In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause for causes not reasonably within the control of IEEE or its agents, the Exposition may be canceled or moved to another venue, at the sole discretion of IEEE. IEEE shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of IEEE.

The exhibitor agrees to make no claim for any reason whatsoever, including negligence, against the Sponsor, its members or agents or employees or the lessors or owners of the exhibit premises for loss, theft, damage or destruction of property; nor for any injury to exhibitors or exhibitor's employees, agents or invitee while in the exhibition facility. Fire and theft insurance, if so desired, should be taken out by each exhibitor at his own expense.

7. Defacing of Building.
Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment, or for damage caused in any other manner. See the facility rules and regulations.

Goods on exhibition may not be removed during the exhibition except by special permission of the Sponsor. Hours and dates for dismantling shall be specified by IEEE. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by IEEE.

Maximum exhibit height for booths is 12 feet (2.44m). All display fixtures and equipment over 4 feet (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5 feet (1.52m) from the aisle line (refer to Diagram A for a standard booth).

10. VCRs, Sound devices.
Sound of any kind must not be projected outside the confines of the exhibit booth. If sound is determined by Show Management to project into the aisle or another booth, the exhibitor will not be allowed further use of the sound projection device. If VCRs / Monitors are used, all viewers (exhibit attendees) must be within the booth and not in the aisle.
11. **Music Licensing.**
Any exhibitor playing music must have entered into a Music License Agreement with the American Society Composers, Authors, & Publishers (ASCAP) and Broadcast Music Incorporated (BMI). These two organizations license the performing rights to most of the copyrighted music played in the U.S. today. The Sponsor is not responsible for any licensing fees for music played in exhibitor’s booth. Exhibitors are required by U.S. Copyright Law to obtain a music license agreement for any music performed outside the exhibit hall (i.e., hospitality suites, special events, etc.).

12. **Congestion of aisle traffic.**
Aisles must not be obstructed at any time. Exhibitors may not conduct any activity that leads to congestion or obstruction of aisles.

13. **Photography.**
An exhibitor may not photograph or videotape the exhibits or products of other exhibitors without that exhibitor's approval.

14. **Rejected Displays.**
The exhibitor agrees that his exhibit shall be admitted and shall remain during show days solely on strict right of sponsor to reject, eject or prohibit any exhibit in whole or in part. If an exhibit or exhibitor is ejected for violation of these rules or for any other stated reason, no return of rental shall be made.

15. **Use of IEEE COMMUNICATIONS SOCIETY’s Logo.**
Exhibitors may use the IEEE COMMUNICATIONS SOCIETY show logo to promote their participation in the show.

16. **Americans with Disabilities Act.**
Exhibitor represents and warrants (i) that its exhibit will be accessible to the full extent required by law; (ii) that its exhibit will comply with Americans with Disabilities Act ("ADA") and with any regulations implemented by that Act; and (iii) that it shall indemnify and hold IEEE COMMUNICATIONS SOCIETY harmless from and against any and all claims and expenses, including attorneys' fees and litigation expenses, that may be incurred by or asserted against IEEE COMMUNICATIONS SOCIETY, its officers, directors, agents or employees on the basis of Exhibitor's breach of this paragraph or non-compliance with any of the provisions of the ADA.

17. **Exhibitor Representatives Responsibility.**
Each exhibitor must name one person to be his representative in connection with installation, operation and removal of exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the exhibitor shall be responsible. Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. All booths must be manned during stated exhibit hours.

Exhibitor agrees to indemnify IEEE, its employees, agents, or representatives against—and hold them harmless for—all claims arising out of the acts of negligence of exhibitor, exhibitors’ agents, employees, or representatives, and any claims for injury to exhibitor, its employees, agents, representatives, or event attendees.

18. **Character of Displays.**
Distribution of samples and printed matter of any kind, or any promotional material, is restricted to the confines of the exhibit booth. Decals or stickers with pressure sensitive adhesives are prohibited. Noise makers or anything not in keeping with the technical character and high standards of the Sponsor may not be distributed or utilized by any exhibitor in the exhibit area. No demonstrations or solicitations shall be permitted outside of the Exhibitor's assigned space, and no signs, banners, company or product logos, or placards may be displayed on persons or otherwise outside exhibit spaces.

19. **Labor.**
Exhibitors must comply with union work rules where applicable.

20. **Attendance.**
The Sponsor shall have sole control over attendance policies at all times.
21. **Sub-Leasing.**
Unless otherwise consented to in advance by the Sponsor, exhibitors may not sublet their space without the 
expressed written consent of the Sponsor, and each sublessee must contract with and be approved by the Sponsor. 
Exhibitors may not sublet their space for an amount in excess of the square footage amount charged by the 
Sponsor.

22. **Fire & Safety Laws.**
Federal, state and city laws must be strictly observed. Cloth decorations must be flameproof. Wiring must comply 
with fire department and underwriters' rules. Smoking in exhibits may be forbidden. Crowding will be restricted. 
Aisles and fire exits cannot be blocked by exhibits. No decorations of paper, pine boughs, leafy decorations or tree 
branches are allowed. Smoke alarms and ABC-type fire extinguisher will be required in two-story ("double-decker") 
booths.

23. **Occupancy/Occupancy Default.**
The exhibitor may not occupy the exhibit until the rent is paid in full. The exhibitor must occupy his booth during 
stated show hours. Any exhibit that is dismantled and/or unoccupied prior to the official closing of the show shall be 
subject to expulsion from other IEEE COMMUNICATIONS SOCIETY shows.

Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental 
charge of such space. If not occupied by the time set for completion of the installation of the displays, such space 
shall be taken by IEE, and re-allocated or reassigned for such purposes or use IEEE may see fit.

24. **Failure to Hold Exhibit.**
In the event the exhibit is not held for any reason, the Sponsor may retain such part of exhibitor's rental that is 
required to recompense the Sponsor for expenses incurred up to the time such contingency shall have occurred. 
IEEE shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by 
virtue of cause or causes beyond the control of IEEE. Causes for such action shall include, but not be limited to: 
fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, 
governmental restraints, act of a public enemy, riot or civil disturbance, impairment of lack of adequate 
transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, or act of God. 
Should IEEE terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for 
damage arising therefrom.

25. **Exhibit Removal.**
Objects that have been left behind in the exhibit space after the last date for removal stated in the contract may be 
removed by the Sponsor on the responsibility and at the expense of the exhibitor.

26. **Flammable Materials.**
No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by 
national, state, or city fire regulations may be used in any booth.

27. **Alcoholic Beverages.**
The dispensing, distribution or use of alcoholic beverages in the Exposition hall is prohibited without the express 
prior approval of IEEE.

28. **Compliance with Laws.**
Exhibitors must comply with all laws, rules, regulations and ordinances in force.

29. **Solicitation of Gratuities.**
Under no circumstances will the solicitation of gratuities by service personnel for special favors or services be 
tolerated by the Sponsor. Nor, shall the solicitation by exhibitors of service personnel for special favors or services 
be tolerated by the Sponsor. All Exhibitors will have all necessary services rendered equally as provided for in the 
Exhibitor Service Manual. All forms, payments, and procedures must be adhered to at all times.
30. Cancellation of Exhibit Space.
If an exhibitor cancels or reduces space at any time before July 30, 2008, 50% of any payments made on the space canceled or the portion reduced up until that point in time is refundable. A reduction of exhibit space shall be looked upon as a cancellation of existing space and exhibitor will be relocated based on the judgment of Show Management. Notices of such cancellation/reductions of space must be made in writing and received via registered or certified mail. If an exhibitor cancels/reduces space after July 30, 2008, it is mutually agreed that the exhibitor will not be entitled to any refund. In the event of a full or partial cancellation of space by an exhibitor, IEEE reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment.

31. Violation of above rules.
Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the forgoing rules and those provided and contained in the Exhibitors Manual, and by any amendments and additional rules that may be put into effect by IEEE. If an exhibitor is in violation of one or more of the rules listed above, the exhibitor may be asked to leave the show, removing his exhibit at his own expense and will jeopardize his right to exhibit in future IEEE COMMUNICATIONS SOCIETY events.

32. Amendment to Rules.
Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Sponsor. These rules and regulations may be amended at any time by the Sponsor and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.
Please complete this form for those individuals who are specifically assigned to staff your booth.

Company Name

Street Address

City                      State/Province   ZIP/Postal Code

Country

Telephone

Fax Number

Each company will receive (2) complimentary conference registrations.

Please designate who should receive these from your company.

