



Exhibitor Services Manual Table of Contents

LISA

Hyatt Regency Dallas • November 14 - 15, 2007

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Show Information

[Click Here to View Information Brochure](#)

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Official Service Contractor

GES Exposition Services 7050 Lindell Road Las Vegas, NV 89118-4702	Phone (in USA): 800.475.2098 FAX (in USA): 866.329.1437 Contact us Online: www.ges.com/contact	International Calls: 702.515.5970 International Faxes: 702.263.1520
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Show Information

Backwall Drapes: Black
 Sidewall Drapes: Black
 Exhibit Hall is Carpeted

Booth Package

Booth Size: 10 x 10
 (1) - 6' Black Skirted Table
 (2) - Contour Chairs
 (1) - Wastebasket
 (1) - One line ID sign (7"x44") provided automatically

Important Dates *Be sure to check all order forms for additional deadlines.*

Tuesday, October 23	Discount Deadline for orders received with payment
Friday, October 12	Advance Shipments may begin arriving at Warehouse
Thursday, November 8	Last day for Advance Shipments to arrive at Warehouse without surcharges
Tuesday, November 13	Direct Shipments may begin arriving at Exhibit Site after Time
Tuesday, November 13	Last day for Direct Shipments to arrive at Exhibit Site by Time
Tuesday, November 13	Installation 12:00pm - 5:00pm
Wednesday, November 14	8:00am - 11:30am
Wednesday, November 14	Show Hours 12 noon - 7:00pm
Thursday, November 15	10:00am - 2:00pm
Thursday, November 15	Dismantle 2:00pm - 4:00pm
Thursday, November 15	Carriers must be checked in by 2:30pm
Thursday, November 15	All exhibitor materials must be removed by 4:00pm

Shipping Addresses

Advance Shipments to Warehouse	c/o GES Exposition Services 1415 N Cockrell Hill Suite 300 Dallas, TX 75211	Shipments should arrive on or before: November 8, 2007
Direct Shipments to Exhibit Site	c/o GES Exposition Services Hyatt Regency Dallas 300 Reunion Blvd Dallas, TX 75207	Shipments will be accepted beginning: November 13, 2007

GES Servicenter®

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture, Cleaning, and Material Handling.



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As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic working knowledge of the Exhibitor Service Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services.

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, contact name, and, most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct: including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.: do not order a 9' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items, don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In.

- Confirm your furnishings orders with the GES National ServicerSM. You should receive a confirmation of your order within 3-5 days of placement.
- Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.
- Keep the phone number of your carrier with you, including weekend contact.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your number is on each label.

Showsite.

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Staples, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

Outbound - Move out.

- Keep in mind, the return of empty containers can take from 2 to 12 hours (depending on the size of the show), so coordinate your outbound flight to accommodate this.

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We have designed this form to help you better understand the role of the official services contractor, the services we offer and provide tips to maximize your cost savings.

What is a General Services Contractor?

GES® has been selected as the official services contractor by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

GES Show Services*Booth Furniture & Accessories*

The booth furniture & accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, and grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

Custom Exhibits

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. For information, please call 866.481.9722 or visit our design gallery at www.ges.com.

Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. For more information, please call 800.475.2098 or visit our design gallery at www.ges.com.

Installation & Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the official service contractor on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

Shipping

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call 888.454.4437 to have your "shipping made easy."

Lighting & Rigging

A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

How Can I Order My Show Services?

1. GES® Online

GES® Online makes ordering GES products and services fast, simple and secure. Follow these simple instructions to order:

Step 1: If you have previously registered on GES® Online, enter your User ID and Password. If this is your first time on GES® Online, you will need to create an online account. We now have two ways for you to create an online ordering account:

- A. Create an account by searching for your company name and zip code. This method does not require you to know your activation code.
- B. Create an account by entering your Activation Code (CSN). Please note that the Activation Code is CASE SENSITIVE.

Step 2: Once logged in, sign up or select your show.

Step 3: Browse products and create orders for your show.

Step 4: Once you are satisfied with your choices, simply check out to process the order.

Additionally, GES® Online allows you to review show-specific product literature, download third-party vendor forms, access show and order information 24/7 and review order history. For online ordering help call 888.437.3976.

2. GES National ServicerSM

The GES National ServicerSM provides consistency and continuity of customer service for all GES exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7050 E. Lindell Road

Las Vegas NV, 89118

Phone: 800.475.2098

Fax: 866.FAX.1GES (866.329.1437)

International Phone: 702.515.5970 / Fax: 702.263.1520

3. GES Servicer[®]

Once you are at the show, the GES Servicer[®] is on site to place any last minute orders and provide show information.

Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!



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ATTENTION: PETROLEUM SURCHARGE INFORMATION

In order to offset the effects of increasing fuel costs being felt by every citizen and industry in North America, GES® Exposition Services has enacted a Petroleum Surcharge Program.

The Petroleum Surcharge will result in a 2% increase on all services published in the exhibitor service manual with the exception of GES® Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueens, propane fuel and diesel fuel.

GES thanks you for your continued support and patience during this critical time.



Payment & Credit Card Charge Authorization

G-2

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

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FORM DEADLINE DATE:
October 23, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER		
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER		
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #	CONTACT'S HOTEL (OPTIONAL)		

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES Exposition Services accepts MasterCard, Visa, Discover, Diners Club, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

* If you wish to purchase coverage for excess declared value, please see Material Handling Form (R-2).

Bank wire transfer payment information:

Beneficiary: GES Exposition Services	Account #: 7188-1-01819
c/o Bank of America	ABA Routing #: 0260-0959-3
1655 Grant Street	SWIFT Address: BOFAUS3N
Concord, CA 94520 USA	CHIPS Address: 0959
Telephone # 800.227.3337	

If requested, following is the physical address for routing identifiers:
100 West 33rd Street, New York, NY 10001 USA

To properly credit your account, send the following information to the GES address listed on the order forms:

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

• If you have any questions regarding our payment policy, please call GES National ServicenterSM at 800.475.2098 or visit the GES Servicenter[®] at the show.

• **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, **we require your credit card charge authorization to be on file with GES.**

• You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

• **For your convenience,** we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Verification Code, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number

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

PROVIDE V-CODE*

VERIFICATION CODE

PROVIDE EXPIRATION DATE

EXPIRATION DATE

Corporate
 Personal



MasterCard Discover
 VISA American Express
 Diners Club

*V-Code is either on the back or front of your card.

CARDHOLDER'S NAME	PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS	CITY
STATE	ZIP COUNTRY

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

DATE

Calculation of Orders

	TOTAL
Exhibit System Rental	\$
Furniture & Accessories	\$
Carpet	\$
Hanging Sign & Truss	\$
Cleaning	\$
Labor	\$
Material Handling	\$
GES Electrical	\$
Other GES Services (Specify)	\$
1. Total of All Above Items	\$
2. Add Petroleum Surcharge Assessment @ 2%	\$
3. FULL PAYMENT in U.S. funds drawn on a U.S. Bank GES Exposition Services, Inc. Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to GES Exposition, Inc. for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$

Enclosed is a check in the amount of: \$

Check No. [] Dated []

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.



3rd Party Billing Request

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

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FORM DEADLINE DATE:
October 23, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including **Third Party Credit Card Charge Authorization below**. Return form by the deadline date. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

Exhibiting Firm			
EXHIBITING FIRM			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

The items checked below are to be invoiced to the Exhibiting Firm:

- I & D Labor
- Signs
- Transportation Charges
- Material Handling In & Out
- Other (Please Specify) _____
- Booth Cleaning
- Rental Furniture
- Electrical
- Plumbing

Third Party			
EXHIBITING FIRM			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

The items checked below are to be invoiced to the Third Party:

- All Services
- I & D Labor
- Signs
- Transportation Charges
- Material Handling In & Out
- Other (Please Specify) _____
- Booth Cleaning
- Rental Furniture
- Electrical
- Plumbing

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Exhibiting Firm Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Verification Code, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number: _____ - _____ - _____ - _____

PROVIDE V-CODE* _____ **VERIFICATION CODE** _____ **PROVIDE EXPIRATION DATE** _____ **EXPIRATION DATE** _____

- Corporate
- Personal
- MasterCard
- VISA
- Discover
- American Express
- Diners Club

*V-Code is either on the back or front of your card.

CARDHOLDER'S NAME: _____ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ COUNTRY: _____

PLEASE SIGN _____
CARDHOLDER'S SIGNATURE

DATE

Third Party Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Verification Code, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number: _____ - _____ - _____ - _____

PROVIDE V-CODE* _____ **VERIFICATION CODE** _____ **PROVIDE EXPIRATION DATE** _____ **EXPIRATION DATE** _____

- Corporate
- Personal
- MasterCard
- VISA
- Discover
- American Express
- Diners Club

*V-Code is either on the back or front of your card.

CARDHOLDER'S NAME: _____ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ COUNTRY: _____

PLEASE SIGN _____
CARDHOLDER'S SIGNATURE

DATE

050806

SAVE TIME WITH GES ONLINE AT: www.ges.com



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Safety is very important for everyone working in the exhibit hall - especially you!

GES Exposition Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Exposition Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors.

Exhibitor loss prevention guidelines at show site

- Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is on-going. Wearing of appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open-toed shoes are inappropriate and violate safety standards.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- GES forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Bicycles, skateboards, skates, etc. are prohibited on the show floor unless approved by the facility in advance. If you are authorized to use your own cart, please be sure to register it with the facility. They should also provide you with a "safe operating" procedure. If they do not, a GES representative at the Exhibitor Service Desk can provide it to you.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load. Keep the aisles free and open at all times. Please utilize your booth space to store and work in while preparing your booth.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a GES supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.



Show Site Work Rules

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Union Information

To assist you in planning your participation in your New Orleans area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Display Installation and Dismantling Labor order forms are enclosed for your convenience. However, if you plan to set your own exhibit, we ask that you read the following:

Full-time employees of exhibiting companies may set their own exhibits. These employees must be prepared to produce some type of company identification when engaged in these activities. We request that all exhibiting company employees have a photo ID displayed while on the showsite floor.

Teamster Labor - Dallas - Decorators Local 756 and Teamsters Local 745

GES Exposition Services will provide members from the Teamsters union as needed, who have jurisdiction for all material handling within the boundaries of the convention facility. They unload all trucks or vehicles, deliver the material to your booth and remove and reload materials at the close of the show.

Freight Handling

GES has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. **Exhibitors may hand carry what one person can carry in one trip, provided they do not use any material handling equipment. The use of flatbeds, and other mechanical equipment is not permitted by exhibitors.**

Access to the loading docks will be controlled by GES in order to provide for a safe and efficient move-in and move-out. GES will not be responsible, however, for any material we do not handle. GES Representatives will have sole responsibility in determining the loading and unloading procedures on the dock of the respective facilities.

Installation and Dismantle Labor

GES Exposition Services will provide Display union personnel to provide labor for the installation and dismantling of your exhibit. Full-time, bona fide, employees of the exhibiting companies are allowed to set their own exhibits without assistance from this union. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by union labor. Labor can be ordered in advance by returning the enclosed labor form, or on showsite at the GES SERVICENTERSM.

Electrical Labor

Electrical labor includes wiring, hookups, interconnections, electrical signs, video taping, camera operations, (including audio and lighting), and television and VCR connections. Responsibility for assembly, installation and dismantle of anything using electricity as a source of power is provided by union personnel. The specific contractor is chosen either by the respective facility, or an established contractor chosen by Show Management. Please check this kit for information regarding the installation and dismantling of any electrical needs you may have.

Plumbing

This area is also covered by the respective facility, or an established contractor chosen by Show Management. Responsibilities for all plumbing supplies, to include air, water, waste and venting are covered by union personnel. The specific contractor is chosen either by the respective facility, or an established contractor chosen by the Show Management. Please check this kit for information regarding the installation and dismantling of any plumbing needs you may have.

If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this issue to the attention of the Show Manager or the GES SERVICENTERSM staff. Please refrain from voicing complaints directly to the craft personnel.

The personnel in charge of your exhibit should carefully inspect and sign all Work Order forms. If there are any questions about an item on your invoice, please bring the invoice to the appropriate SERVICENTERSM personnel, and discuss it with the personnel in charge.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed. GES requests that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for service rendered) to our employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a GES supervisor. Employees of GES are paid at an excellent wage scale and thus, tipping is strongly discouraged as not being an accepted policy of GES. This applies to all GES employees.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

LISA

Hyatt Regency Dallas • November 14 - 15, 2007

GES TERMS AND CONDITIONS ARE SUBJECT TO
CHANGE AT GES' SOLE DISCRETION WITHOUT NOTICE
TO ANY PARTIES**I. Definitions:**

GES: GES Exposition Services, Inc., d/b/a GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE), and/or Trade Show Rigging (a/k/a TSR) and their employees;

Agents: GES' agents, sub-contractors, carriers, and the agents of each.

Customer: Exhibitor or other party requesting Services from GES.

Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

Shipper: Party who tenders Goods to Carrier for transportation.

Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services.

Cold Storage: Holding of Goods in a climate controlled area.

Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.

Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services.

Show Site: The venue or place where an exposition or event takes place.

Supervised Labor: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES.

Un-Supervised Labor: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility for the work of union labor when Customer elects to use unsupervised labor.

II. Scope:

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations

Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

IV. Mutual Obligations**Indemnification:**

Customer to GES: Except to the extent of GES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Liability for Loss or Damage to Goods

Negligence standard: GES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES.

Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.

Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Goods for any and all risk of loss.

Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES and show management with an indemnity, including defense costs, for any

claims that result from Customers' supervision or failure to supervise assigned labor.

Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage. Damage that is the direct result of GES' negligence shall be limited to the limitations of liability set forth in this document.

Forced Freight: GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases GES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES' discretion, and at Customer's expense assuming the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

Unattended Booth: GES shall not be liable for any loss or damage occurring while Goods are unattended in Customers booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of damage: GES' liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$50 (fifty cents) per pound per piece, \$100.00 (one hundred dollars) per package or \$1,500.00 (one thousand five hundred dollars) per occurrence.

Excess Declared Value: If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the GES services order form(s) and also on the **Material Handling Order Form and paying by the appropriate additional charge in advance of the commencement of services by GES.** Maximum liability for damages resulting from GES' negligence shall then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed \$100,000, for the purpose of this provision and GES' liability in all circumstances shall be limited to the amount of this cap.

No Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage: In order to have a valid claim notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of suit: Any action at law regarding loss or damage to Goods must be filed within two years of the date of declaration of any part of a claim.

VII. Jurisdiction, Choice of forum. This Agreement shall be governed by and construed in accordance with the applicable laws of the United States and, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

VIII. Advanced Warehousing/Temporary Storage/Long Term Storage.

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Terms Storage are contained in the separate agreement, entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods:

The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to sixty cents per pound (\$60) of the actual cash value per article. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Exhibitors' Material. The risk of loss remains the Customers alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.



Fire Regulations Information

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Fire Prevention Education & Inspection Fire Code Requirements for Exhibit Hall Occupancies

This checklist provides some of the basic regulations governing the operation of Exhibit Hall Occupancies. It is not possible to cover all regulations. If you have a particular question or concern, please telephone or FAX the Fire Department. The initial inspection is conducted at no charge. There is no charge for one reinspection. The second reinspection is subject to a \$30.00 fee, with all reinspections after the second, subject to a \$60.00 fee.

1. Plans
 - A. Detailed floor plans must be submitted to Fire Prevention Education and Inspection at least 15 days prior to the scheduled opening of the show. It is not necessary to show the details of individual booths.
 - B. If a structure is to be erected as a display inside an exhibit building, plans showing the details of the structure must be submitted to Fire Prevention Education and Inspection at least 5 days prior to the scheduled opening of the show.
2. Exit door shall be maintained in proper working order and unlocked at all times the building is occupied. Exit ways shall be clear of obstructions. Dead-end corridors longer than 20 feet are prohibited.
3. Directional exit marking and exit signs shall be in accordance with the Building Code.
4. Curtains, drapes, or decorations shall not visually or physically obstruct exit doors, exit signs, fire alarms, hose, cabinets, standpipes, fire extinguishers, or any other life safety equipment at any time.
5. Exit doors shall not be blocked or obstructed from outside the building by vehicles, barricades, or otherwise.
6. Vehicles shall not be parked in designated fire lanes at any time.
7. Compressed gas cylinders shall be secured to prevent cylinders from falling or being knocked over.
8. "NO SMOKING" signs shall be posted throughout those areas designated by the Fire Marshal where smoking is prohibited.
9. In areas where smoking is permitted, on each table and at other convenient locations, approved noncombustible ashtrays or match receptacles shall be provided.
10. Drapes, curtains, table skirts, and other decorative materials shall be flame retardant.
11. Unless they are flame retardant, combustible materials, merchandise, or signs shall not be attached to, hung from, or draped over flame retardant side and rear divider draperies of booths, or attached to table skirting facing the aisles.
12. Hay and straw used for decoration shall be flame retardant or covered with a flame retardant tarpaulin, otherwise, it must be stored and maintained in a manner approved by the Fire Marshal.
13. Sawdust and shavings shall be maintained flameproof at all times.
14. Approved fire extinguishing equipment shall be provided in all areas designated by the Fire Marshal.
15. Combustible shipping containers shall be stored in an area, and in a manner, approved by the Fire Marshal.
16. Open flames, and burning or smoke-emitting materials, shall be used as part of an act, display or show only under permit from, and prior approval of, the Fire Marshal.
17. Combustible waste shall be collected as it accumulates, and stored in non-combustible, covered containers, which are emptied as necessary, but as a minimum at the close of each day.
18. Each exhibitor shall provide an approved non-combustible, covered container, with an approved cover, for daily accumulation of waste material.
19. Heating devices shall be installed in accordance with the Building and Mechanical Codes.
20. Electrical wiring of a temporary nature shall be installed in accordance with the Electrical Code.
21. Commercial cooking appliances shall be installed in accordance with the Mechanical and Plumbing Codes, and be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking equipment shall have separation from combustible materials, or non-combustible shielding, as approved by the Fire Marshal.
22. Liquefied petroleum gas (LPG) shall not be used inside buildings, tents, or in areas, except for demonstration by special permit issued by the Fire Marshal.

(continued)



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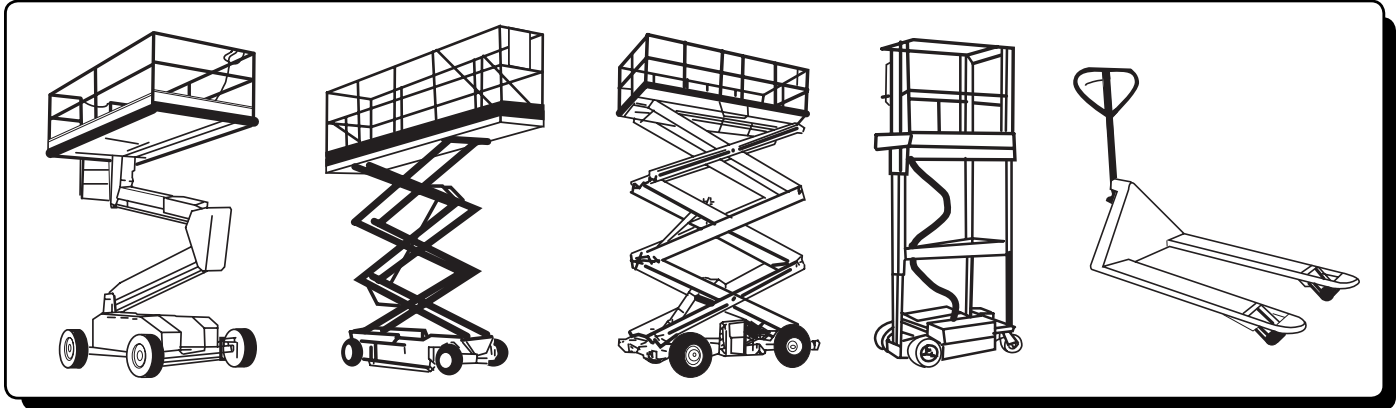
Fire Prevention Education & Inspection Fire Code Requirements for Exhibit Hall Occupancies

23. All appliances and equipment fired by natural gas shall be approved by the Plumbing Inspector and/or Fire Marshal before being used.
24. Welding and cutting equipment shall not be used for demonstration, except by special permit issued by the Fire Marshal.
25. Use or demonstration of equipment using liquid fuel inside of buildings is prohibited.
26. Flammable liquids and/or gases shall be displayed, stored, or used inside buildings only as approved by the Fire Marshal.
27. Artificial lighting such as lanterns and candles shall be used only as approved by the Fire Marshal.
28. Display of automobiles, trucks, tractors, and other vehicles using flammable fuels inside a building.
 - A. Vehicles must be inspected by the fire marshal prior to entering the building.
 - B. Fuel tanks shall contain no more than 5 gallons of fuel.
 - C. All fuel tanks shall be locked or effectively sealed.
 - D. Battery cables shall be disconnected from the ignition system.
 - E. Ignition keys for display vehicles shall be kept by a responsible person, at the display location, for use in removal of the vehicles in the event of an emergency.
29. Display of boats using flammable fuels inside a building.
 - A. Fuel tanks shall be completely empty.
 - B. All fuel tanks shall be locked or effectively sealed.
 - C. Battery cables shall be disconnected from the ignition system.
30. Display of helicopters inside a building.
 - A. The maximum amount of fuel that is permitted in aircraft that is flown to the display site is the minimum reserve that is required by Federal Aviation Regulations (FAR), subject to the following conditions.
 - (1) At least 15 days prior to the opening of the show, the Fire Marshal shall be provided with a list of all affected aircraft, specifying the make and model of the aircraft, type of fuel, the maximum capacity of the fuel tank, the FAR minimum reserve, and a description of the units in which the fuel is measured, i.e., pounds or gallons.
 - (2) A member of the show management shall be present during move-in to assist the Fire Department representative.
 - (3) Automotive traffic shall be prohibited from the aircraft landing area during the scheduled aircraft arrival/ departure time(s).
 - (4) The aircraft landing area shall be cordoned off.
 - B. The power source on each aircraft shall be disconnected.
 - C. The fuel filler caps on each aircraft shall be locked or covered with duct tape.
 - D. Fuel tanks on aircraft that is not flown to the display site shall be empty.
 - E. Approved fire extinguishing equipment shall be provided in area designated by the Fire Marshal.
 - F. Aircraft defueling/fueling area shall be subject, but not necessarily limited to, the following provisions.
 - (1) Defueling/fueling operations shall be conducted a minimum of 50 feet from any building.
 - (2) The defueling/fueling area shall be cordoned off.
 - (3) Defueling/fueling shall be done only when the aircraft and dispensing unit are bonded and grounded as follows:
 - a. A grounding cable shall connect the dispensing unit (fueling truck) to a ground.
 - b. A grounding cable shall connect the aircraft to a ground.
 - c. A bonding cable shall connect the dispensing unit to the aircraft
 - (4) The defueling/fueling area shall be approved by the Fire Marshal prior to beginning defueling/fueling operations.
 - (5) Aircraft heaters shall not be operated during defueling/fueling operations.
 - (6) No source of ignition shall be within 50 feet of the defueling/fueling area.
 - (7) Approved fire extinguishing equipment shall be provided in the defueling/fueling area.

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ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

**ALL LIFTS AND MANPOWER MUST BE PROVIDED BY
THE OFFICIAL SERVICE CONTRACTOR**

Thank you for your complete cooperation.



Material Handling Information

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Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 a.m. on your first day of move-in (schedule permitting).
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site

- Consign all shipments c/o GES Exposition Services.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.

- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
- **Shipment Surcharges** – A surcharge will apply if shipments are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicenter** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty."

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicenter**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-crating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability & Excess Declared Value

- **Liability** – GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- **Measure of Damage** – If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
 - b. The lesser of **\$0.50** per pound per package, **\$100** per package, or **\$1500** per occurrence.
 - c. Damages will be limited to a declared value, if you fill in a **Declared Value Amount**, check the box requesting **Excess Declared Value**, and pay the appropriate charges for **Excess Declared Value**. (Maximum allowed declared value \$100,000)
- **Cost** – Excess declared value available from GES for \$1.00 per \$100 of excess valuation. (\$50.00 minimum charge per request)
- **Not Insurance** – Excess declared value is not insurance. GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage or loss was not caused by GES negligence.

GET GES[®] TRANSPORTATION PLUS SAVE 10% ON MATERIAL HANDLING

GES[®] Logistics turns an exhibiting necessity into an added show value with GES[®] Transportation Plus. You count on reliable service and great rates when you ship with GES. Now with our GES[®] Transportation Plus service, you save money on material handling when you order round-trip shipping. Another reason it pays to use GES.

- **Online Tracking**

Shipment information is seconds away on the GES website. Track and trace your shipment any time of the day or night. Just one more example of GES' continued commitment to our customers.

- **Your Shipping Partner**

GES[®] Logistics gives you reliable service and great rates on air and ground shipping. You can also save 10% on round-trip shipping with GES[®] Roundtrip Plus. Count on GES as your shipping partner.

- **Smooth Integration**

Our integrated services mean less hassle. From shipping and material handling to installing and dismantling, we make sure you have a smooth show experience.

**For more info call 888.454.4437
or visit us online at www.ges.com/logistics**



Logistics

shipping made easy

Exposition Services Exhibits & Design Graphics Logistics
Electrical Installing & Dismantling Technology Event Services

888.454.4437 www.ges.com



GES

Transportation Plus & Material Handling Form

R-2c

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

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FORM DEADLINE DATE:
October 23, 2007

Click Here to View Special Handling Brochure

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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SHIP WITH GES LOGISTICS TO RECEIVE A 10% SAVINGS ON MATERIAL HANDLING WITH TRANSPORTATION PLUS
 To set up your saving with Transportation Plus, please call 888.454.4437, or complete the GES Logistics Material Handling & Shipping Form (R-8b) included in this exhibitor services manual and fax it to 702.515.5972, or email us at logistics@ges.com. Call 888.454.4437 for a quote for any shipments that are under 10,000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 10,000 lbs. Round Trip shipping is required to qualify for Transportation Plus rates.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 4:00pm; Closed 12:00pm - 1:00pm & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$15.00 fee will be charged per shipment.