Additional conference registration can be purchased by going to www.ieee-globecom.org/2009/registration.html

BADGES CAN BE PICKED UP AT REGISTRATION

First Name

Last Name

Comp Reg

Comp Reg

Staffing booth

Staffing Booth

Staffing Booth

Staffing Booth

Staffing Booth

Staffing Booth

Deadline Dates:

Fax to:  Giorgie Millamena

IEEE Communications Society
Exhibitor badges must be worn at all times. Badges are not transferable and must be used in their original form (for instance, substituting a business card for a badge is not permissible).

2010 IEEE Communications Society GLOBECOM Expo Description Form
Deadline 10/01/2010

Please supply a 100-150 word or less description of WHAT you will exhibit at the 2010 IEEE Communications Society GLOBECOM Expo, along with your logo (if you haven’t already provided it). This will be used in the Program Book. The description must be legible and IEEE Communications Society reserves the right to edit. You may send to Susan Blevins at sblevins@setupsuccess.com or fax to 678-935-2310.

The following will be used in the 2010 IEEE Communications Society GLOBECOM program guide. Please keep legible.

<table>
<thead>
<tr>
<th>Company Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Number:</td>
</tr>
<tr>
<td>Web Site Address:</td>
</tr>
<tr>
<td>150 Word or less Description:</td>
</tr>
</tbody>
</table>
**SHOW INFORMATION**

**GLOBECOM 2010**
December 7-9, 2010
Hyatt Regency-Downtown Miami
Miami, Florida

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### BOOTH PACKAGE

**Items provided in your booth, per exhibitor:**
- 8’ High backwall drape, 3’ High sidewall drape
- 7” x 44” Cardstock Identification Sign

**Show drape color(s):** Teal & White

**Aisle carpet color:** Facility is carpeted wall to wall.

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### EXHIBIT SHOW SCHEDULE

**General Exhibitor Move-in:**
- **Tuesday, December 7, 2010**
  - 9:00 AM - 5:00 PM

**Exhibit Hours:**
- **Tuesday, December 7, 2010**
  - 7:00 PM - 9:00 PM
- **Wednesday, December 8, 2010**
  - 9:30 AM - 5:00 PM
- **Thursday, December 9, 2010**
  - 9:30 AM - 5:00 PM

**Exhibitor Move-out:**
- **Thursday, December 9, 2010**
  - 5:00 PM - 8:00 PM

**Freight Re-route Time:**
- **Thursday, December 9, 2010**
  - 8:00 PM

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### IMPORTANT DEADLINES

**Exhibitor appointed contractor notification deadline:**
- Monday, November 8, 2010

**Discount price deadline for all Shepard orders:**
- Tuesday, November 16, 2010

**First day for warehouse deliveries without a surcharge:**
- Monday, November 8, 2010

**Last day for warehouse deliveries without a surcharge:**
- Monday, November 29, 2010

**First day freight can arrive at show facility:**
- Tuesday, December 7, 2010
  - at 9:00 AM

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### SHIPPING ADDRESSES

**Advance Shipments Address**

[Exhibiting Co. Name & Booth Number]

GLOBECOM 2010

c/o UPSF/Clover Systems/Shepard Exposition Services

1910 NW 97th Ave
Miami, FL 33172

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**Direct Shipments Address**

[Exhibiting Co. Name & Booth Number]

c/o Shepard Exposition Services

GLOBECOM 2010

Hyatt Regency-Downtown Miami

400 South East Second Avenue
Miami, FL 33131

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ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.
***ATTENTION EXHIBITORS***

ONLINE ORDERING FOR SHEPARD SERVICES AVAILABLE

TO TAKE ADVANTAGE OF THE CONVENIENCE OF ORDERING ONLINE, SIMPLY FOLLOW THE INSTRUCTIONS BELOW.

1. Go to www.shepardes.com
2. Click on [online ordering]
3. Click on [GLOBECOM 2010]
4. Show Information page will be displayed.
5. Log in by entering your email address and password then clicking [login]
   If you do not have a password, you will need to do one of the following:
   a. Create a profile with Shepard by clicking [create profile] and following the prompts.
   OR
   b. Get a previously generated password by clicking "Forgot your password?" and following the prompts.
6. Once you log in, you will be prompted to review your profile information.
   a. If your information is correct, click [proceed to ordering]
   OR
   b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Now you can begin your online ordering experience.

Some helpful tips:

Use the [previous] or [continue] buttons to scroll through all your options.

Use the [add to cart] button to add an item to your cart, BEFORE proceeding to the next screen.

If you need to review a past page, use your menu options at the top of the page.

To view your shopping cart, click on [shopping cart]

If you wish to delete an item from your shopping cart, click [remove] next to the item you want to be removed.

If you require assistance with your online ordering, please contact our customer service department:

Shepard Customer Service
(407) 888-9669
orlando@shepardes.com
Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

### WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and **fax it along with a copy of the wire receipt** to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

- **Name of show that you are attending**
- **Exhibiting company name**
- **Booth number**
- **Account Name:** Shepard Exposition Services, Inc. **Bank Name:** Bank of America, Atlanta, Georgia USA
- **Routing Number:** 0260-0959-3 **Account Number:** 3278494077
- **SWIFT CODE (US):** BOFAUS3N **SWIFT CODE (INTL):** BOFAUS6S

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

### CREDIT CARD INFORMATION

- **Type of Card:**
- **Credit Card #:**
- **Expiration Date:**
- **Billing Address:**
- **City, ST, Zip:**
- **Name on Card:**
- **Authorized Signature:**

### EXHIBITING COMPANY INFORMATION

Please fill out the following information:

- **COMPANY NAME:**
- **COMPANY ADDRESS:**
- **CITY, ST, ZIP:**
- **CONTACT NAME:**
- **BOOTH #:**
- **PHONE:**
- **EMAIL:**
- **FAX:**
Shepard Exposition Services

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (1.8% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name “Shepard” shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term “exhibitor” refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard’s direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard’s reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to loss of property or profit arising out of, or contributed to by any of the following: (1) exhibitor’s negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor’s employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor’s negligence, wilful misconduct, or deliberate act, or such actions of exhibitor’s employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor’s violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the “conclusion” of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD’S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard’s sole and maximum liability for loss or damage to exhibitor’s materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is, and cannot be, responsible for loss, damage, theft, or disappearance of exhibitor’s materials after same have been delivered to the exhibitor’s booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor’s materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor’s materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using documentation submitted by the exhibitor and notifications of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor’s materials after same have been delivered to exhibitor’s appointed carrier or agent for transport after the show. Shepard loads materials onto the carrier’s truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor’s designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor’s shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor’s expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncartonated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing “Empty” storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled “empty.”
Both parties MUST sign this form indicating acceptance; otherwise, request will be denied. By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site. The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

The following information must be completed and the form returned to Shepard by the deadline date.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site. The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

## SERVICES TO BE COVERED BY THIRD PARTY

- All services
- Rental Furniture
- Logistics/Transportation
- Material Handling
- Carpet
- Exhibit Display Rentals
- Overhead Rigging/Labor
- Other (please specify):
- Cleaning
- Installation/Dismantling Labor

## THIRD PARTY INFORMATION

| COMPANY NAME: | | PHONE: |
| COMPANY ADDRESS: | | |
| CITY, ST, ZIP: | | |
| CONTACT NAME: | EMAIL: |
| AUTHORIZED SIGNATURE: |

## EXHIBITING COMPANY INFORMATION

| COMPANY NAME: | BOOTH #: |
| COMPANY ADDRESS: | PHONE: |
| CITY, ST, ZIP: | FAX: |
| CONTACT NAME: | EMAIL: |
| AUTHORIZED SIGNATURE: |

## THIRD PARTY CREDIT CARD INFORMATION

| Type of Card: | | Expiration Date: |
| Credit Card #: | Security Code: |
| Billing Address: | |
| City, ST, Zip: | |
| Name on Card: | |
| Authorized Signature: | |
The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations. The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations

- CONTRACTOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by deadline date. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

- The CONTRACTOR must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

- The non-official contractor may not solicit business on the exhibit floor.

- If required, the non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

- If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

- Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site to authorized representatives when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: ________________________________

Services to be performed: ______________________________________

Exhibitor's Signature: _________________________________________ Date: ____________________

Exhibiting Company Name: ___________________________ Booth #: ____________________

Contact Name: ____________________________________________

Contact Phone: __________________________ Fax: ________________

Contact Address: __________________________________________
**Signature Series - We Make Exhibiting EZ!!**

Signature Series Packages offer one stop shopping convenience for all of your trade show needs.