Advance Shipments to GES Warehouse (200 pound minimum per shipment)

GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.
Rates include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

	Crated Materials		Materials Requiring Special Handling	
	Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 72.00 cwt	\$ 64.80 cwt	\$ 88.10 cwt	\$ 79.29 cwt
ST/OT	\$ 89.75 cwt	\$ 80.78 cwt	\$ 114.50 cwt	\$ 103.05 cwt
OT/OT	\$ 112.80 cwt	\$ 101.52 cwt	\$ 141.00 cwt	\$ 126.90 cwt

Direct Shipments to Exhibit Site (200 pound minimum per shipment)

Rates include: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

	Crated Materials		Materials Requiring Special Handling		Uncrated Materials	
	Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 81.25 cwt	\$ 73.13 cwt	\$ 100.75 cwt	\$ 90.68 cwt	\$ 146.80 cwt	\$ 132.12 cwt
ST/OT	\$ 101.50 cwt	\$ 91.35 cwt	\$ 126.00 cwt	\$ 113.40 cwt	\$ 190.80 cwt	\$ 171.72 cwt
OT/OT	\$ 146.80 cwt	\$ 132.12 cwt	\$ 190.90 cwt	\$ 171.81 cwt	\$ 234.90 cwt	\$ 211.41 cwt

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall in to the small package category may be subject to special handling charges.	First Carton.....\$ 39.00 Each Additional Carton.....\$ 20.00
--	--

- **Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2 PM may be charged at the overtime rate.**
 - **Overtime: All other times, Saturdays, Sundays, Holidays.**
 - Use "ST/ST" rate if freight will be handled on straight time into the show and out of the show.
 - Use "ST/OT" rate if freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
 - Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.
- EXCESS DECLARED VALUE OPTION:**
Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.
Note 2: Declared value \$_____. Excess declared value available from GES, up to \$100,000.00. Excess declared value is not available for items listed on form G-7.
 Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

Calculation Of Material Handling Charges For Standard Rates Only (Use Form R-8b For Transportation Plus Rates)

Our shipment will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date:	via:	Total pieces:	=	\$
Total Weight (200 lb minimum per shipment):	+ 100 =	x Rate:	=	\$
Small package cartons will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date:	via:	Total cartons:	=	\$

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:
Advance Date:
 • **October 12, 2007:** Advance shipments may begin arriving at warehouse.
 • **November 8, 2007:** Last day for crated shipments to arrive at advance warehouse without surcharge. A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date.
Direct Dates:
 • **November 13, 2007:** Direct shipments may begin arriving at the exhibit site.
 • **November 13, 2007:** Last day for shipments to arrive at the exhibit site.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$

Authorized Signature: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

020107



GES Logistics Material Handling & Shipping Form

R-8b

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

LISA

Hyatt Regency Dallas • November 14 - 15, 2007

FORM DEADLINE DATE:

October 23, 2007

COMPANY NAME		EMAIL ADDRESS			BOOTH NUMBER
Pick Up Information					
DATE		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED)			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PICK UP CONTACT		PHONE NUMBER		FAX NUMBER	
SPECIAL INSTRUCTIONS (ADDITIONAL CHARGES MY APPLY)					WEEKEND <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

Delivery Information					
DATE		RECEIVING HOURS			
DESTINATION		EXHIBITOR NAME			
SHOW NAME		BOOTH #			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
SHOW CONTRACTOR		CONTACT		PHONE NUMBER	

Method Of Shipment		
Ground: <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (price per shipment) Shipments 0-100 lbs* Shipments 101 lbs and up* *Subject to applicable surcharges	Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred *Dim weight or actual weight which ever is greater will apply to Next Day, and 2nd Day.	<input type="checkbox"/> Special Instructions (Additional charges may apply)

Weight & Dimensions (Final Rate Subject To Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Our shipment will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date:	via:	Total pieces:
Total Weight (200 lb minimum per shipment):	÷ 100 =	x Rate: = \$
Small package cartons will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date:	via:	Total cartons: = \$

Hazardous Materials Contact Number
() -

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:
Advance Date:
 • **October 12, 2007:** Advance shipments may begin arriving at warehouse.
 • **November 8, 2007:** Last day for crated shipments to arrive at advance warehouse without surcharge. **A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date.**

Direct Dates:
 • **November 13, 2007:** Direct shipments may begin arriving at the exhibit site.
 • **November 13, 2007:** Last day for shipments to arrive at the exhibit site.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions**

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Authorized Signature – Please Sign:	X
	AUTHORIZED NAME - PLEASE PRINT
	DATE

EXCESS DECLARED VALUE OPTION:
Note 1: STOP! You must read form G-7 before going any further... I have read the Terms & Conditions set forth on form G-7 and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the G-7 form.
Note 2: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.
Note 3: Declared value \$_____. Excess declared value available from GES, up to \$100,000.00.
 Excess declared value is not available for items listed on form G-7.
 Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

050806



GES Logistics Material Handling & Shipping Form

R-8c

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

LISA

Hyatt Regency Dallas • November 14 - 15, 2007

FORM DEADLINE DATE:

October 23, 2007

COMPANY NAME		EMAIL ADDRESS			BOOTH NUMBER
Pick Up Information					
DATE		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED)			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PICK UP CONTACT		PHONE NUMBER		FAX NUMBER	
SPECIAL INSTRUCTIONS (ADDITIONAL CHARGES MY APPLY)					WEEKEND <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

Delivery Information					
DATE		RECEIVING HOURS			
DESTINATION		EXHIBITOR NAME			
SHOW NAME		BOOTH #			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
SHOW CONTRACTOR		CONTACT		PHONE NUMBER	

Method Of Shipment		
Ground: <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (price per shipment) Shipments 0-100 lbs* Shipments 101 lbs and up* *Subject to applicable surcharges	Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred *Dim weight or actual weight which ever is greater will apply to Next Day, and 2nd Day.	<input type="checkbox"/> Special Instructions (Additional charges may apply)

Weight & Dimensions (Final Rate Subject To Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Our shipment will be sent to Warehouse on date:	via:	Total pieces:
Total Weight (200 lb minimum per shipment):	+ 100 =	x Rate: = \$
Small package cartons will be sent to Warehouse on date:	via:	Total cartons: = \$

Hazardous Materials Contact Number
() -

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:

Advance Date:

• **October 12, 2007:** Advance shipments may begin arriving at warehouse.

• **November 8, 2007:** Last day for crated shipments to arrive at advance warehouse without surcharge. **A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date.**

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions**

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature – Please Sign: **X**

1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$
AUTHORIZED NAME - PLEASE PRINT	DATE

EXCESS DECLARED VALUE OPTION:

Note 1: STOP! You must read form G-7 before going any further... I have read the Terms & Conditions set forth on form G-7 and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the G-7 form.

Note 2: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 3: Declared value \$. Excess declared value available from GES, up to \$100,000.00. Excess declared value is not available for items listed on form G-7.

Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

050806

Get GES® Global Transportation Plus and

SAVE 10%

ON MATERIAL HANDLING

GES Logistics and Rock-It Cargo USA, LLC provide an integrated network that services transportation solutions to over 70 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive world wide support available.

- You **save 10%** on material handling when using GES Global Transportation Plus.
- Receive consolidated invoicing for material handling and shipping charges.
- We provide managed transportation to bring your exhibit material to the show floor.
- We provide onsite representation to meet your logistics needs.

Request a quote today to see how GES Logistics offers a world of international service.

***All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth in the applicable international shipping documents of Rock It Cargo USA, LLC also set forth at www.rockitcargo.com.**

**For more info call 702-515-5970 or
email us at GESLogistic_International@ges.com.**



Logistics
shipping made easy

Exposition Services Exhibits & Design Graphics Logistics
Electrical Installing & Dismantling Technology Event Services

702-525-5970 www.ges.com/logistics



Pre-Printed Outbound Material Handling Request

R-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact **Phone:** 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

LISA
Hyatt Regency Dallas • November 14 - 15, 2007

FORM DEADLINE DATE:
October 23, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Please complete this form and return it to GES before the above Deadline Date so we can provide you with printed outbound material handling documents and shipping labels at the close of the show for you to review and sign. To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

Shipping Information

FROM:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

SHIPPING DESTINATION 1: Number of Labels Needed:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

SHIPPING DESTINATION 2: Number of Labels Needed:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

Method Of Shipment

Please Select Desired Method of Shipment Below:

- GES Logistics:**
 - Ground**
 - Air**
 - Next Day Delivery**
 - 2nd Day Delivery**
 - Deferred Delivery**
 - Van Line** – Full Pad Partial Pad Crated
 - Specialized Service:** _____

EXCESS DECLARED VALUE OPTION:

Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value \$_____. Excess declared value available from GES, up to \$100,000.00.

Excess declared value is not available for items listed on form G-7.

Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

- Other:** _____
- Common Carrier**
- Air**
 - Next Day
 - 2nd Day
 - Deferred
- Van Line**
 - Full Pad
 - Partial Pad
 - Crated

Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicenter**. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at exhibitor's expense.**

GES does not accept responsibility for any exhibitor property left on the show floor unattended.

060205



LISA

Hyatt Regency Dallas • November 14 - 15, 2007

Exhibitor freight must be either hand carried in by the Exhibitor or by a GES Representative.

- Exhibitors may have bellmen deliver their boxes to the Exhibition Hall doors where a teamster will deliver them to their booth space. Please be advised that GES Material Handling rates will apply at this point.
- Exhibitors may hand carry display materials, if necessary, if the materials can be brought into the Exhibition Hall in one trip.
- Please be sure when shipping materials into the show to indicate “c/o GES Exposition Services” on the shipping label. Otherwise the facility will take possession of the item and exhibitors will incur charges from the facility in addition to GES Material Handling charges.



Advanced Warehouse Receiving Hours

LISA

Hyatt Regency Dallas • November 14 - 15, 2007

Common Carriers & Air Carriers

Delivery Hours: Monday-Friday, 8:00am-4:00am (first Come, first Served)

Specialized Point to Point Ground Carriers (i.e. Van Lines, etc)

1. Drivers must have 2 certified scale tickets, a light and heavy ticket for each shipment.
2. Must call 24 Hours before delivery to make an appointment. This will insure efficient unloading of specialized shipments and greatly reduce waiting times for the carrier.
3. Appointments for unloading will be scheduled between the hours of 8:30am-4:00pm The availability of time slots will be determined by GES Receiving Personnel.
4. Driver must have proper, legible bill of lading, stating Show Name, Exhibitor, and Booth Number. GES must have copy of the bill of lading.
5. Bill of lading must include piece count.
6. **Any carrier who fails to schedule a delivery appointment or does not show up at their appointed time will experience a significant delay in the unloading process and may be required to return for the next day's schedule. A \$40.00 rescheduling charge will also be applied.**

**Please contact GES Freight Receiving at
(214) 443-2572 to make an appointment
24 hours prior to scheduled delivery time.**

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

**Thank you for your assistance in helping to maintain the efficiency of our
busy warehousing operations and in turn helping us to provide the best
possible show experience for our clients.**



Limited Storage Capacity at Show Site

LISA

Hyatt Regency Dallas • November 14 - 15, 2007

The Hyatt Regency Dallas has limited storage space. Please see note below when sending freight directly to the facility to avoid additional handling fees by the facility.

- Freight deliveries sent directly to the facility will be received by **GES® Exposition Services** on exhibitor **move-in** days **only**.
- Freight deliveries sent directly to the facility are subject to **GES® freight handling charges regardless of the consignee** - as GES® is the official show contractor.
- If your freight arrives at the facility prior to the published move-in dates, it may be subject to additional handling fees by the hotel.
- **Advance** shipments should be sent and labeled as follows:

(EXHIBITOR NAME) / (BOOTH #)
LISA
C/O GES EXPOSITION SERVICES
1415 N COCKRELL HILL
SUITE 300
DALLAS, TX 75211

See Table of contents for location of Advanced Shipping Labels.

If you have any questions, please call:

GES® Exposition Services at
1-800-475-2098 or (214) 443-2500

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed. See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

A RUSH!
EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

LISA

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
1415 N COCKRELL HILL
SUITE 300
DALLAS, TX 75211**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

October 12, 2007 and November 8, 2007.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 4:00pm; Closed 12:00pm - 1:00pm & Holidays.

Carrier _____

Number _____ of _____ pieces



A RUSH!
EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

LISA

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
1415 N COCKRELL HILL
SUITE 300
DALLAS, TX 75211**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

October 12, 2007 and November 8, 2007.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 4:00pm; Closed 12:00pm - 1:00pm & Holidays.

Carrier _____

Number _____ of _____ pieces



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

D RUSH!
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

LISA

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
HYATT REGENCY DALLAS
300 REUNION BLVD
DALLAS, TX 75207

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
November 13, 2007 and November 13, 2007.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____ of _____ pieces
Number _____ of _____ pieces



D RUSH!
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

LISA

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
HYATT REGENCY DALLAS
300 REUNION BLVD
DALLAS, TX 75207

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
November 13, 2007 and November 13, 2007.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____ of _____ pieces
Number _____ of _____ pieces





Freight Service Questionnaire

R-7

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

LISA
Hyatt Regency Dallas • November 14 - 15, 2007

FORM DEADLINE DATE:
October 23, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

- _____ Crated
- _____ Uncrated
- _____ Machinery
- _____ Total

2. Indicate total number of trucks in each category that you will use:

- _____ Van Line
- _____ Common Carrier
- _____ Flatbed
- _____ Co. Truck
- _____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Their Phone _____

5. Print the name of person in charge of your move-in:

Their Phone _____

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?

_____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by GES.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?



Cartload Service Order Form

R-14

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

LISA
Hyatt Regency Dallas • November 14 - 15, 2007

FORM DEADLINE DATE:
October 23, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Special Freight Services — Small Passenger Vehicles Only!

This special service is offered exclusively for this show.

Maximum Weight 200 lbs.