### 100 SERIES PACKAGE

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Discount</th>
<th>Regular Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'x10' Expo Carpet</td>
<td>1</td>
<td>50255</td>
<td>6658.70</td>
</tr>
<tr>
<td>6'Lx42&quot;H Skirted Counter</td>
<td>1</td>
<td>50047</td>
<td>9638.30</td>
</tr>
<tr>
<td>(2) Padded Stools with Back</td>
<td>2</td>
<td>50024</td>
<td>66320</td>
</tr>
<tr>
<td>One Time Vacuuming for 100 sq. ft.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 lbs. Material Handling*</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 200 SERIES PACKAGE

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Discount</th>
<th>Regular Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'x10' Expo Carpet</td>
<td>1</td>
<td>50255</td>
<td>672.90</td>
</tr>
<tr>
<td>~ 30&quot; Star Base Pedestal Table</td>
<td>1</td>
<td>50032</td>
<td>50091</td>
</tr>
<tr>
<td>~ (2) Padded Arm Chairs</td>
<td>2</td>
<td>50021</td>
<td>35030/35010</td>
</tr>
<tr>
<td>~ Wastebasket</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>~ One Time Vacuuming for 100 sq. ft.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>~ Up to 200 lbs. Material Handling*</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 300 SERIES PACKAGE

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Discount</th>
<th>Regular Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'x10' Expo Carpet</td>
<td>1</td>
<td>50255</td>
<td>761.65</td>
</tr>
<tr>
<td>One Meter Locking Cabinet (LC3)</td>
<td>1</td>
<td>66284</td>
<td></td>
</tr>
<tr>
<td>~ Wastebasket</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>~ One Time Vacuuming for 100 sq. ft.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>~ Up to 200 lbs. Material Handling*</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 400 SERIES PACKAGE

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Discount</th>
<th>Regular Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'x10' Expo Carpet</td>
<td>1</td>
<td>50255</td>
<td>2071.00</td>
</tr>
<tr>
<td>~ New York Booth</td>
<td>1</td>
<td>66262</td>
<td></td>
</tr>
<tr>
<td>~ Wastebasket</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>~ One Time Vacuuming for 100 sq. ft.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>~ Up to 200 lbs. Material Handling*</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Some restrictions may apply - material handling based on standard freight, does not include late to warehouse surcharges, special handling, marshaling yard or other applicable fees.

**GO GOLD!!** Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010). $110.00

**GO PLATINUM!!** Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop. $275.00

---

Please complete the following:

- **Company Name:**
- **Booth #:**
- **Contact Name:**
- **Phone #:**
- **Authorized Signature:**

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
Choose drape color (place color code next to order):

- Red (01)
- Gold (04)
- Burgundy (07)
- Green (02)
- Blue (05)
- Grey (10)
- White (03)
- Black (06)
- Teal (13)

**TABLES - ALL DISPLAY TABLES ARE 24" WIDE**

**STANDARD SEATING**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50020</td>
<td></td>
<td>Side Chair</td>
<td></td>
<td>55.05</td>
<td>71.55</td>
</tr>
<tr>
<td>50021</td>
<td></td>
<td>Arm Chair</td>
<td></td>
<td>60.60</td>
<td>78.80</td>
</tr>
<tr>
<td>50024</td>
<td></td>
<td>Stool w/back</td>
<td></td>
<td>71.60</td>
<td>93.10</td>
</tr>
</tbody>
</table>

**STANDARD ACCESSORIES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50091</td>
<td></td>
<td>Wastebasket</td>
<td></td>
<td>16.60</td>
<td>21.60</td>
</tr>
<tr>
<td>50094</td>
<td></td>
<td>Floor Easel</td>
<td></td>
<td>32.50</td>
<td>42.25</td>
</tr>
<tr>
<td>50245</td>
<td></td>
<td>Literature Rack</td>
<td></td>
<td>173.85</td>
<td>226.00</td>
</tr>
</tbody>
</table>

**RISERS - WOODEN PLANKING, 8" WIDE**

**DRAPE RISERS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50082</td>
<td></td>
<td>4'L X 6&quot;H</td>
<td>37.20</td>
<td>48.35</td>
<td></td>
</tr>
<tr>
<td>50084</td>
<td></td>
<td>6'L X 6&quot;H</td>
<td>47.40</td>
<td>61.60</td>
<td></td>
</tr>
<tr>
<td>50086</td>
<td></td>
<td>8'L X 6&quot;H</td>
<td>60.05</td>
<td>78.05</td>
<td></td>
</tr>
<tr>
<td>50083</td>
<td></td>
<td>4'L X 12&quot;H</td>
<td>75.25</td>
<td>97.85</td>
<td></td>
</tr>
<tr>
<td>50085</td>
<td></td>
<td>6'L x 12&quot;H</td>
<td>93.70</td>
<td>121.80</td>
<td></td>
</tr>
<tr>
<td>50087</td>
<td></td>
<td>8'L x 12&quot;H</td>
<td>104.70</td>
<td>136.10</td>
<td></td>
</tr>
</tbody>
</table>

**UNDRAPE RISERS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50076</td>
<td></td>
<td>4'L X 6&quot;H</td>
<td>17.90</td>
<td>23.25</td>
<td></td>
</tr>
<tr>
<td>50078</td>
<td></td>
<td>6'L X 6&quot;H</td>
<td>25.10</td>
<td>32.65</td>
<td></td>
</tr>
<tr>
<td>50080</td>
<td></td>
<td>8'L X 6&quot;H</td>
<td>32.50</td>
<td>42.25</td>
<td></td>
</tr>
<tr>
<td>50077</td>
<td></td>
<td>4'L X 12&quot;H</td>
<td>34.70</td>
<td>45.10</td>
<td></td>
</tr>
<tr>
<td>50079</td>
<td></td>
<td>6'L X 12&quot;H</td>
<td>49.60</td>
<td>64.50</td>
<td></td>
</tr>
<tr>
<td>50081</td>
<td></td>
<td>8'L X 12&quot;H</td>
<td>60.60</td>
<td>78.80</td>
<td></td>
</tr>
</tbody>
</table>

**SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50058</td>
<td></td>
<td>Sateen Skirting</td>
<td></td>
<td>12.40</td>
<td>16.10</td>
</tr>
</tbody>
</table>

Please complete the following:

Company Name: __________________________
Contact Name: __________________________
Authorized Signature: __________________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
CARPETING & CLEANING

GLOBECOM 2010
December 7-9, 2010
Hyatt Regency-Downtown Miami
Miami, Florida

Discount Deadline: November 16, 2010

PROOF

EXPO CARPET - 16 OZ.

Choose Color:
- Red (01)
- Blue (05)
- Grey (10)
- Black (06)
- Teal (13)
- Burgundy (07)

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255 10' x 10'</td>
<td>147.40</td>
<td>191.60</td>
<td></td>
</tr>
<tr>
<td>50256 10' x 20'</td>
<td>287.40</td>
<td>373.60</td>
<td></td>
</tr>
<tr>
<td>50257 10' x 30'</td>
<td>427.45</td>
<td>555.70</td>
<td></td>
</tr>
<tr>
<td>50258 10' x 40'</td>
<td>574.85</td>
<td>747.30</td>
<td></td>
</tr>
</tbody>
</table>

Variation in dye lot may occur when ordering more than one cut of carpet.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:
- Red (01)
- Deep Navy (22)
- Silver Cloud (18)
- Black (06)
- Charcoal (17)
- Peacock (32)

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001 Rental/sq ft</td>
<td>4.30</td>
<td>5.60</td>
<td></td>
</tr>
<tr>
<td>46003 Rental 1000+/sq ft</td>
<td>3.70</td>
<td>4.80</td>
<td></td>
</tr>
<tr>
<td>46002 Purchase/sq ft</td>
<td>9.95</td>
<td>12.95</td>
<td></td>
</tr>
</tbody>
</table>

Minimum 100 sq. ft. is required. No refunds on cancellations. Rental includes installation and removal. Purchase carpet, please fill out Labor Order Form (carpet installation section) to have carpet installed.

In order to protect premium cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

PADDING & VISQUEEN

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50009 1/2&quot; Padding</td>
<td>0.65</td>
<td>0.85</td>
<td></td>
</tr>
<tr>
<td>50008 1&quot; Padding</td>
<td>1.25</td>
<td>1.65</td>
<td></td>
</tr>
<tr>
<td>50010 Visqueen</td>
<td>0.40</td>
<td>0.50</td>
<td></td>
</tr>
</tbody>
</table>

PORTER SERVICE

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for the first day of the show only or daily.