- To facilitate the move-in and move-out of exhibitors with small exhibit material shipments, GES Exposition Services is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made **one way** from the dock to your booth or your booth to the dock for a charge of \$50.00 each way.
- This service is for those who have **small hand carry items** all of which must fit on a 3' x 4' push cart, in one trip only. **If you arrive with a truck/van or trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- A cartload is eight (8) pieces or less (weighing less than 200 lbs. total). There is one cartload allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. (GES personnel will direct vehicles.) The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle. One person to go with your product to the booth space and one person to remove your vehicle from the unloading area to parking area.
- Freight that is too large or heavy must be handled by GES at their freight handling rates.** No personal trucks (1 ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- To receive this service, proceed directly to the <<Facility Name>> main entrance and watch for the Cartload Service signage. Pre-orders will receive preferential service at show site, and you may also order this service at the **GES Servicenter**.



Place Order Here				
ITEM #	DESCRIPTION	PRICE	# OF TRIPS	TOTAL PRICE
4800	From Dock to Booth	\$50.00		\$
4801	From Booth to Dock	\$50.00		\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.			1. Total All Items Ordered	\$
			2. 8.250% Applicable Tax	\$
			3. Payment Enclosed	\$
Authorized Signature – Please Sign: X				
			AUTHORIZED NAME - PLEASE PRINT	DATE

032007



Carpet Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

LISA

Hyatt Regency Dallas • November 14 - 15, 2007

DISCOUNT DEADLINE DATE:
October 23, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
STANDARD CARPET			
<i>Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.</i>			
5304	9'x10' 16 oz. Standard Booth Carpet	\$ 156.75	\$ 235.25
5305	9'x20' 16 oz. Standard Booth Carpet	\$ 314.50	\$ 471.75
5306	9'x30' 16 oz. Standard Booth Carpet	\$ 472.25	\$ 708.50

VISQUEEN PLASTIC COVERING FOR PROTECTION
Includes installation and removal.

5312	Plastic Covering	price/sq ft \$ 0.56	\$ 0.75
------	------------------	---------------------	---------

PADDING
GES Offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.

5313	Padding	price/sq ft \$ 1.39	\$ 2.00
------	---------	---------------------	---------

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
CUSTOM-CUT CARPET			
<i>Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.</i>			
5309	16 oz. Standard Custom	price/sq ft \$ 2.96	\$ 4.44
5310	26 oz. Plush Custom	price/sq ft \$ 4.17	\$ 6.25
5311	50 oz. Ultra Plush Custom	price/sq ft \$ 5.25	\$ 7.88

Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (Please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.

Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

Orders placed at show site are subject to availability and will incur a 20% Late Order Charge.

Please Indicate Choice	Place Order Here
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- **16 oz. Standard Booth Carpet Color** (Item #'s 5304-5306 ONLY). Gray will be provided if no color is indicated below:

<input type="checkbox"/> Black	<input type="checkbox"/> Emerald Green	<input type="checkbox"/> Red
<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Stone Blue
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Purple	
- **16 oz. Standard Custom-Cut Carpet Color** (Item # 5309 ONLY). Gray will be provided if no color is indicated below:

<input type="checkbox"/> Black	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gray
<input type="checkbox"/> Blue	<input type="checkbox"/> Emerald Green	<input type="checkbox"/> Red
- **26 oz. Plush Custom-Cut Carpet Color** (Item # 5310 ONLY). Dove will be provided if no color is indicated below:

<input type="checkbox"/> Cement	<input type="checkbox"/> Lava Rock	<input type="checkbox"/> Royal Blue
<input type="checkbox"/> Charcoal	<input type="checkbox"/> Navy	<input type="checkbox"/> Silky Beige
<input type="checkbox"/> Cobalt	<input type="checkbox"/> Onyx	<input type="checkbox"/> Silver
<input type="checkbox"/> Dove	<input type="checkbox"/> Red	<input type="checkbox"/> Snow
- **50 oz. Ultra Plush Custom-Cut Carpet Color** (Item # 5311 ONLY). Iceberg will be provided if no color is indicated below:

<input type="checkbox"/> Bisque	<input type="checkbox"/> Graphite	<input type="checkbox"/> Seascape
<input type="checkbox"/> Black	<input type="checkbox"/> Iceberg	<input type="checkbox"/> Sterling
<input type="checkbox"/> Cabernet	<input type="checkbox"/> Midnight	<input type="checkbox"/> Teal
- **Electrical Under Carpet?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------
- **Calculate Total Square Footage**
 Width _____ x Length _____ = _____ Square Feet

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5304	9'x10' 16oz. Standard Carpet		1	\$
5305	9'x20' 16oz. Standard Carpet		1	\$
5306	9'x30' 16oz. Standard Carpet		1	\$

ITEM #	DESCRIPTION	TOTAL SQ FT X PRICE/SQ FT = TOTAL PRICE
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total All Items Ordered	\$
	2. 8.250% Applicable Tax	\$
	3. Payment Enclosed	\$
Authorized Signature – Please Sign: X		
AUTHORIZED NAME - PLEASE PRINT	DATE	

[Click Here to View Carpet Brochure](#)



Carpet Package Order Form

C-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

LISA
Hyatt Regency Dallas • November 14 - 15, 2007

DISCOUNT DEADLINE DATE:
October 23, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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GES Carpet Packages offer significant savings!

Rent any carpet package and save 10% off the regular price if these items were rented separately.
Carpet Packages must be received 14 days prior to move-in to guarantee delivery and color selection.

16 oz. carpet is included with all Standard Exhibit Systems (except #5101), and Hardwall.
26 oz. Plush and 50 oz. Ultra Plush are available with all exhibit system rentals as upgrades.

Price List



All Carpet Packages include:
Padding, Visqueen, and Cleaning.

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5301	16 oz. Standard Custom price/sq ft	\$ 4.22	\$ 6.26
5302	26 oz. Plush Custom price/sq ft	\$ 5.31	\$ 7.88
5303	50 oz. Ultra Plush Custom price/sq ft	\$ 6.28	\$ 9.35

Prices include delivery, installation, rental, and removal.
Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

A minimum of 100 square feet is required for carpet package orders.
Orders placed at show site are subject to availability and will incur a 20% Late

Please Indicate Choice Place Order Here

- **16 oz. Standard Custom-Cut Carpet Color (Item # 5301 ONLY).** Gray will be provided if no color is indicated below:

<input type="checkbox"/> Black	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gray
<input type="checkbox"/> Blue	<input type="checkbox"/> Emerald Green	<input type="checkbox"/> Red
- **26 oz. Plush Custom-Cut Carpet Color (Item # 5302 ONLY).** Dove will be provided if no color is indicated below:

<input type="checkbox"/> Cement	<input type="checkbox"/> Lava Rock	<input type="checkbox"/> Royal Blue
<input type="checkbox"/> Charcoal	<input type="checkbox"/> Navy	<input type="checkbox"/> Silky Beige
<input type="checkbox"/> Cobalt	<input type="checkbox"/> Onyx	<input type="checkbox"/> Silver
<input type="checkbox"/> Dove	<input type="checkbox"/> Red	<input type="checkbox"/> Snow
- **50 oz. Ultra Plush Custom-Cut Carpet Color (Item # 5303 ONLY).** Iceberg will be provided if no color is indicated below:

<input type="checkbox"/> Bisque	<input type="checkbox"/> Graphite	<input type="checkbox"/> Seascape
<input type="checkbox"/> Black	<input type="checkbox"/> Iceberg	<input type="checkbox"/> Sterling
<input type="checkbox"/> Cabernet	<input type="checkbox"/> Midnight	<input type="checkbox"/> Teal
- **Electrical Under Carpet?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------
- **Calculate Total Square Footage**
Width _____ x Length _____ = _____ Square Feet

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT = TOTAL PRICE
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total All Items Ordered	\$
	2. 8.250% Applicable Tax	\$
	3. Payment Enclosed	\$
Authorized Signature – Please Sign:		
	AUTHORIZED NAME - PLEASE PRINT	DATE



Click Here to View Furniture & Accessories Brochure

GES

Furniture & Accessories Order Form

A-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

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LISA

Hyatt Regency Dallas • November 14 - 15, 2007

DISCOUNT DEADLINE DATE:

October 23, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
CHAIRS			
5401	Plastic Contour Chair, 32x18x18.5	\$ 48.75	\$ 73.25
5402	Contemporary Chair, 31x23x18	\$ 74.25	\$ 111.50
5403	Contemporary Arm Chair, 31x23x18	\$ 80.50	\$ 120.75
5404	Contemporary Stool, 48x17x18	\$ 88.00	\$ 132.00
TABLES			
5407	Square Table, 24x24x30	\$ 74.25	\$ 111.50
5408	Rectangular Table, 24x36x30	\$ 80.50	\$ 120.75
5409	Round Starbase Table, 40x30h	\$ 168.25	\$ 252.50
5412	Round Starbase Table, 30x40h	\$ 168.25	\$ 252.50
SKIRTED TABLES			
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides</i>			
5804	Skirted 4' Table, Skirted 4 Sides, 24x30	\$ 99.25	\$ 149.00
5805	Skirted 6' Table, 24x30	\$ 118.25	\$ 177.50
5806	Skirted 8' Table, 24x30	\$ 136.75	\$ 205.25
5807	4th Side Skirted, Optional	\$ 30.25	\$ 45.50
SKIRTED COUNTERS			
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides</i>			
5808	Skirted 4' Counter, Skirted 4 Sides, 24x42	\$ 136.75	\$ 205.25
5809	Skirted 6' Counter, 24x42	\$ 155.75	\$ 233.75
5810	Skirted 8' Counter, 24x42	\$ 174.50	\$ 261.75
5811	4th Side Skirted, Optional	\$ 36.50	\$ 54.75
RISERS			
5812	4' Single Tier, 7" or 15"h, 8"w	\$ 27.00	\$ 40.50
5813	6' Single Tier, 7" or 15"h, 8"w	\$ 38.50	\$ 57.75
CUSTOM BOOTH DRAPE			
0501	8'h Back Drape, 4' minimum Price/Ft.	\$ 13.50	\$ 20.25
0502	3'h Side Drape, 4' minimum Price/Ft.	\$ 11.25	\$ 17.00
DISPLAY FURNITURE			
5645	BPDL: Pedestal w/Locking Door, Black	\$ 363.75	\$ 545.75
5646	BPDA: Pedestal, Grey Nebula 12x12x42	\$ 180.50	\$ 270.75
5647	BPDB: Pedestal, Graphite Nebula 12x12x42	\$ 180.50	\$ 270.75
5648	BPDC: Pedestal, Grey Nebula 18x18x30	\$ 243.75	\$ 365.75
5649	BPDD: Pedestal, Graphite Nebula 18x18x30	\$ 243.75	\$ 365.75
5650	BPDE: Pedestal, Grey Nebula 24x24x36	\$ 307.75	\$ 461.75
5651	BPDF: Pedestal, Graphite Nebula 24x24x36	\$ 307.75	\$ 461.75
5652	BPDG: Pedestal, Grey Nebula 24x24x42	\$ 324.25	\$ 486.50
5653	BPDH: Pedestal, Graphite Nebula 24x24x42	\$ 324.25	\$ 486.50
5654	BPDJ: Pedestal, Grey Nebula 30x30x42	\$ 350.25	\$ 525.50

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
DISPLAY FURNITURE (Continued)			
5655	BPDK: Pedestal, Graphite Nebula 30x30x42	\$ 350.25	\$ 525.50
5643	BET1: Etagere, Silver Finish	\$ 246.00	\$ 369.00
5644	BET2: Etagere, Black	\$ 246.00	\$ 369.00
5818	4' Full View Display Case	\$ 383.25	\$ 575.00
5819	5' Full View Display Case	\$ 394.50	\$ 591.75
5820	6' Full View Display Case	\$ 405.75	\$ 608.75
5821	4' Half View Display Case	\$ 383.25	\$ 575.00
5822	5' Half View Display Case	\$ 394.50	\$ 591.75
5823	6' Half View Display Case	\$ 405.75	\$ 608.75
5824	4' Quarter View Display Case	\$ 383.25	\$ 575.00
5825	5' Quarter View Display Case	\$ 394.50	\$ 591.75
5826	6' Quarter View Display Case	\$ 405.75	\$ 608.75
5827	4' Corner View Display Case	\$ 394.50	\$ 591.75
5828	7' Vertical Display Case	\$ 530.25	\$ 795.50
ACCESSORIES			
5801	Pegboard, White (1/4" Hole)	\$ 115.00	\$ 172.50
5816	Tackboard, Gray	\$ 121.00	\$ 181.50
5730	Bell Base Sign Holder	\$ 55.50	\$ 83.25
5731	Chrome Sign Holder	\$ 55.50	\$ 83.25
5732	Aluminum Easel	\$ 44.00	\$ 66.00
5733	Clothes Tree	\$ 61.00	\$ 91.50
5734	Bag Stand	\$ 61.00	\$ 91.50
5735	Garment Rack	\$ 61.00	\$ 91.50
5736	Waterfall Stand	\$ 61.00	\$ 91.50
5737	Literature Rack	\$ 101.25	\$ 152.00
5802	Large Security Cage w/o Lock	\$ 337.75	\$ 506.75
5803	Small Security Cage w/o Lock	\$ 224.75	\$ 337.25
5741	Refrigerator	\$ 241.75	\$ 362.75
5738	Aisle Stanchion w/o Chain	\$ 32.75	\$ 49.25
5739	Plastic Chain Price/Ft.	\$ 3.50	\$ 5.25
5740	Ticket Tumbler	\$ 94.75	\$ 142.25
5817	Wastebasket	\$ 13.50	\$ 20.25

Prices include delivery, installation, rental, and removal.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Orders placed at show site are subject to availability and will incur a 20% Late Order Charge.