PERIODIC PORTER SERVICE

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>47030T Porter Svc Once</td>
<td>0.20</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>47031T Daily Porter Svc</td>
<td>0.60</td>
<td>0.80</td>
<td></td>
</tr>
</tbody>
</table>

Please note: booth cleaning and porter service are taxable for this show.

Total Carpeting & Cleaning
7.00% Tax: $

Amount Due: $

Company Name: ____________________________ Booth #: ____________________________
Contact Name: ____________________________ Phone #: ____________________________
Authorized Signature: ____________________________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
Choose Color:
Minimum 4’ panel rental required.

- Red (01) - Blue (05) - Grey (10)
- White (03) - Black (06) - Burgundy (07)

Please complete the following:

Company Name: ___________________________ Booth #: ___________________________
Contact Name: ___________________________ Phone #: ___________________________

Authorized Signature: ___________________________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

**Discount Deadline: November 16, 2010**

---

**GLOBECOM 2010**
December 7-9, 2010
Hyatt Regency-Downtown Miami
Miami, Florida

---

**SPECIALTY CHAIRS AND TABLES**

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<tr>
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<tr>
<td>51086</td>
<td>Director's Chair</td>
<td>57.30</td>
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<td>50032</td>
<td>Ped. Table,30&quot;</td>
<td>198.95</td>
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<td>Sq. Side Table</td>
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**SHOWCASES**

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<td>50067</td>
<td>Full View 4’</td>
<td>534.50</td>
<td>694.85</td>
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<tr>
<td>50068</td>
<td>Full View 6’</td>
<td>589.60</td>
<td>766.50</td>
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<tr>
<td>50069</td>
<td>Quarter View 4’</td>
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<td>Quarter View 6’</td>
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Colors and styles of showcases may vary depending on location and availability.

**MISCELLANEOUS ITEMS**

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<tr>
<td>50185</td>
<td>Drawing Bowl</td>
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<td>50098</td>
<td>Refrigerator</td>
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<tr>
<td>50088</td>
<td>8’ Upright</td>
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<tr>
<td>50089</td>
<td>8’ Crossbar</td>
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<td>14.30</td>
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**GRID AND GRID ACCESSORIES**

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<tr>
<td>50236</td>
<td>2’X8’ w/legs, each</td>
<td>127.80</td>
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<tr>
<td>50237</td>
<td>2’X8’ w/o legs, each</td>
<td>95.90</td>
<td>124.65</td>
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<tr>
<td>50242</td>
<td>7-Ball Waterfall</td>
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Other accessories available, please call customer service for more information.

**1/4” PERFBOARD & VELCRO TACK BOARD**

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<td>50065</td>
<td>4’X8’ Vert., 1/4”holes</td>
<td>172.50</td>
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<tr>
<td>50064</td>
<td>4’X8” Horz. , 1/4”holes</td>
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<td>50104</td>
<td>6” Hooks (12)</td>
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<td>50060</td>
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<td>4’ x 8’ Vert.</td>
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Total Specialty Furnishings/Accessories $__________
7.000% Tax: $__________
Amount Due: $__________
## COMFORT SEATING/OTTOMANS

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## COCKTAIL, END TABLES & LAMPS

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<td>LA1-floor lamp</td>
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<td></td>
<td>LA2-table lamp</td>
<td>146.20</td>
<td>190.05</td>
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</table>

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

**Company Name:**
**Contact Name:**
**Booth #:**
**Phone #:**

**Authorized Signature:**
Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

**Discount Deadline:** November 16, 2010

---

**Subtotal:**
7,000% **Tax:**

Amount Due:

---

Shepard Exposition Services
603 W. Landstreet Rd.
Orlando, FL 32824

Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

Event Code: F111011210
Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

- **Company Name:**
- **Booth #:**
- **Contact Name:**
- **Phone #:**
- **Amount Due:**
- **Authorized Signature:**

The pricing and availability are subject to change. Please contact Shepard Exposition Services for the most current information.

**CONFERENCE TABLES**

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<td>Geo Tables - 29&quot; High</td>
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<td>519.10</td>
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**CONFERENCE CHAIRS**

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Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

- **Company Name:**
- **Booth #:** 7.00%
- **Contact Name:**
- **Phone #:** Amount Due:
- **Authorized Signature:**

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
Floor orders are subject to availability. Substitutions may be provided without prior notification. Subtotal

Please complete the following:

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #:</th>
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<th>Phone #:</th>
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Authorized Signature:

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

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Subtotal $ ____________

7.000% Tax:

Amount Due: $ ____________
PROOF

EXECUTIVE FURNITURE
GLOBECOM 2010
December 7-9, 2010
Hyatt Regency-Downtown Miami
Miami, Florida

Discount Deadline: November 16, 2010

CAFE TABLES

<table>
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STACKING & UTILITY SEATING

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PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

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Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: ____________________________ Booth #: ____________ 7,000% Tax: $ ________
Contact Name: ____________________________ Phone #: ____________ Amount Due: $ ________
Authorized Signature: ____________________________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
### EXHIBIT BOOTH RENTALS

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All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8684.

Please complete the following:

**Company Name:** __________________________  **Booth #:** __________  **Subtotal:** $_________

**Contact Name:** __________________________  **Phone #:** __________  **7.000% Tax:** $_________

**Authorized Signature:** __________________________  **Event Code:** F111011210  **Amount Due:** $_________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.
Please choose color:
□ Black (06) □ White (03)
□ Chrome (CH) □ Wood (W)
□ Black (06) □ White (03)
□ Black (06) □ White (03)
□ Black (06) □ White (03)
□ Black (06) □ White (03)
□ Black (06) □ White (03)

Please choose color:
□ Black (06) □ White (03)
□ Black (06) □ White (03)
□ Black (06) □ White (03)
□ Black (06) □ White (03)
□ Black (06) □ White (03)

Please complete the following:

Company Name: Booth #: Subtotal: $ 
Contact Name: Phone #: 7.000% Tax: $ 
Authorized Signature: Amount Due: $ 

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
UNION JURISDICTIONS
MIAMI/FT. LAUDERDALE AREA

To assist you in planning for your participation in the upcoming event, we are certain you will appreciate knowing that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read and understand the following information completely.

EXHIBIT LABOR JURISDICTION
We currently have an agreement with the local union to provide labor for display erection and dismantling. Full-time employees of the exhibiting companies may set their own exhibits without assistance from this local union. Any labor services that may be required beyond what your regular full-time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form included in this manual, or may be ordered at show site at the Shepard Customer Service Desk. Proof of full-time employment status may be requested by the Union Steward of any personnel working in your booth.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shepard Exposition Services has the exclusive responsibility of receiving and handling all exhibit materials delivered by all contracted carriers and the storage of all empty crates/containers. It is Shepard’s responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible for any materials they do not handle. Shepard will have complete control of the loading docks at all times.

Full-time employees of the exhibiting companies may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks, and other mechanical equipment is NOT permitted.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner’s expense.

GRATUITIES
Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to a Shepard Exposition Services Manager.

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.
Please complete the following:

Are you requesting this labor for assembling your hanging sign? □ Yes □ No

How many laborers will you require? _______ Installation _______ Dismantling

Date of installation: ___________________________ Requested start time: ________________ Est. Hours ____

Date of dismantling: ____________________________ Requested start time: ________________ Est. Hours ____

I will need Shepard Supervised Labor for (please check one):

□ Installation  □ Dismantling  □ Both Install/Dismantle

I will need Exhibitor Supervised Labor for (please check one):

□ Installation  □ Dismantling  □ Both Install/Dismantle

**Supervisory fee is 30% of total cost or $60, whichever is greater.

Labor Hours
ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday, 8:00 AM - Midnight
DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Carpet install date/time: _________________________

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.

Amount Due:

Inbound Freight Information
Carrier Company Name: __________________________________________

# of pieces: _______ Weight of Shipment: _______ Crated □ Uncrated

Tracking/Pro #: ___________ Estimated arrival date: ___________

Shipment to arrive at: □ Warehouse □ Show site

Set-up Information for Installation
Booth Size: _______ x _______

Forklift required? □ Yes □ No

Carpet is? □ owned □ rented from Shepard

Carpet padding? □ Yes □ No

Drawings are? □ Faxed to Shepard □ Shipped w/exhibit crates

On-site Exhibitor Contact Information
Name: _______________________ Phone #: ______________________

Hotel: _______________________

Arrival date/time: ___________
Departure date/time: ___________

Please complete the following:

Company Name: ___________________________ Booth #: ___________

Contact Name: ___________________________ Phone #: ___________

Authorized Signature: ___________________________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

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*Supervisory fee is 30% of total cost or $60, whichever is greater.

---

**Note:**
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.

---

**Labor Order Form**

GLOBECOM 2010

December 7-9, 2010

Hyatt Regency-Downtown Miami

Miami, Florida

Discount Deadline: November 16, 2010

Shepard Exposition Services

603 W. Landstreet Rd.

Orlando, FL 32824

Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

Event Code: F111011210

---

**Shepard Supervision Information**

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: __________________________________________

# of pieces: _______ Weight of Shipment: _______ Crated □ Uncrated

Tracking/Pro #: ___________ Estimated arrival date: ___________

Shipment to arrive at: □ Warehouse □ Show site

Set-up Information for Installation

Booth size: _______ ft. x _______ ft.

Forklift required? □ Yes □ No

Carpet is? □ owned □ rented from Shepard

Carpet padding? □ Yes □ No

Drawings are? □ Faxed to Shepard □ Shipped w/exhibit crates

On-site Exhibitor Contact Information

Name: _______________________ Phone #: ______________________

Hotel: _______________________

Arrival date/time: ___________
Departure date/time: ___________

Please complete the following:

Company Name: ___________________________ Booth #: ___________

Contact Name: ___________________________ Phone #: ___________

Authorized Signature: ___________________________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.
Please complete the following:

**Company Name:**

**Contact Name:**

**Authorized Signature:**

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

---

**SIGN SUBMISSION INFORMATION**

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

**File Submission Media**

- CD-ROM
- Email attachment (4 mgs or smaller only)
- FTP (.zip compression), call for FTP information

*When sending disks, please label them with the following:*

Exhibitor Co. Name, Booth #, Show Name, Show Date

**Acceptable Software & Formats**

- Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- Files should be formatted in high-resolution quality, 100-300 dpi
- Vector-based artwork preferred with fonts converted to outline

**Artwork Dimensions & Color Specifications**

- All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

**Other Graphic Services Available**

- Artwork/graphic design services (70067)
- Logo reproduction (70052)
- Special artwork mounting (70089)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.
**INBOUND PICK UP LOCATION INFORMATION**

- Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

  **Requested Pick Up Date:**
  
  **Hours of Operation:**
  
  **Company:**
  
  **Address:**
  
  □ I will be shipping to the **WAREHOUSE**
    
  **(Company Name; Booth #)**
  
  **GLOBECOM 2010**
  
  **c/o UPSF/Clover Systems/Shepard Exposition Services**
  
  **1910 NW 97th Ave**
  
  **Miami, FL 33172**
  
  **Warehouse Deadline**
  
  **November 29, 2010**

- □ I will be shipping to the **SHOW SITE**
  
  **(Company Name, Booth #)**
  
  **GLOBECOM 2010**
  
  **Hyatt Regency-Downtown Miami**
  
  **400 South East Second Avenue**
  
  **Miami, FL 33131**
  
  **Delivery date:**
  
  **December 7, 2010**

**SHIPPING INFORMATION**

- **Items to be shipped**
  
  - Number of Pieces
  
  - **Est. Weight**
    
    - Crates
    
    - Cartons (cardboard)
    
    - Cases/Trunks (fiber) (color)
    
    - Skids/Pallets
    
    - Carpet (color)
    
    - Other
    
    - **Total Pieces**
    
    - **Total Wt.**

- **Declared Value $**
  
  Available at exhibitors’ expense at the rate of $1.00 per $100.00 of value declared. Minimum charge of $10.00.

- **Size of largest piece:**
  
  □ L
  
  □ W
  
  □ H

- **Loading Dock**
  
  □ Yes
  
  □ No

- **Lift Gate**
  
  □ Residential
  
  □ Inside Pick up
  
  □ Inside Delivery

- **Special Instructions:**

**OUTBOUND SHIPPING INFORMATION**

- □ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

  **Ship to Address:**
  
  □ Residential
  
  □ Inside Pick up
  
  □ Inside Delivery

  **Contact Name:**
  
  **Phone:**
  
  **Number By Date:**
  
  **Number of labels:**
  
  **Special Instructions:**

**TYPE OF SERVICE - Choose One**

- □ Next Day Air
  
  □ 2nd Day Air

- □ Standard Ground
  
  □ Other (Truck Load, Specialized)

**TRANSPORTATION CHARGES**

Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.

- **Type Card**
  
  **ending in**

- **(last 4 digits)**

**FAX COMPLETED FORM TO 404-720-8733**

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

- **Exhibiting Co. Name:**
  
  **Booth #:**

- **Contact Name:**
  
  **Phone #:**

- **Email:**

  **Fax #:**

**Authorized Signature:**

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.
### ADVANCE WAREHOUSE

**TO:** (EXHIBITING CO. NAME)  
**Booth #:**  
**C/O:** c/o UPSF/Clover Systems/Shepard Exposition Services  
1910 NW 97th Ave  
Miami, FL 33172

**Delivery Hours:** M-F, 8-4:30 PM  
**For:** GLOBECOM 2010  
**First day freight can arrive w/o a surcharge:** November 8, 2010  
**Last day freight can arrive w/o a surcharge:** November 29, 2010

### DIRECT TO SHOW

**TO:** (EXHIBITING CO. NAME)  
**Booth #:**  
**C/O:** SHEPARD EXPOSITION SERVICES  
Hyatt Regency-Downtown Miami  
400 South East Second Avenue  
Miami, FL 33131

**For:** GLOBECOM 2010  
**MUST NOT BE DELIVERED PRIOR TO:** December 7, 2010 @ 9:00 AM

---

**TO:** (EXHIBITING CO. NAME)  
**Booth #:**  
**C/O:** SHEPARD EXPOSITION SERVICES  
Hyatt Regency-Downtown Miami  
400 South East Second Avenue  
Miami, FL 33131

**For:** GLOBECOM 2010  
**MUST NOT BE DELIVERED PRIOR TO:** December 7, 2010 @ 9:00 AM
MATERIAL HANDLING AUTHORIZATION
GLOBECOM 2010
December 7-9, 2010
Hyatt Regency-Downtown Miami
Miami, Florida

SHIPMENT INFORMATION

Please complete the following information:
We plan to ship to: □ Advance Warehouse □ Direct to Show Site
We plan to ship on (date):
Our materials should arrive on (date):
Carrier Name: Pro #: Origin of Shipment (city, state):
Please provide a contact name and number for any questions Shepard may have in regards to this shipment:
Name: ________________________ Phone: ________________________

Please indicate number of pieces and the estimated weight:

<table>
<thead>
<tr>
<th># of Pieces</th>
<th>Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cartons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Weight

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH Signature Series Shipping.

To set up your Signature Series Shipping, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. Signature Series Shipping does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for Signature Series Shipping.

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

<table>
<thead>
<tr>
<th>Standard Material Handling</th>
<th>Signature Series Material Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight</td>
<td>Description</td>
</tr>
<tr>
<td>Direct Shipments to Showsite</td>
<td>Crated</td>
</tr>
<tr>
<td>$134.00</td>
<td>35030 / 35033</td>
</tr>
<tr>
<td>Advance Shipments to Warehouse</td>
<td>$111.75</td>
</tr>
<tr>
<td>Crated</td>
<td>Special Handling</td>
</tr>
<tr>
<td>Pieces</td>
<td>Specialized Carrier Shipment (small packages under 50 lbs.)</td>
</tr>
<tr>
<td>Each carton</td>
<td>Min. per shipment</td>
</tr>
<tr>
<td>Overtime</td>
<td>30% fee for every overtime application</td>
</tr>
</tbody>
</table>

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: ________________________ Booth #: ________________________
Contact Name: ________________________ Phone #: ________________________
Authorized Signature: ________________________
Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.
# MATERIAL HANDLING INFORMATION

**GLOBECOM 2010**  
December 7-9, 2010  
Hyatt Regency-Downtown Miami  
Miami, Florida

## MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

### SPECIAL HANDLING
The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

<table>
<thead>
<tr>
<th>Special Handling</th>
<th>Rate as shown on Material Handling Authorization Form</th>
</tr>
</thead>
</table>

### OVERTIME
Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

<table>
<thead>
<tr>
<th>Overtime</th>
<th>Surcharge: 30%</th>
</tr>
</thead>
</table>

### LATE SHIPMENTS
A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

<table>
<thead>
<tr>
<th>Late Shipments</th>
<th>Surcharge: 25%</th>
</tr>
</thead>
</table>

### UNCRATED SHIPMENTS
An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

<table>
<thead>
<tr>
<th>Uncrated Shipments</th>
<th>Rate as shown on Material Handling Authorization Form</th>
</tr>
</thead>
</table>

### OFF-TARGET DELIVERIES
For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

<table>
<thead>
<tr>
<th>Off-Target Deliveries</th>
<th>Surcharge: 15%</th>
</tr>
</thead>
</table>

### PADDED VAN DELIVERIES
A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

<table>
<thead>
<tr>
<th>Padded Van Deliveries</th>
<th>Surcharge: $8.00/CWT</th>
</tr>
</thead>
</table>

### MARSHALING YARD
Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a fee per shipment processed through the marshaling yard.