Please Indicate Choice

- **Table/Counter Skirt Color** (Item #'s 0501-0502, 5804-5811 ONLY). Gray will be provided if no color is indicated below:

<input type="checkbox"/> Beige	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Purple
<input type="checkbox"/> Black	<input type="checkbox"/> Gold	<input type="checkbox"/> Red
<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Teal
<input type="checkbox"/> Burgundy	<input type="checkbox"/> White	
- **Optional 4th Side Table Skirt** (Item #'s 5805-5806 ONLY).

<input type="checkbox"/> 6' Table	<input type="checkbox"/> 8' Table
-----------------------------------	-----------------------------------
- **Optional 4th Side Counter Skirt** (Item #'s 5809-5810 ONLY).

<input type="checkbox"/> 6' Table	<input type="checkbox"/> 8' Table
-----------------------------------	-----------------------------------
- **Tackboard/Pegboard Physical Alignment** (Item #'s 5801 & 5816 ONLY).

<input type="checkbox"/> Horizontal	<input type="checkbox"/> Vertical
-------------------------------------	-----------------------------------

Please include Booth Layout form (H-3) for placement of items.

Orders received after the discount deadline date are subject to availability and/or substitutions.

Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				1. Total All Items Ordered	\$
Authorized Signature – Please Sign: X				2. 8.250% Applicable Tax	\$
				3. Payment Enclosed	\$
AUTHORIZED NAME - PLEASE PRINT			DATE		



Furniture Package Order Form

A-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

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LISA

Hyatt Regency Dallas • November 14 - 15, 2007

DISCOUNT DEADLINE DATE:

October 23, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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GES Furniture Packages offer significant savings!

Rent any furniture package and save 10% off the regular price, if these items were rented separately.

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5410	Furniture Package 1 <i>Includes: (1) 6' Skirted Table, (2) Plastic Contour Chairs, (1) Wastebasket</i>	\$ 206.33	\$ 309.83	5411	Furniture Package 2 <i>Includes: (1) Starbase Table, (4) Contemporary Arm Chairs, (1) Wastebasket</i>	\$ 453.38	\$ 680.18
<i>Prices include delivery, installation, rental, and removal.</i> <i>Orders placed at show site are subject to availability and will incur a 20% Late Order Charge.</i>				Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			

Please Indicate Choice

Place Order Here

► **Table Skirt Color** (Item # 5410 ONLY). Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Black | <input type="checkbox"/> Gold | <input type="checkbox"/> Red |
| <input type="checkbox"/> Blue | <input type="checkbox"/> Gray | <input type="checkbox"/> Teal |
| <input type="checkbox"/> Burgundy | | <input type="checkbox"/> White |

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE	
5410	Furniture Package 1			\$	
5411	Furniture Package 2			\$	
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				1. Total All Items Ordered	\$
				2. 8.250% Applicable Tax	\$
				3. Payment Enclosed	\$
Authorized Signature – Please Sign:				X	
				AUTHORIZED NAME - PLEASE PRINT	DATE

050806



Specialty Furniture Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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Click Here to View Specialty Furniture Brochure

LISA

Hyatt Regency Dallas • November 14 - 15, 2007

DISCOUNT DEADLINE DATE:

October 23, 2007

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
SEATING COLLECTIONS - NEWPORT			
5500	BLSD: Loveseat, Charcoal Leather	\$ 607.50	\$ 911.25
5501	BCOD: Corner, Charcoal Leather	\$ 417.50	\$ 626.25
5502	BSED: 3 pc. Sectional, Charcoal Leather	\$ 1202.25	\$ 1803.50
5503	BCHD: Armless Chair, Charcoal Leather	\$ 360.00	\$ 540.00
SEATING COLLECTIONS - SOUTH BEACH			
5504	BSO2: 3 pc. Sectional, Platinum Suede	\$ 1108.25	\$ 1662.50
5505	BOTS: Wedge Ottoman, Platinum Suede	\$ 192.50	\$ 288.75
5506	BSO1: Sofa, Platinum Suede	\$ 503.75	\$ 755.75
5507	BOCA: T-Vac Chair, Translucent/Chrome	\$ 239.25	\$ 359.00
5508	BSC9: Panton Side Chair, White	\$ 168.25	\$ 252.50
SEATING COLLECTIONS - RIO			
5509	BSOK: Sofa, Blue Suede/Chrome Leg	\$ 518.75	\$ 778.25
5510	BCHK: Chair, Blue Suede/Chrome Leg	\$ 402.50	\$ 603.75
SEATING COLLECTIONS - LISBON			
5511	BSOC: Sofa, Black Leather	\$ 605.50	\$ 908.25
5512	BLSC: Loveseat, Black Leather	\$ 554.25	\$ 831.50
5513	BCHC: Chair, Black Leather	\$ 421.25	\$ 632.00
SEATING COLLECTIONS - FLORENCE			
5514	BSOG: Sofa, Cream	\$ 466.00	\$ 699.00
5515	BCHG: Chair, Cream	\$ 378.75	\$ 568.25
SEATING COLLECTIONS - CAPPUCCINO			
5516	BOCL: Occasional Chair, Chocolate	\$ 291.75	\$ 437.75
SEATING COLLECTIONS - MONACO			
5517	BSOL: Sofa, Gold Suede	\$ 545.75	\$ 818.75
5518	BOCK: Chair, Camouflage	\$ 370.50	\$ 555.75
SEATING COLLECTIONS - KEY WEST			
5519	BSOM: Sofa, Black	\$ 431.00	\$ 646.50
5520	BLSM: Loveseat, Black	\$ 384.00	\$ 576.00
5521	BOCB: Tub Chair, Black	\$ 296.25	\$ 444.50
SEATING - CLUB CHAIRS			
5503	BCHD: Newport Armless Chair, Charcoal	\$ 360.00	\$ 540.00
5501	BCOD: Newport Corner, Charcoal Leather	\$ 417.50	\$ 626.25
5513	BCHC: Lisbon Chair, Black Leather	\$ 421.25	\$ 632.00
5515	BCHG: Florence Chair, Cream	\$ 378.75	\$ 568.25
5510	BCHK: Rio Chair, Blue Suede/Chrome Leg	\$ 402.50	\$ 603.75
5522	BOCH: Barcelona Chair, Black	\$ 613.50	\$ 920.25
5521	BOCB: Tub Chair, Black	\$ 296.25	\$ 444.50
5518	BOCK: Chair, Camouflage	\$ 370.50	\$ 555.75
SEATING - OTTOMANS			
5505	BOTS: South Beach Ottoman, Platinum	\$ 192.50	\$ 288.75
5523	BOTQ: Square Ottoman, White Leather	\$ 268.75	\$ 403.25
5524	BOTN: Bench Ottoman, White Leather	\$ 322.25	\$ 483.50
5525	BOTP: Square Ottoman, Black Leather	\$ 268.75	\$ 403.25
5526	BOTM: Bench Ottoman, Black Leather	\$ 322.25	\$ 483.50
5527	BOTH: Cube Ottoman, Black Leather	\$ 84.25	\$ 126.50
5528	BOTE: Cube Ottoman, Raspberry	\$ 84.25	\$ 126.50
5529	BOTB: Cube Ottoman, Natural	\$ 84.25	\$ 126.50
5530	BOTC: Cube Ottoman, Lemon	\$ 84.25	\$ 126.50
5531	BOTD: Cube Ottoman, Blueberry	\$ 84.25	\$ 126.50
5532	BOTF: Cube Ottoman, Chocolate Brown	\$ 84.25	\$ 126.50
5533	BOTG: Cube Ottoman, Russet	\$ 84.25	\$ 126.50
5534	BOTL: Half Round Ottoman, White	\$ 321.25	\$ 482.00
5535	BOTK: Half Round Ottoman, Black	\$ 321.25	\$ 482.00
SEATING - CHAIRS			
5507	BOCA: T-Vac Chair, Translucent/Chrome	\$ 239.25	\$ 359.00
5536	BOCX: Tub Occasional Chair, Black	\$ 219.00	\$ 328.50
5516	BOCL: Cappuccino Chair, Chocolate	\$ 291.75	\$ 437.75
5537	BOCR: Stage Chair, Red Slipcover	\$ 161.25	\$ 242.00
5538	BOCC: Stage Chair, Camel Slipcover	\$ 161.25	\$ 242.00
5539	BOCY: Stage Chair, Onyx Slipcover	\$ 161.25	\$ 242.00
5540	BOCZ: Stage Chair, Beige Slipcover	\$ 161.25	\$ 242.00
5541	BSCR: Panton Side Chair, Orange	\$ 168.25	\$ 252.50

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
SEATING - CHAIRS (Continued)			
5542	BSCY: Panton Side Chair, Yellow	\$ 168.25	\$ 252.50
5508	BSC9: Panton Side Chair, White	\$ 168.25	\$ 252.50
5543	BSC1: NY Chair, Onyx/Maple Back/Chrome	\$ 158.75	\$ 238.25
5544	BSC4: Jetson Chair, Black	\$ 154.50	\$ 231.75
5545	BSC6: Manhattan Chair, Oyster	\$ 186.75	\$ 280.25
5546	BSC3: Brewer Chair, Onyx/Black	\$ 116.50	\$ 174.75
5547	BSC2: Brewer Chair, Grey/Chrome	\$ 116.50	\$ 174.75
5548	BCO4: Iso Mesh Chair, Black	\$ 244.00	\$ 366.00
5549	BXC6: Altura Guest Chair, Black Crepe	\$ 233.25	\$ 350.00
5550	BXC3: Luxor Guest Chair, Black Leather	\$ 257.00	\$ 385.50
5551	BCS2: Stacking Chair, Red	\$ 104.25	\$ 156.50
5552	BCS1: Stacking Chair, Blue	\$ 104.25	\$ 156.50
SEATING - BARSTOOLS			
5553	BBS1: Ohio Barstool, Red/Chrome	\$ 178.50	\$ 267.75
5554	BBS2: Ohio Barstool, Black/Chrome	\$ 178.50	\$ 267.75
5555	BBS3: Ohio Barstool, Grey/Chrome	\$ 178.50	\$ 267.75
5556	BBST: Banana Barstool, White/Chrome	\$ 124.75	\$ 187.25
5557	BBS5: Banana Barstool, Black/Chrome	\$ 124.75	\$ 187.25
5558	BBSD: Oslo Barstool, Blue	\$ 228.00	\$ 342.00
5559	BBS4: Oslo Barstool, White	\$ 228.00	\$ 342.00
5560	BBSL: Gin Barstool, Maple/Chrome	\$ 160.75	\$ 241.25
5561	BBSN: Jetson Barstool, Black	\$ 206.25	\$ 309.50
SEATING - OFFICE & UTILITY SEATING			
5562	BSC5: Tilt Executive Arm Chair, Black	\$ 216.75	\$ 325.25
5563	BXC2: Luxor Mid Back Executive, Black	\$ 289.25	\$ 434.00
5564	BXC1: Luxor High Back Executive, Black	\$ 317.75	\$ 476.75
5565	BXC5: Altura Mid Back Executive, Black	\$ 270.00	\$ 405.00
5566	BXC4: Altura High Back Executive, Black	\$ 282.50	\$ 423.75
5567	BTC1: Tablet Chair, Flip Top	\$ 116.75	\$ 175.25
5568	BSY1: Altura Task Chair, Black Crepe	\$ 114.50	\$ 171.75
5569	BDF1: Altura Drafting Stool, Black Crepe	\$ 166.50	\$ 249.75
5570	BSC8: Flex Side Wheel Chair	\$ 126.00	\$ 189.00
TABLES - CAFÉ			
5571	BZTK: 30" Maple, Black Base	\$ 175.00	\$ 262.50
5572	BZTP: 36" Maple, Black Base	\$ 204.50	\$ 306.75
5573	BZTJ: 30" Graphite Nebula, Black Base	\$ 175.00	\$ 262.50
5574	BZTN: 36" Graphite Nebula, Black Base	\$ 204.50	\$ 306.75
5575	BZTM: 36" Grey Nebula, Black Base	\$ 204.50	\$ 306.75
5576	BZTF: 30" Metallic Silver, Black Base	\$ 226.50	\$ 339.75
5577	BZTB: 30" Brushed Red, Black Base	\$ 175.00	\$ 262.50
5578	BZTC: 30" Brushed Blue, Black Base	\$ 175.00	\$ 262.50
5579	BXTK: 30" Maple, Tulip Chrome Base	\$ 233.75	\$ 350.75
5580	BXTP: 36" Maple, Tulip Chrome Base	\$ 277.50	\$ 416.25
5581	BXTJ: 30" Graphite Nebula, Chrome Base	\$ 233.75	\$ 350.75
5582	BXTN: 36" Graphite Nebula, Chrome Base	\$ 277.50	\$ 416.25
5583	BXTM: 36" Grey Nebula, Chrome Base	\$ 277.50	\$ 416.25
5584	BXTF: 30" Metallic Silver, Chrome Base	\$ 284.75	\$ 427.25
5585	BXTB: 30" Brushed Red, Chrome Base	\$ 233.75	\$ 350.75
5586	BXTC: 30" Brushed Blue, Chrome Base	\$ 233.75	\$ 350.75
TABLES - BAR			
5587	BVTK: 30" Maple, Black Base	\$ 182.25	\$ 273.50
5588	BVTP: 36" Maple, Black Base	\$ 224.25	\$ 336.50
5589	BVTJ: 30" Graphite Nebula, Black Base	\$ 182.25	\$ 273.50
5590	BVTN: 36" Graphite Nebula, Black Base	\$ 224.25	\$ 336.50
5591	BVTM: 36" Grey Nebula, Black Base	\$ 224.25	\$ 336.50
5592	BVTF: 30" Metallic Silver, Black Base	\$ 238.00	\$ 357.00
5593	BVTB: 30" Brushed Red, Black Base	\$ 182.25	\$ 273.50
5594	BVTC: 30" Brushed Blue, Black Base	\$ 182.25	\$ 273.50
5595	BWTK: 30" Maple, Tulip Chrome Base	\$ 238.00	\$ 357.00
5596	BWTP: 36" Maple, Tulip Chrome Base	\$ 280.25	\$ 420.50
5597	BWTJ: 30" Graphite Nebula, Chrome Base	\$ 238.00	\$ 357.00
5598	BWTN: 36" Graphite Nebula, Chrome Base	\$ 280.25	\$ 420.50