<table>
<thead>
<tr>
<th>Marshaling Yard</th>
<th>Surcharge: Maximum $25.00</th>
</tr>
</thead>
</table>

### REWEIGH OF SHIPMENTS
An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

<table>
<thead>
<tr>
<th>Reweigh of Shipments</th>
<th>Surcharge: $25.00 per forklift load</th>
</tr>
</thead>
</table>

### EMPTY CRATE STORAGE
A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

<table>
<thead>
<tr>
<th>Empty Crate Storage</th>
<th>Surcharge: $10.00 per piece, Minimum $40.00</th>
</tr>
</thead>
</table>

### ENVELOPE DELIVERIES
During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

<table>
<thead>
<tr>
<th>Envelope Deliveries</th>
<th>Surcharge: $10.50 per envelope</th>
</tr>
</thead>
</table>

### SECURED STORAGE
Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handle to or from storage. There is no charge to return materials to your booth at the close of the show.

<table>
<thead>
<tr>
<th>Secured Storage</th>
<th>Surcharge: $.80/sq. ft., Minimum $20.00 Min. one-hour labor fee for each trip</th>
</tr>
</thead>
</table>

### ACCESSIBLE STORAGE
Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

<table>
<thead>
<tr>
<th>Accessible Storage</th>
<th>Surcharge: Based on applicable Labor rate (refer to labor order form).</th>
</tr>
</thead>
</table>

### WAREHOUSE STORAGE
Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

<table>
<thead>
<tr>
<th>Warehouse Storage Fee</th>
<th>Surcharge: $20.00 per CWT, Minimum $400.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>(crated materials only, uncrated materials will not be accepted at warehouse)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Storage per Month</th>
<th>Surcharge: $10.00 per CWT, Minimum $100.00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MOBILE SPOTTING FEE</th>
<th>Surcharge: $150.00 round trip</th>
</tr>
</thead>
</table>

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.
What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of “freight”? Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a “certified weight ticket”? A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments? All shipments that are addressed to the advance warehouse address (please refer to “Advance Warehouse” shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the “Show Information” page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I’m charged? Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges? Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 x RATE = $ Amount or minimum charge, whichever is greater.

Will there be any additional charges? Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SPECIALIZED CARRIER (SMALL CARTON CARRIER)

What are specialized carrier shipments? Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service AND do not have a certified weight ticket included with shipment. This applies to packages weighing under 50 lbs.

How do I calculate my specialized carrier shipment? Charges for specialized carrier shipments are based on per carton, per delivery.

Example: I’m shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED—UNCRAVED—SPECIAL HANDLING

What are CRATED materials? Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials? Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING? Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

What is the difference between material handling and shipping? Shipping is the process of carrying your shipment from your location, pick-up area to it’s destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to “What is material handling?” for the full definition.)

Do I need to order a forklift to unload or reload my freight? No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean? CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments? All shipments that are addressed directly to the exhibit facility (please refer to “Direct to Show” shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier, and here’s why:

~ Receive a 10% discount off of material handling rates (restrictions apply).
~ Worry-free shipping to and from your show.
~ Priority Empty Service - priority of empty return at the close of show.
~ Volume discounted shipping rates.
~ Charges will be billed to your show invoice—one less invoice/bill to keep track of.
~ No driver wait fees.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen; therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and boothe coverage can also be purchased to protect your valuable exhibit materials.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).
ELECTRICAL ORDER FORM

MAIL OR FAX TO

16110 NW 13TH AVE / Miami, FL 33169
Tel: 1 305 623-5335 Fax: 1 305 623-5337

Questions? Try www.edlen.com

ELECTRICAL OUTLETS
Approximately 120/208V A.C. 60 Cycle-PRICES ARE FOR ENTIRE EVENT.

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>14 DAY ADVANCE PAYMENT PRICE</th>
<th>REGULAR PRICE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 VOLTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-500 WATTS (5 AMPS)</td>
<td>59.00</td>
<td>89.00</td>
<td></td>
</tr>
<tr>
<td>501-1000 WATTS (10 AMPS)</td>
<td>81.00</td>
<td>122.00</td>
<td></td>
</tr>
<tr>
<td>1001-1500 WATTS (15 AMPS)</td>
<td>96.00</td>
<td>144.00</td>
<td></td>
</tr>
<tr>
<td>1501-2000 WATTS (20 AMPS)</td>
<td>110.00</td>
<td>165.00</td>
<td></td>
</tr>
</tbody>
</table>

| 208 VOLTS SINGLE PHASE |
| 5 AMPS | 122.00 | 183.00 |      |
| 10 AMPS | 164.00 | 246.00 |      |
| 15 AMPS | 190.00 | 285.00 |      |
| 20 AMPS | 236.00 | 354.00 |      |
| 30 AMPS | 282.00 | 423.00 |      |
| 60 AMPS | 419.00 | 629.00 |      |
| 100 AMPS | 602.00 | 903.00 |      |

| 208 VOLTS THREE PHASE |
| 5 AMPS | 183.00 | 275.00 |      |
| 10 AMPS | 221.00 | 332.00 |      |
| 15 AMPS | 253.00 | 380.00 |      |
| 20 AMPS | 315.00 | 473.00 |      |
| 30 AMPS | 376.00 | 564.00 |      |
| 60 AMPS | 559.00 | 839.00 |      |
| 100 AMPS | 803.00 | 1,205.00 |      |

TRANSFORMER TO BOOST 208V to 230V - $3.00 per AMP with a 20 AMP MINIMUM

LIGHTING EQUIPMENT (Including Current Consumed) Provide Drawing Showing Light Location(s)

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 WATT FLOOD LIGHT 1</td>
<td>58.00</td>
</tr>
<tr>
<td>300 WATT FLOOD LIGHT 1</td>
<td>66.00</td>
</tr>
<tr>
<td>100 WATT CHROME ARM LIGHT 2</td>
<td>72.00</td>
</tr>
<tr>
<td>1000 WATT OVERHEAD DROP LIGHT 3</td>
<td>175.00</td>
</tr>
<tr>
<td>1000 WATT OVERHEAD PAR LIGHT 3</td>
<td>175.00</td>
</tr>
</tbody>
</table>
1. Inline Booths Only  2. Hardwall Booths Only.
3. Additional Charge for Time and Material will apply when lift required to mount overhead

MATERIAL (Electricity Not Included) (120 Volt only)

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXTENSION CORD</td>
<td>19.00</td>
</tr>
<tr>
<td>MULTI OUTLET POWER STRIP</td>
<td>19.00</td>
</tr>
</tbody>
</table>

LABOR (Required for ALL island booths, 208V & higher connections and non-standard installations - see back.)

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST-Monday-Friday (Except Holidays) 8:00 a.m. - 4:30 p.m.</td>
<td>60.00</td>
</tr>
<tr>
<td>OT-Monday-Friday (All Day Sat/Sun/Holidays) 4:30 p.m. - 8:00 a.m.</td>
<td>120.00</td>
</tr>
</tbody>
</table>

EDLEN RESERVES THE RIGHT TO CORRECT ORDERS FIGURED INCORRECTLY.

SEND METHOD OF PAYMENT WITH ORDER.

SALES TAX DUE ON ALL ORDERS UNLESS FLORIDA TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER

FOR ADVANCE PAYMENT PRICE to apply, we must receive your order, payment and a floor plan showing main power location and distribution points (see item #1 on reverse) 14 days prior to show opening.

Avoid Duplication!!

If you Fax form with credit card info, do not mail original form or send another form of payment. The credit card received by fax will be charged.

ON LINE ORDERING
This show may be available on line. Visit www.edlen.com, use the event # above as your password.

QUESTIONS? Visit our Web Site

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

ISLAND BOOTHS
There is a minimum labor charge of (1) one hour to deliver power to all island booths. All additional distribution is done by Edlen electricians on a time & material basis.

A legible, scaled floor plan, with orientation, is required for all island booths. A suitable location must be shown for Edlen’s distribution panel(s).

208V & HIGHER VOLTAGES
There is a minimum labor charge of (1) one hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form, please call for a quote.

DEDICATED OUTLETS
Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICE
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing each show day. If you require power at any other time, order 24 hour power.

SPECIAL INSTRUCTIONS

OFFICE USE ONLY

DATE RECEIVED
METHOD OF PMNT.
AMOUNT RECEIVED
RECEIVED BY:

SALES TAX DUE ON ALL ORDERS UNLESS FLORIDA TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER

Sub Total $ |
Add FL 7% Sales Tax |
TOTAL PAYMENTS $ |

Company Name: | Phone: |
Address: | City: | State: | Zip: | Country: |
Signature: | Print Name: |
Paid By: | Exp. Date: |
Cardholder Sign.: | Booth #: |

Please complete this section

(print name)
COMMONLY ASKED QUESTIONS

HOW MUCH POWER DO I NEED?

1. Calculate the power for your lighting needs by totaling the wattage of your lights.
2. For other equipment, read the rating from on the back or bottom of the unit (see example). The plate will tell you the amperage or wattage, voltage and phase requirements. Power must be ordered according to peak amperage ratings.
3. Separate locations require separate outlets. 500 watt minimum per location.

WHERE WILL MY OUTLET BE LOCATED?

Outlets will be located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time & material basis.

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received a minimum of 14 days prior to scheduled event opening for advanced payment rates. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received less than fourteen days prior to scheduled event opening will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rates.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charged the correct amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen's move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed do not include the connection of any equipment, special wiring, distribution of electrical services, or labor. Distribution from the power source to all other locations in a booth space, regardless of booth type, requires labor and is done on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. (500 watt minimum)
6. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
7. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
8. Edlen is the exclusive provider of all "rental" material & equipment used in the distribution of temporary electrical services within an exhibitor's booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
9. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
10. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
11. All equipment, regardless of source of power, must comply with Federal, State and Local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the exhibitor wiring or equipment is not in accordance with electrical codes.
12. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc. required for operation.
13. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
14. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
15. Credit will not be given for services installed and not used.
16. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
17. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by Exhibitors.
18. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
19. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
20. By signing this form, Exhibitor hereby agrees to all terms and conditions on this order form.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE NUMBER ON THE FRONT OF THIS FORM OR VISIT OUR WEB SITE @ WWW.EDLEN.COM
BELLSOUTH SERVICE REQUEST FORM

(Page 1 of 2)

Telephone service will be billed with a minimum contract period of one month. Bellsouth does not provide telephone equipment. You must make arrangements for your telephone sets.

Connection charges will include premise work charges plus non-recurring service charges. A representative of your company will need to be present for any placement of jacks. All requests must be completed 14 days before installation date.

Your Name:

______________________________

Facility: RIVERRONT HALL, JAMES L. KNIGHT CENTER

Name of Show

______________________________

Address: 400 SE 2nd Avenue – Miami, Florida 33131

Booth # and Location

______________________________

Please Print:

Responsible Billing Party

______________________________

Billing Address

______________________________

Social Security #

______________________________

Or Federal ID #

______________________________

Home Phone Or Other Business service including Area Code

I authorize you to install:

# Lines [ ] Number of lines in hunting [ ]

# Jacks [ ] (jack installation is required on all Hyatt Regency Miami installations)
BELLSOUTH SERVICE REQUEST FORM

(Dates of use: to)

Please check services you may need:

[ ] 3 Way Calling   [ ] Caller ID   [ ] Call Waiting

[ ] Voice Mail   [ ] Other

Long Distance carrier: Bellsouth [ ]

(Please Indicate one): Other [ ]

The undersigned requests BellSouth to furnish telephone service as specified above, either orally or in writing, and agrees to pay any toll and other applicable charges, subject at all call times to lawful rates and regulations.

Authorized Signature: ____________________________

Date: ____________________________

Main Company Telephone Number: ____________________________

Fax Number: ____________________________

FAX ALL REQUEST TO

BELL SOUTH SMALL BUSINESS - TEMPORARY SERVICE
EMAIL: att.gateway.complex@bellsouth.com
Contact: Harlese Young
BELL SOUTH SMALL BUSINESS OFFICE PHONE: 704 733-1041

(Revised Nov. 2007)
## James L Knight Center
### Exhibitor Internet Order Form

Fax completed form to 775-252-9544 or email to john.clayton@swisscom.com

**Please note, this property features a wireless network and wireless internet may be purchased onsite via the online web interface at the rate of $200 per connection per day.**

### Contact and Event Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Event Name</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>Booth Number (s):</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td></td>
</tr>
<tr>
<td>Event Dates</td>
<td></td>
</tr>
<tr>
<td>Zip/Postal</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Setup Date</td>
<td></td>
</tr>
<tr>
<td>Ordering Contact Name</td>
<td></td>
</tr>
<tr>
<td>Ordering Contact Email</td>
<td></td>
</tr>
<tr>
<td>Ordering Contact Phone</td>
<td></td>
</tr>
<tr>
<td>Setup Time</td>
<td></td>
</tr>
<tr>
<td>Onsite Contact Name</td>
<td></td>
</tr>
<tr>
<td>Onsite Contact Email</td>
<td></td>
</tr>
<tr>
<td>Teardown Date</td>
<td></td>
</tr>
<tr>
<td>Teardown Time</td>
<td></td>
</tr>
<tr>
<td>Onsite Contact Cell Phone</td>
<td></td>
</tr>
<tr>
<td>Notes/Special Instructions</td>
<td></td>
</tr>
<tr>
<td>Onsite Contact Email</td>
<td></td>
</tr>
</tbody>
</table>

### Internet Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Advance Rate (per booth)</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Wired Internet Connection</td>
<td>$750</td>
<td>$850</td>
<td></td>
</tr>
<tr>
<td>One Wireless Internet Connection</td>
<td>$600</td>
<td>$750</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Connections and Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Qty</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Wired Connection(s)</td>
<td>X</td>
<td>$100</td>
<td>$125</td>
<td></td>
</tr>
<tr>
<td>Additional Wireless Connection(s)</td>
<td>X</td>
<td>$100</td>
<td>$125</td>
<td></td>
</tr>
<tr>
<td>Public Static IP Address(s)</td>
<td>X</td>
<td>$25</td>
<td>$50</td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total**

Orders that are received 30 days prior to setup date qualify for the Advance Rate.

Additional connections are charged as a one time fee and the client is responsible to pay for each device connected to the network.

The network cables and equipment installed within the exhibitor booth are the responsibility of the client. Fees may be assessed for lost, damaged or missing cables and or equipment.

Onsite orders may be subject to a service expedite fee of $180.00.

Authorized Signature: __________________________  Date: ________________
## James L Knight Center

**Exhibitor Internet Order Form**

### Payment Authorization

<table>
<thead>
<tr>
<th>Credit Card Type:</th>
<th>□ Amex</th>
<th>□ Visa</th>
<th>□ MasterCard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account #:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exp Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing Street Address:</td>
<td></td>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State/Province:</td>
<td></td>
<td>Zip/Postal Code:</td>
<td>Country:</td>
</tr>
<tr>
<td>Name on Credit Card:</td>
<td></td>
<td>Billing Phone Number:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>______</td>
</tr>
</tbody>
</table>

Please submit the completed and signed form to John Clayton by fax to 1-775-252-9544 or email a digital copy to john.clayton@swisscom.com.

### Instructions and Additional Information

For best results, fill out the form completely by providing onsite contact information and as much information as possible. Please including drop locations in the notes section for wired connections.

Credit card charges are posted by the property and they will appear on your monthly statement in the property’s name.

For technical support, please contact the account manager listed on this form or the 24hr help desk at 888-703-2673.

Additional services not covered on this form are available such as; VLAN(s), video conferencing, Wi-Fi Hotspots, Webcasting, custom splash pages and many more. Please contact the account manager listed at the bottom of the page for more information.

Swisscom prohibits the use of client provided wired or wireless hubs, switches and routers to share internet access. Additional fees may be assessed for each unauthorized device connected to the network.

Swisscom Hospitality Service North America  
Cell 321-354-4730  
John Clayton, Account Manager Tampa/Miami MSA  
Office 813-628-9352  
Fax 775-252-9544  
john.clayton@swisscom.com
1. Services. Swisscom’s network management services (the “Services”) may include connection to the Internet. In order to provide Internet connectivity, Swisscom shall: (a) manage all data circuits; (b) ban all unauthorized wireless access points and signals – otherwise known as Rogue APs; (c) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (d) provide a twenty-four (24)-hour telephone support and monitoring of the network and all network equipment from its network operations center - NOC.