Specialty Furniture Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

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LISA

Hyatt Regency Dallas • November 14 - 15, 2007

DISCOUNT DEADLINE DATE:

October 23, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
TABLES - BAR (Continued)			
5699	BWTM: 36" Grey Nebula, Chrome Base	\$ 280.25	\$ 420.50
5600	BWTF: 30" Metallic Silver, Chrome Base	\$ 294.50	\$ 441.75
5601	BWTB: 30" Brushed Red, Chrome Base	\$ 238.00	\$ 357.00
5602	BWTC: 30" Brushed Blue, Chrome Base	\$ 238.00	\$ 357.00
TABLES - MARTINI BAR			
5603	BBR1: Bar/Counter	\$ 919.75	\$ 1379.75
5604	BBRC: 3 pc. Bar/Counter Circle	\$ 2447.00	\$ 3670.50
TABLES - CONFERENCE			
5605	BCE2: Geo Rectangle, Glass/Chrome	\$ 340.50	\$ 510.75
5606	BCF2: Geo Rectangle, Glass/Black	\$ 340.50	\$ 510.75
5607	BCE1: Geo Square, Glass/Chrome	\$ 223.50	\$ 335.25
5608	BCF1: Geo Square, Glass/Black	\$ 211.00	\$ 316.50
5609	BCG1: Manhattan, Glass/Black	\$ 255.25	\$ 383.00
5610	BCB2: 6' Graphite Nebula	\$ 378.25	\$ 567.50
5611	BCB3: 8' Graphite Nebula	\$ 465.75	\$ 698.75
5612	BCD2: 6' Grey Nebula	\$ 378.25	\$ 567.50
5613	BCD3: 8' Grey Nebula	\$ 465.75	\$ 698.75
5614	BCA2: 6' Rectangle Brandy	\$ 315.75	\$ 473.75
5615	BCA3: 8' Rectangle Brandy	\$ 392.50	\$ 588.75
5616	BCA4: 10' Rectangle Brandy	\$ 486.25	\$ 729.50
5617	BCC2: 6' Rectangle Maple	\$ 317.50	\$ 476.25
5618	BCC3: 8' Rectangle Maple	\$ 393.50	\$ 590.25
5619	BCC4: 10' Rectangle Maple	\$ 481.75	\$ 722.75
5620	BCB1: 42" Round Graphite Nebula	\$ 280.25	\$ 420.50
5621	BCD1: 42" Round Grey Nebula	\$ 281.75	\$ 422.75
5622	BCA1: 42" Round Brandy	\$ 274.25	\$ 411.50
5623	BCC1: 42" Round Maple	\$ 278.00	\$ 417.00
TABLES - COCKTAIL			
5624	BC1E: 36" Round Silverado	\$ 220.50	\$ 330.75
5625	BC1D: Soho, Steel Base/Chocolate Top	\$ 289.25	\$ 434.00
5626	BC1G: 20" Round Paris, Bunching	\$ 131.75	\$ 197.75
5627	BC1K: Inspiration	\$ 250.75	\$ 376.25
5628	BC1F: Geo Rectangle, Glass/Black	\$ 186.25	\$ 279.50
5629	BC1C: Geo Rectangle, Glass/Chrome	\$ 191.50	\$ 287.25
5630	BC1M: Visions, Cherry	\$ 180.50	\$ 270.75
5631	BC1H: West Indies	\$ 237.50	\$ 356.25
5632	BC1L: Chestnut/Graphite	\$ 214.50	\$ 321.75
TABLES - END TABLES			
5633	BE1E: 24" Round Silverado	\$ 207.00	\$ 310.50
5634	BE1D: Soho, Steel Base/Chocolate Top	\$ 250.75	\$ 376.25
5635	BE1K: Inspiration	\$ 237.50	\$ 356.25

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
TABLES - END TABLES (Continued)			
5636	BE1F: Geo Square, Glass/Black	\$ 166.75	\$ 250.25
5637	BE1C: Geo Square, Glass/Chrome	\$ 173.00	\$ 259.50
5638	BE1M: Visions, Cherry	\$ 160.75	\$ 241.25
5639	BE1H: West Indies	\$ 192.50	\$ 288.75
5640	BE1L: Chestnut/Graphite	\$ 187.75	\$ 281.75
PRODUCT DISPLAY			
5641	BBC1: Bookcase, Maple	\$ 260.50	\$ 390.75
5642	BBC2: Bookcase, Brandy	\$ 260.25	\$ 390.50
5643	BET1: Etagere, Silver Finish	\$ 246.00	\$ 369.00
5644	BET2: Etagere, Black	\$ 246.00	\$ 369.00
5645	BPDL: Pedestal w/Locking Door, Black	\$ 363.75	\$ 545.75
5646	BPDA: Pedestal, Grey Nebula 12x12x42	\$ 180.50	\$ 270.75
5647	BPDB: Pedestal, Graphite Nebula 12x12x42	\$ 180.50	\$ 270.75
5648	BPDC: Pedestal, Grey Nebula 18x18x30	\$ 243.75	\$ 365.75
5649	BPDD: Pedestal, Graphite Nebula 18x18x30	\$ 243.75	\$ 365.75
5650	BPDE: Pedestal, Grey Nebula 24x24x36	\$ 307.75	\$ 461.75
5651	BPDF: Pedestal, Graphite Nebula 24x24x36	\$ 307.75	\$ 461.75
5652	BPDG: Pedestal, Grey Nebula 24x24x42	\$ 324.25	\$ 486.50
5653	BPDH: Pedestal, Graphite Nebula 24x24x42	\$ 324.25	\$ 486.50
5654	BPDJ: Pedestal, Grey Nebula 30x30x42	\$ 350.25	\$ 525.50
5655	BPDK: Pedestal, Graphite Nebula 30x30x42	\$ 350.25	\$ 525.50
OFFICE & UTILITY FURNITURE			
5656	BJD1: Executive Desk, Maple	\$ 395.00	\$ 592.50
5657	BJD2: Executive Desk, Brandy	\$ 374.25	\$ 561.50
5658	BCR1: Storage Credenza, Maple	\$ 413.75	\$ 620.75
5659	BCR2: Storage Credenza, Brandy	\$ 376.00	\$ 564.00
5660	BL21: Lateral File, Maple	\$ 330.25	\$ 495.50
5661	BL22: Lateral File, Brandy	\$ 307.75	\$ 461.75
5662	BPO1: Lecturn Podium, Cherry	\$ 233.25	\$ 350.00
5663	BPO2: Podium, Adjustable Height	\$ 484.50	\$ 726.75
5664	BPO3: Kiosk, Black/Maple	\$ 370.25	\$ 555.50
5665	BCP3: Training Table, Privacy Panel/Grey	\$ 239.25	\$ 359.00
5666	BCP5: Computer Table, Graphite Nebula	\$ 245.75	\$ 368.75
5667	BWD2: Writing Desk, Graphite	\$ 245.50	\$ 368.25
LAMPS			
5668	BLAF: Lumalight Lamp, Red	\$ 245.50	\$ 368.25
5669	BLAD: Lumalight Lamp, White	\$ 245.50	\$ 368.25
5670	BLAE: Lumalight Lamp, Orange	\$ 245.50	\$ 368.25
5671	BLA1: Floor Lamp, Pewter	\$ 121.50	\$ 182.25
5672	BLA2: Parisian Lamp, Pewter	\$ 120.25	\$ 180.50
5673	BLA3: Lamp, Ruby	\$ 120.25	\$ 180.50

Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$

Prices include delivery, installation, rental, and removal.

Orders received after the discount deadline date are subject to availability and/or substitutions.

Custom orders are available. Please call for quote.

Cancellation Policy: Items cancelled will be charged 100% of original price after move-in begins.

Orders placed at show site are subject to availability and will incur a 20% Late Order Charge.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total All Items Ordered \$

2. 8.250% Applicable Tax \$

3. Payment Enclosed \$

Authorized Signature - Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
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Standard Exhibit System Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

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LISA

Hyatt Regency Dallas • November 14 - 15, 2007

DISCOUNT DEADLINE DATE:

October 23, 2007

Click Here to View Standard Exhibits Brochure

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
20' X 20' EXHIBITS				ACCESSORIES			
2202	20x20 Island/Peninsula	\$ 10213.75	\$ 15320.75	5011	Hardwall Arm Light, Black or White	\$ 84.25	\$ 126.50
2211	20x20 Island/Peninsula	\$ 16045.75	\$ 24068.75	5106	Information Counter, 1 Meter	\$ 271.50	\$ 407.25
2216	20x20 Island	\$ 16113.50	\$ 24170.25	5107	Information Counter, 2 Meter	\$ 371.75	\$ 557.75
5105	20x20 Island	\$ 7352.25	\$ 11028.50	5108	Information Counter, 1 Meter Curved	\$ 536.75	\$ 805.25
10' X 20' EXHIBITS				SLATWALL ACCESSORIES			
1206	10x20 Inline, White Hardwall Only	\$ 4933.50	\$ 7400.25	5109	Shelf, 1 Meter x 10"	\$ 45.25	\$ 68.00
1209	10x20 Inline	\$ 6839.00	\$ 10258.50	5110	Slatwall, 1 Meter x 8'	\$ 340.00	\$ 510.00
1210	10x20 Inline, White Hardwall Only	\$ 4933.50	\$ 7400.25	5112	Arm Light, Black or White	\$ 57.75	\$ 86.75
1215	10x20 Inline	\$ 9223.75	\$ 13835.75	5113	Wirewall Panel, Black or White	\$ 332.25	\$ 498.50
1216	10x20 Inline	\$ 9878.25	\$ 14817.50	5114	Tackboard, 4' x 8'	\$ 388.75	\$ 583.25
5104	10x20 Inline	\$ 4944.75	\$ 7417.25	5115	Light Box, Small, Graphics Not Included	\$ 240.75	\$ 361.25
10' X 10' EXHIBITS				5116	Light Box, Medium, Graphics Not Included	\$ 389.75	\$ 584.75
1101	10x10 Inline	\$ 4489.25	\$ 6734.00	5117	Light Box, Large, Graphics Not Included	\$ 494.00	\$ 741.00
1107	10x10 Corner	\$ 4774.00	\$ 7161.00	SMOOTHWALL GRID ACCESSORIES			
1114	10x10 Inline	\$ 3569.25	\$ 5354.00	5012	Shelf, 1 Meter x 10"	\$ 62.00	\$ 93.00
1118	10x10 Inline	\$ 3588.50	\$ 5382.75	5013	Waterfall, 7 Ball	\$ 24.50	\$ 36.75
1119	10x10 Inline	\$ 3560.00	\$ 5340.00	5014	Waterfall, Hooks	\$ 30.00	\$ 45.00
5004	10x10 Inline, White Hardwall Only	\$ 2198.75	\$ 3298.25	5015	Hook, 4", 6", or 8"	\$ 6.00	\$ 9.00
5006	10x10 Inline, White Hardwall Only	\$ 2198.75	\$ 3298.25	5016	Hangbar, 1 Meter	\$ 55.50	\$ 83.25
5007	10x10 Inline, White Hardwall Only	\$ 2198.75	\$ 3298.25	5017	Hangbar, 2 Meter	\$ 122.75	\$ 184.25
5008	10x10 Inline, White Hardwall Only	\$ 1487.50	\$ 2231.25	SMOOTHWALL GRID ACCESSORIES			
5009	10x10 Inline, White Hardwall Only	\$ 2069.75	\$ 3104.75	5018	Waterfall, 7 Ball	\$ 29.00	\$ 43.50
5101	6' Tabletop Display	\$ 1124.50	\$ 1686.75	5019	Hook, 4", 6", or 8"	\$ 6.00	\$ 9.00
5102	10x10 Inline	\$ 1192.50	\$ 1788.75	5020	Hangbar, 1 Meter	\$ 55.50	\$ 83.25
5103	10x10 Inline	\$ 2249.00	\$ 3373.50	5021	Hangbar, 2 Meter	\$ 122.75	\$ 184.25
				5028	Grid Panel	\$ 132.75	\$ 199.25

Delivery, installation, rental, and dismantling are included in package price.

Orders placed at show site are subject to availability and will incur a 20% Late Order Charge.

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

Please Indicate Choice	Place Order Here
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- **16 oz. Standard Custom-Cut Carpet Color** (Item #'s 1101-5009, 5102-5105 ONLY). Gray will be provided if no color is indicated below:
 - Black
 - Burgundy
 - Gray
 - Blue
 - Emerald Green
 - Red
- **Choose Fabric or Laminate Panel Type (a or b), and then select Color** (Item #'s 1101-1119, 1209, 1215-2216, 5101-5108, 5115-5117 ONLY). Gray Fabric Panel will be provided if no color or type is indicated below:
 - a. Fabric Panel:
 - Black
 - Blue
 - Gray
 - b. Laminate Panels:
 - Black
 - Oxford White
 - Prism Blue
 - Silver Gray
- **Trim Metal Color** (Item #'s 1101-1119, 1209, 1215-2216, 5101-5108, 5115-5117 ONLY). Silver will be provided if no color is indicated below:
 - Black
 - Silver
- **Arm Light:** Black White
- **Wirewall Panel:** Black White
- **Plexi:** Clear Smoke
- **Electrical Under Carpet?** Yes No
- **Table Skirt Color** (Item # 5101 ONLY). Gray will be provided if no color is indicated below:
 - Beige
 - Forest Green
 - Purple
 - Black
 - Gold
 - Red
 - Blue
 - Gray
 - Teal
 - Burgundy
 - White

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.			1. Total All Items Ordered	\$
			2. 8.250% Applicable Tax	\$
			3. Payment Enclosed	\$
Authorized Signature – Please Sign:		X		
AUTHORIZED NAME - PLEASE PRINT		DATE		

CUSTOM ID SIGN

Colored signs are available at additional cost, so please email gesgraphics@ges.com for a quote. An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background.
If Custom ID is not required, please indicate ID copy. Print or type.

- For Additional Custom Graphics, please send a request to email address gesgraphics@ges.com
- For Custom Exhibits, please send a request to email address exhibitdesign@ges.com

SAVE TIME WITH GES ONLINE AT: www.ges.com

050806



Graphics & Signage Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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LISA

Hyatt Regency Dallas • November 14 - 15, 2007

DISCOUNT DEADLINE DATE:

October 23, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5905	7" x 11" Sign	\$ 50.00	\$ 75.00
5906	7" x 44" Sign	\$ 56.00	\$ 84.00
5907	11" x 14" Sign	\$ 61.00	\$ 91.50
5908	14" x 22" Sign	\$ 86.25	\$ 129.50
5909	14" x 44" Sign	\$ 101.00	\$ 151.50
5910	22" x 28" Sign	\$ 103.25	\$ 155.00
5911	28" x 44" Sign	\$ 201.50	\$ 302.25
5912	10" x 60" Sign	\$ 147.00	\$ 220.50
5913	20" x 60" Sign	\$ 239.50	\$ 359.25
5914	40" x 60" Sign	\$ 404.50	\$ 606.75
5915	48" x 96" Sign	\$ 652.00	\$ 978.00
5931	Easel Back	\$ 8.63	\$ 13.00

All standard signs are digitally produced on white foamcore. Standard sign price includes text/copy placement in a color specified herein on a single side.

CUSTOM SIGNS

GES maintains fully-equipped graphics shops that offer:

- | | |
|-----------------------|-----------------------|
| Graphic Design | Large Format Printing |
| Desktop Publishing | POP Displays |
| Backlit Graphics | Lamination |
| Vinyl Graphics | Logo Reproduction |
| Graphics Presentation | Vinyl Banners |

For custom work quotation, please contact us at:

gesgraphics@ges.com

File submission requirements and guidelines for custom signage are contained within the page titled "Digital File Submission Guide."

Please Indicate Choice

➤ **Background Color** (Item #'s 5905-5915 ONLY). White will be provided if no color is indicated below:

- | | | |
|--------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Green | <input type="checkbox"/> White |
| <input type="checkbox"/> Blue | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow |

➤ **Copy Color** (Item #'s 5905-5915 ONLY). Black will be provided if no color is indicated below:

- | | | |
|--------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Green | <input type="checkbox"/> White |
| <input type="checkbox"/> Blue | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow |

➤ **Indicate Physical Alignment** (Item #'s 5905-5915 ONLY).

- | | |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Horizontal | <input type="checkbox"/> Vertical |
|-------------------------------------|-----------------------------------|

Orders placed at show site are subject to availability and will incur a 20% Late Order Charge.

Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total All Items Ordered	\$
2. 8.250% Applicable Tax	\$
3. Payment Enclosed	\$

Authorized Signature – Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------



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



LISA

Hyatt Regency Dallas • November 14 - 15, 2007

Sending your graphic and image files to the GES Creative Services Department

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving. In order to insure the best quality graphics and images from your digital files, and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to GES. If you are unable to provide digital artwork for your signage needs, GES is capable of providing you with layout services. Additional fees will apply. Contact your GES representative for details.

Acceptable Media

- CD-ROM (CD-R or CD-RW)
- DVD-ROM (DVD-R *only*)
- Email attachment (limited to maximum size of 2mb)
- FTP (mandatory .zip or .sit compression)

When sending disks, label them as follows: *Exhibitor Name / Show / Show Date / City of event*

Name your files appropriately for easy identification. **Do not** send files that will not be used for output. Failure to follow these instructions may result in delays in order processing and final production.

Optimal File Types and Resolution

VECTOR: This is the preferred file type. Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. See the table below for authoring software capable of creating this type of file.

BITMAP: This type of file is resolution dependent, and will reproduce poorly if the appropriate file resolution is not supplied. If you supply bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 72 dpi. Lower resolutions will result in reduced image quality.

AVOIDING ADDITIONAL COSTS: Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.

Acceptable Software

Program	Version	File Extension	Description	Special Considerations
Adobe Acrobat	7.0	.pdf	Portable Document	Convert to .pdf using appropriate high-quality output settings
Adobe Illustrator	CS2 (12.0)	.ai, .eps	Vector Drawing	Avoid embedding bitmap images
Adobe InDesign	CS2 (3.0)	.indd	Page Layout	Include appropriate links/fonts/images
Adobe Photoshop	CS2 (8.0)	.tif, .psd, .eps	Bitmap Editing	File should be in CMYK color space
CorelDraw	12.0	.cdr	Vector Drawing	Avoid embedding bitmap images
QuarkExpress	6.5	.qxd	Page Layout	Include appropriate links/fonts/images

Page/Artwork Dimensions

Documents should be created at 100% the actual finished size. If your software application has restrictions on page sizes, create your document in a reduced scale (10% reduction increments). Please indicate the scale used on all files which are scaled. Bleeds are not necessary. Failure to supply documents at exact, final sizes, will result in additional charges.

Color Specifications & Proofs

Supplied bitmap files should be in the CMYK color space. All colors in Vector and Page Layout applications should be specified using the Pantone Matching System (PMS®). GES will not be responsible for color variations or matching colors on final output if these requirements are not met. Always send 100% accurate proofs (color laser prints) with your disk.

Typefaces/Fonts

Convert all fonts to outlines before saving your file for transfer. If you do not convert your fonts to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

Still Have Questions?

If you still have questions or concerns about your artwork or method of delivery, please contact us at gesgraphics@ges.com (please indicate what city your event is being held in).

063005



Installation & Dismantling Order Form

L-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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LISA

Hyatt Regency Dallas • November 14 - 15, 2007

DISCOUNT DEADLINE DATE:

October 23, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 62.00	\$ 77.50	\$ 93.00
Overtime	\$ 93.00	\$ 116.25	\$ 139.50
Double Time	\$ 124.00	\$ 155.00	\$ 186.00

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays & Sundays.
- Double Time: All day on Holidays.
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

Please Indicate Service	Place Order Here
--------------------------------	-------------------------

- GES SUPERVISED (OK TO PROCEED)**
Please complete "Key Information" form (L-2)
 GES will supervise labor to:
- Unpack and install display before exhibitor arrival at show site.
 - Dismantle, pack, and arrange to ship display after show closing.
 - Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to subparagraph VI, Labor.
- A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.*
- EXHIBITOR SUPERVISED (DO NOT PROCEED)**
 Exhibitor will supervise.
- Indicate workers needed for installation and dismantling
 - GES will **not** be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.
- GES is responsible for the following type of booth:**
- Pop-up Two Story Custom
 Other: _____

Orders placed at show site are subject to availability and will incur a 30% Late Order Charge.

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	
	AM	AM				\$	
	PM	PM				\$	
	AM	AM				\$	
	PM	PM				\$	
	AM	AM				\$	
	PM	PM				\$	
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.						1. Total Labor Ordered	\$
						2. 25% (\$50.00) GES Supervision	\$
						3. Payment Enclosed	\$
Authorized Signature: X							
AUTHORIZED NAME - PLEASE PRINT						DATE	

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

050806



Key Information

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

LISA
Hyatt Regency Dallas • November 14 - 15, 2007

FORM DEADLINE DATE:
October 23, 2007

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Inbound Freight Information

Carrier _____ Shipped By _____ Date _____
Number of Pieces _____ Weight _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) Warehouse Showsite

Set-up Information for GES Installation

Set Up Drawings Attached _____ Rental Carpet Color _____
 Set Up Drawings With Exhibit _____ Own Carpet Color _____
 Case/Crate Number _____ Padding _____
 Number of Workers required for set up _____ Approximate time for set up _____
 Forklift Ordered Hrs. _____ Time _____ Special Equipment Required _____

Did You Order —

Electrical Yes No Electrical Under Carpet Yes No
Electrical Drawings Attached Sent to the Official Electrical Contractor With the Exhibit
Booth Cleaning Yes No Other Items _____
Furniture Yes No _____
A/V Furniture Yes No _____
Telephone Yes No _____

Outbound Freight Information

Outbound Freight Charges _____ Consigned To _____
 Prepaid Collect Address _____
 Bill To _____ City/State/Zip _____
_____ Second Consignee _____
_____ Address _____
 GES Storage _____ City/State/Zip _____
Method GES Logistics Common Carrier Airfreight Van Line Other _____
Carrier (if known) _____
Contact _____ Phone _____

Emergency Contact Information / Showsite Contact

Name _____ Title _____
Telephone _____
Other Means of Contacting This Person _____
Contact's Hotel _____ Arrival _____ Departure _____
Purchasing Authorization Yes No

050806

LISA

Hyatt Regency Dallas • November 14 - 15, 2007

OFFICIAL SERVICE CONTRACTORS

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

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

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

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

In both such instances, GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents.

EXHIBITOR APPOINTED CONTRACTORS

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

1. The Exhibitor must notify Show Management in writing and GES Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless show management requires more
 - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
 - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
 - d. **GES Exposition Services and Show Management must be named as additional insureds.** Any exhibitor who has identified a exhibitor appointed contractor, "EAC" must insure that the EAC has a current Certificate of Insurance on file with GES or Show Management, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show or the EAC will not be able to have access to the facility to perform any work.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, GES Exposition Services.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor manual, including all union rules and regulations.
 - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. All Certificates of Insurance shall name GES Exposition Services, Inc. (Official Contractor), Usenix Association (Show Management), Hyatt Regency Dallas (Facility), and LISA (Show) as additional insureds. See attached example.
 - c. Will share with GES Exposition Services all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
 - g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
 - h. Must coordinate all of its activities with GES Exposition Services.
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
6. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.

ACORD CERTIFICATE OF LIABILITY INSURANCE					DATE (MM/DD/YY) 01/01/03	
PRODUCER ABC Insurance Agency Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819			INSUREERS AFFORDING COVERAGE INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:			
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	000P98298-AI1	01/01/03	01/01/04	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$ 50,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000
	<input type="checkbox"/>				PERSONAL & ADV INJURY	\$1,000,000
	<input type="checkbox"/>				GENERAL AGGRREGATE	\$2,000,000
	GENERAL AGGRREGATE LIMIT APPLIES PER:				PRODUCTS-COMP/OP AGG	\$2,000,000
<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
B	AUTOMOBILE LIABILITY	SKLS-029499S	01/01/03	01/01/04	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS					
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
<input type="checkbox"/>						
<input type="checkbox"/>						
A	GARAGE LIABILITY	XL1234567	01/01/03	01/01/04	AUTO ONLY-EA ACCIDENT	\$1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
	<input type="checkbox"/>				AUTO ONLY: AGG	\$
						\$
C	EXCESS LIABILITY	A4145-SS-PJ37	01/01/03	01/01/04	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$1,000,000
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	000P98298-AI1	01/01/03	01/01/04	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS	OTHER
	E.L. EACH ACCIDENT				\$1,000,000	
OTHER	Professional Liability	000P98298-AI1	01/01/03	01/01/04	E.L. DISEASE-EA EMPLOYEE	\$1,000,000
					E.L. DISEASE - POLICY LIMIT	\$1,000,000
					Each Occurrence & Aggregate	\$1,000,000 \$3,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS GES Exposition Services, Inc. (Official Contractor), Usenix Association (Show Management), Hyatt Regency Dallas (Facility), and LISA (Show) are hereby named as additional insured, except for Workers' Compensation. GES Exposition Services, Inc. and/or the consignor are included as Loss Payee. The insurance provided for the benefit of GES Exposition Services, Inc., shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: November 14 - 15, 2007 at city of Dallas.						
CERTIFICATE HOLDER <input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER: X			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS			
GES Exposition Services, Inc. Exhibitor Services 1415 N Cockrell Hill Road Suite 300 Dallas, TX 75211			AUTHORIZED REPRESENTATIVE <i>John Smith, CIC</i> John Smith, CIC			
ACORD 25 (2001/08)						

- PRODUCER: Insurance Agent / Broker who issues certificate.
- NAME OF INSURED: Must be the legal name of contracting party.
- TYPES OF INSURANCE: Must include types required by contract. See Official Contractors Information (form L-3) in this exhibitor manual).
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME ADDITIONAL INSURED: GES Expositions Services, Inc. (Show Contractor), Usenix Association (Show Management), Hyatt Regency Dallas (Facility), and LISA (Show) must be named as additional insureds.
- CERTIFICATE HOLDER: Must be GES Expositions Services, Inc.
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of exhibitor move-in.
- POLICY EXPIRATION DATE: Must be on or after the last day of exhibitor move-out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Contractors Information (form L-3) in this exhibitor manual).
- NOTICE OF CANCELLATION: 30 days notice must be provided.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



Notice of Intent to Use Exhibitor-Appointed Contractor

L-4

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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LISA
Hyatt Regency Dallas • November 14 - 15, 2007

FORM DEADLINE DATE:
October 23, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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A non-Official Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by show management in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The non-official contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by show management in a contract as an exclusive service for the "official" or "general" contractor or other third party. If a non-official contractor attempts to provide services designated to another party as "exclusive" or is caught soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply GES Exposition Services with all necessary information by the deadline date indicated above.