2. Policies Incorporated by Reference. Swisscom’s Privacy Policy and Acceptable Use Policy, as such may be amended from time to time, each of which is posted on Swisscom’s Web site at www.Swisscom.com/Hospitality, are hereby incorporated by this reference as if fully set forth herein, and Customer shall be bound by the terms thereof.

3. Configuration by Swisscom. In the event that Swisscom configures any of Customer’s hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Swisscom be liable to Customer for any damage caused by such configuration, and Swisscom makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer’s hardware and/or software shall be undertaken by Customer at its sole risk and expense.

4. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Swisscom responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Swisscom shall not be liable for any loss or damage resulting there from. All activities conducted in connection with Customer’s use of the Services are at Customer’s own risk. Swisscom does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

5. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Swisscom does not undertake to do so. Swisscom hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Swisscom is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Swisscom makes no representation whatsoever as to the functionality of the Internet network. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Swisscom to control or manage.

6. Limitation of Liability. Neither Swisscom nor its affiliates shall be liable to Customer or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys’ fees; expense or liability suffered, incurred or sustained by Customer from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, or expense or liability stems from the willful breach or gross negligence of Swisscom relating to its obligations under this Agreement, Swisscom’s entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

7. Indemnification. Customer shall indemnify and hold harmless Swisscom, the owner and manager of the property where the Services are provided, as well as each such party’s officers directors, employees, agents and assigns, from and against any claims which may result from damages caused to Customer and/or any third parties by virtue of Customer’s use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, court costs and attorneys’ fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by Customer. Further, Customer acknowledges that Swisscom has no control over the content of information transmitted by Customer or its users and that Swisscom does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Swisscom, its stockholders, officers, directors, employees and agents harmless from and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

8. Service Interruptions, Modifications, and Instructions. Customer agrees that Swisscom may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Swisscom’s equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

9. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the “Panel”). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in Washington, D.C. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

10. Miscellaneous.

A. Force Majeure. Swisscom shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Swisscom’s reasonable control.

B. No Waiver. The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. Binding Effect; Amendment. This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of its employees, agents, invitees and others.

D. Notices. All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopy transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. Merger. This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties’ complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. Third Party Beneficiaries/Parties in Interest. This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/ remedies on any third party.

G. Relationship of the Parties. Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venture or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. Severability. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken there from and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. Governing Law. This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.
Exhibitor Audio Visual Order Form

Tell us a little about the event…

Event Name: ____________________________________________________________
Event Dates:_________________________________________________________________
Event Location: ______________________________________________________________

Tell us a little about yourself…

Your Name: ________________________ Company Name: ________________________
Address: ___________________________________________________________________________
City, State, Zip: ______________________________________________________________________
Phone: ______________________  Fax: ___________________ Email: ________________________

Just a little more information…

On-Site Contact: ____________________ On-Site Cell Phone: ____________________
Room: ____________________________________  Booth #:_________________________________
Delivery Date/Time: ____________@____  Pick Up Date/Time:__________@__________

What do you need?

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate</th>
<th>Qty</th>
<th># Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop – Windows XP, Office 2003 or 2007</td>
<td>$200.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22” Flat screen monitor -15 pin VGA input only</td>
<td>$175.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32” HDTV LCD Monitor (stand not included)</td>
<td>$250.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42” XGA Plasma Monitor (stand not included)</td>
<td>$500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46” SXGA Plasma Monitor (stand not included)</td>
<td>$600.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plasma Floor Stand for 32”, 42” &amp; 46” monitors</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD/VHS Player combo deck (requires monitor)</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Speaker Sound System</td>
<td>$150.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Audio Package</td>
<td>$50.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Package (25’ A/C ext. &amp; Power Strip)</td>
<td>$20.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What you need to know…

Please note that physical mounting of equipment to exhibit booths is prohibited.
Orders received less than 10 days from delivery date are subject to an additional 10% service fee.
Set up days are considered the 1st day of the rental period.

TAX EXEMPTION: Florida state law mandates that you must provide a valid, non-expired tax exemption certificate for the State of Florida BEFORE any sales taxes are exempted.

CANCELLATIONS: 7 day notice must be given to avoid a 50% charge of order total. Any cancellations within 72 hours of delivery will be billed at full price. Cancellations due to weather will be billed at full price.

LABOR: Technician labor, if required, is subject to the prevailing hourly rate with a 5 hour minimum. PSAV reserves the right to determine if labor is required. Please call our office for current prevailing rates.

On-site additions are subject to additional labor and/or delivery charges.

Faxing of this form does not constitute confirmation of an order. PSAV responds to all requests within 72 hours with the order’s status (confirmed or not confirmed). If you do not hear back from PSAV within 72 hours, RE-SEND THE ENTIRE REQUEST or call our office at 305.415.9647.

Payment is due when order is placed. Please fill out the attached credit card consent form and send with the order. NO ORDER WILL BE CONFIRMED WITHOUT COMPLETE PAYMENT INFORMATION. For additional payment options, please call our office at 305.415.9647.

Signature as acceptance of this form in its entirety ______________________________________________________________

Fax this form to: 305-400-6498  Attn: PSAV Sales
PROOF

Credit Card Consent Form

Type of card
American Express  Visa  Master Card

Cardholders Name ____________________________________________________________

Credit Card Number ____________________________________________________________

CIV Number ____________________________________________________________
(3 digit security # on the back of Visa or MC, 4 digit security # on the front of AMEX above the CC #)

Expiration Date ____________________________________________________________

Cardholder’s Phone Number ____________________________________________________________

Cardholder’s Billing Address ____________________________________________________________

State and Zip Code ____________________________________________________________

I, (please print) ____________________________________________________________, certify the above information to be true and correct to the best of my knowledge. As the cardholder or authorized signatory on the account, I am authorizing the above credit card account to be charged by PSAV and the charges to include any additional amounts incurred as a result of all additions and/or show site changes made by myself or my representatives.

_________________________________________________ ______________________________
Signature Date

FAX THIS FORM ALONG WITH LEGIBLE PHOTOCOPIES OF THE FRONT AND BACK OF THE INTENDED CREDIT CARD TO 305.400.6498

Cancellation Policy

A) Cancellations received within 7 business days of the scheduled delivery/load in date are subject to a 50 % charge of the order total.
B) Cancellations received within 72 hours of the scheduled delivery or “no-shows” are subject to the full amount of the order to include installation, drayage and tax.
C) Cancellations due to weather calls made by Hotel, Client, and/or PSAV are subject to the full amount of the order and will include any scheduled labor for the set, operation, and strike of the equipment.

For office use only
DRO # 4029-  Rental Order # 4029-  Job #
EXHIBITOR INSURANCE PROGRAM

EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)

Show Management requires that all exhibitors carry Commercial General Liability Insurance with limits of at least $1,000,000 per occurrence, $2,000,000 aggregate. Show Management and the venue shall be named as Additional Insured. This insurance must be in force during the lease dates of the event: December 7-9, 2010

Our insurance:
- Protects exhibitors who do not have Commercial General Liability Insurance or who do not want to use their own insurance
- Protects foreign exhibitors whose insurance will not pay claims brought in U.S. courts
- Cost is $100 per exhibiting company - regardless of booth size.
- We also offer 6 month and 12 month coverage for exhibitors attending multiple shows

ShowDown® EXHIBITOR EVENT CANCELLATION INSURANCE

This is an optional program that John Buttine Inc offers to exhibitors. This program covers your expenses to attend a show (airfare, hotel rooms, etc).

This insurance:
- Protects against loss of incurred expenses in the event of an Event's cancellation, relocation, postponement, or curtailment
- Covers the extra cost to get key staff or equipment to the show site in event of weather-related travel delays, sickness, death of immediate family or event jury duty
- Pays for loss related to damage of booth equipment and show-related products and displays
- Policy includes loss due to power outage at exhibition site

There are three limit options: $10,000, $25,000, and $50,000 and the cost ranges from $250 to $750 per event.

IT'S EASY TO APPLY...

- Go to http://www.buttine.com/eventExhibitor.html to complete our online applications
- We accept Visa or MasterCard
- Deadline to apply for these insurance programs is: Monday, November 29, 2010

QUESTIONS?

Please Contact:

Buttine Underwriters Purchasing Group, LLC
Attn: Kendra Reilly
Phone: 212-697-1010 ext.49
Email: kar@buttine.com