Contract/Display House _____

Street Address _____

City, State, Zip _____

Phone (area code _____) _____ Fax (area code _____) _____

Contact: _____

Description of Proposed Service for Exhibitor: _____

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Non-Official Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Exposition Managers.

Rules & Regulations

- All non-official contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
- The non-official contractors shall be prepared to show evidence to the official that it possesses applicable and current contracts.
- The non-official contractors shall be prepared to show evidence it has authorization from the contractor.
- The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
- The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
- The non-official contractor will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
- The non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
- Solicitation on the exhibit floor is prohibited. Any EAC or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show management or GES management.
- During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Conven-

tion name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.

For insurance and safety reasons, the official contractor designated in this service manual must be used for services such as:

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Drayage	Rigging	Millwright Work

No exceptions will be made

Tips to Exhibitor Appointed Contractors (EACs)

- Order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately, may delay the set-up of your booth or force your set-up into overtime.
- Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
- Please stay out of adjacent booths during set-up.
- Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
- Do not store empty cartons inside of empty crates. Cartons are returned from storage first so exhibitors may begin packing their product.
- Keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle" you or your client depending upon your billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
- Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day, or turning in large amounts of freight bills to the service desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

050806

Booth Layout Form

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LISA
 Hyatt Regency Dallas • November 14 - 15, 2007

**FORM DEADLINE DATE:
 October 23, 2007**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please photocopy as needed.

- Show Cases — Form A-1
- Pegboard / Tackboard — Form A-1
- Special Colored Drapes — Form A-1
- Standard Exhibit Systems (If exhibit size is smaller than booth size) — Form D-1
- Pad and Carpet (If you are not carpeting your entire booth) — Form C-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

Indicate Adjacent Booth or Aisle Number: _____

Indicate Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)



Cleaning Order Form

J-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

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LISA

Hyatt Regency Dallas • November 14 - 15, 2007

DISCOUNT DEADLINE DATE:

October 23, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor.

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth, 100 square feet minimum.

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
VACUUMING			
<i>Includes emptying your wastebasket nightly.</i>			
9070	Vacuumping for Duration of Show..... price per square foot per day of show	\$ 0.31	\$ 0.46
9071	Vacuumping Per Day..... price per square foot per day	\$ 0.40	\$ 0.60
9072	Vacuumping Before Show Open Only..... price/sq ft	\$ 0.42	\$ 0.64
SHAMPOOING			
9073	Shampooing Before Show Open Only..... price/sq ft	\$ 0.57	\$ 0.86
MOPPING & WAXING			
9074	Mopping & Waxing Before Show Open Only..... price/sq ft	\$ 0.75	\$ 1.12
PERIODIC PORTER SERVICE			
<i>GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only, for the duration of the show. Vacuuming not included. Calculate by your booth size.</i>			
9075	0-500 sq ft..... per day	\$ 79.01	\$ 118.52
9076	501-1500 sq ft..... per day	\$ 102.11	\$ 153.17
9077	1501-3000 sq ft..... per day	\$ 275.63	\$ 413.50
9078	3001 sq ft and above..... per day	\$ 323.14	\$ 484.75

PORTER SERVICE LABOR RATES ARE AS FOLLOWS:

Worker Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 25.70	\$ 32.25	\$ 38.50
Overtime	\$ 45.00	\$ 56.25	\$ 67.50

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (½) hour increments.

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays & Sundays.
- Double Time: All day on Holidays.
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

Please Indicate Service Place Order Here

Calculate Total Square Footage

Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?

Yes No

Please list dates Vacuuming Per Day/Periodic Porter Service is needed:

_____	_____	_____
_____	_____	_____
_____	_____	_____

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the GES Servicenter. GES will be unable to adjust invoices after the close of the show.

Show site cleaning orders must be placed a minimum (1) one hour prior to show open, are subject to availability, and will incur a 20% Late Order Charge.

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	= TOTAL PRICE
9070	Vacuumping Duration			2	\$
9071	Vacuumping Per Day				\$

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
9072	Vacuumping Before Show Only			\$
9073	Shampooing Before Show Only			\$
9074	Mop/Wax Before Show Only			\$

ITEM #	DESCRIPTION	PRICE	X NO. OF DAYS	= TOTAL PRICE
	Periodic Porter Service			\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total All Items Ordered	\$
	2. 8.250% Applicable Tax	\$
	3. Payment Enclosed	\$

Authorized Signature – Please Sign:

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------



HOTEL & TRAVEL INFORMATION

HOTEL

USENIX has negotiated special rates for conference attendees at the Hyatt Regency Dallas Hotel. Please make your reservation as soon as possible by contacting the hotel directly and mentioning USENIX or LISA to get the special group rate.

Hyatt Regency Dallas

300 Reunion Boulevard

Dallas, TX 75207

Tel: +1 214-651-1234

Fax: +1 214-742-8126

<http://dallasregency.hyatt.com>

Hotel Discount Reservation Deadline

Friday, October 19, 2007

Room Rates:

Single/Double: \$175

Why should you stay in the headquarters hotel?

We strongly encourage you to stay in the conference hotel and when making your reservation to identify yourself as a USENIX or LISA conference attendee.

By contracting rooms for our attendees, we significantly reduce hotel charges for meeting room rental. When those sleeping rooms are not occupied, we face significant financial penalties. Those penalties force us to ultimately raise registration fees.

With costs going higher and higher, we are working hard to negotiate the very best hotel rates for you and to keep other conference expenses down, in order to keep registration fees as low as possible. We appreciate your help in this endeavor.

TRANSPORTATION

If you are flying into Dallas, the rates from the airport to the hotel are as follows:

Dallas Fort Worth Airport:

SUPER SHUTTLE: \$17 per person one-way. Operates 24 hours a day. For more information, visit www.supershuttle.com.

Taxi: Approximately \$40-\$45

TRE SERVICE: Transportation to and from DFW International Airport to Union Station available via Trinity Railway Express (TRE). Cost is \$2.50 for a day pass. For more information, visit www.trinityrailwayexpress.org.

Dallas Love Field Airport:

Taxi: Approximately \$20-\$30



ATTENTION: EXHIBIT SERVICES
 Engineering Department
 300 Reunion Blvd
 Dallas, Tx 75207
 Office #(214)712-7020, Fax# (214)712-7080
 Email: ttull@dfwrpo.hyatt.com

BOOTH#

PLEASE PRINT OR TYPE: **ADVANCE ORDER:** Check **FLOOR ORDER** Check

Event: Select From List ▼	Hotel Contact	<div style="background-color: yellow; height: 15px;"></div>
Event Dates	Show Contact	<div style="background-color: yellow; height: 15px;"></div>
Convention	Function date&time	<div style="background-color: yellow; height: 15px;"></div>
Group Name	Function Room	<div style="background-color: yellow; height: 15px;"></div>
Address:	Set-up time	<div style="background-color: yellow; height: 15px;"></div>
City:	Booth #(s) location	<div style="background-color: yellow; height: 15px;"></div>
State:	Telephone #	<div style="background-color: yellow; height: 15px;"></div>
Zip Code:	Fax #	<div style="background-color: yellow; height: 15px;"></div>
	E-mail	<div style="background-color: yellow; height: 15px;"></div>

Print Authorized Signature:
 Authorized Signature: _____

ALL PREPAID SERVICES WILL BE FIRST PRIORITY

Outlet Accessories (Rental Only)				Power Outlets					
QTY		Advance Order	Floor Order	Total	QTY	Advance Order	Floor Order	Total	
	Extension Cord	\$ 25.00	\$ 40.00	\$ -		1000 watt 120v	\$ 85.00	\$ 110.00	\$ -
	Triple Tap	\$ 10.00	\$ 25.00	\$ -		20 amp 1ph/120v	\$ 120.00	\$ 135.00	\$ -
	Power Strip	\$ 20.00	\$ 35.00	\$ -		20 amp 3ph/208v	\$ 170.00	\$ 185.00	\$ -
Special Power						30 amp 1ph/120v	\$ 155.00	\$ 170.00	\$ -
	Power panel 208-120v	\$ 100.00	\$ 150.00	\$ -		30 amp 3ph/208v	\$ 220.00	\$ 235.00	\$ -
	Transformer 208-120v	\$ 150.00	\$ 225.00	\$ -		50 amp 1ph/208v	\$ 220.00	\$ 235.00	\$ -
	Transformer 220-120v	\$ 400.00	\$ 500.00	\$ -		50 amp 3ph/208v	\$ 335.00	\$ 350.00	\$ -
	(100 amp max.)					60 amp 1ph/208v	\$ 250.00	\$ 265.00	\$ -
277/480 volt power available upon request. Price will be based on maximum wattage plus T&M required to complete installation.						60 amp 3ph/208v	\$ 400.00	\$ 415.00	\$ -
Plumbing (water&drain), TV		Prices contingent on T&M required, usage and location				100 amp 1ph/208v	\$ 370.00	\$ 385.00	\$ -
coax outlets and compressed						100 amp 3ph/208v	\$ 625.00	\$ 640.00	\$ -
Closed circuit TV services		Price contingent on guestrooms, length and # of presentations.				200 amp 3ph/208v	\$ 1,250.00	\$ 1,280.00	\$ -
Video Teleconferencing available						400 amp 3ph/208v	\$ 2,500.00	\$ 2,560.00	\$ -
High Speed Internet Access: Core Communications 972-818-1518 email: dmann@core.net				30 amp and above circuits are not supplied with receptacles. All outlet requests include one typical connection. Power not listed will be priced on a cost per amp basis. The above prices are based on conventional power being available in the immediate area.					
Special Lighting and Production Services: AVW 214-712-7088				METHOD OF PAYMENT					

LABOR				
QTY	Hourly Rates	Advance Order	Floor Order	Total
	Banners under 8'	\$ 25.00	\$ 35.00	\$ -
	Banners over 8'	\$ 50.00	\$ 60.00	\$ -
	Electrition	\$ 40.00	\$ 80.00	\$ -
One hour minimum. Double time rate will apply for late hours and weekends. Normal hours are 7am-5pm Mon-Fri				

MA# Check #
 Credit Card Cash \$ -
 CC # Exp Date
 Cardholder Name
 Signature _____

SUMMARY OF CHARGES	
Power Outlets/Materials	\$ -
Labor Total	\$ -
Sales tax @ 8.25%	\$ -
INVOICE TOTAL	\$ -

Make checks Payable to: Hyatt Regency Dallas
 For cancellation policy, general conditions, labor rates and other services, please see reverse side and sign.
CREDIT CARD VOUCHERS MUST BE SIGNED WHEN SERVICES ARE RENDERED.

Hotel Use Only:	
Booth Number	0
Control Number	

GENERAL CONDITIONS AND OTHER SERVICES

- 1) All equipment or devices connected to outlets must have properly wired connections.
- 2) All motors over 1hp must be protected with a fusible switch.



Convention Telephone Request

CONVENTION INFORMATION	
Convention Name _____	Manager: _____
Vendor Co. Name _____	
Contact Person _____	Telephone _____
Address _____	City _____ State & Zip _____
Booth Number _____	
HOTEL IN-HOUSE SERVICES	
Single Hotel Line: in house: _____ local calls: _____ long distance: _____. \$125.00 basic installation (includes 1 st day and phone) plus \$30.00 per day for the 2 nd and 3rd days, \$10.00 per day thereafter.	
Modem Line: (prices are the same as single Hotel Line, but setup for Modem): Single Line (Outgoing Only) _____ System is able to support up to 28.8 baud.	
Direct in Dial Line (DID): All in bound calls are directed automatically to your station and by pass the hotel switchboard. The number can be advanced to you on your request. \$135.00 installation (includes 1 st day) plus \$40.00 per day for the 2 nd and 3rd days, \$15.00 per day thereafter.	
Large Conference Speaker Phone: \$75.00 per day plus charges for single or DID line.	
HIGH SPEED INTERNET AND DATA NETWORK SERVICES:	
Please contact David Mann with Core Communications	
At 972-818-1518 or your hotel contact can provide order forms.	
Special Instructions	
Comments _____	
Installation Date: _____	Time _____
Removal Date: _____	Time _____
BILLING INFORMATION	
Payment arrangements are required prior to installation.	
If your organization is taxable, above prices are plus 8.25% sales taxes.	
You will be billed according to your instructions.	
Credit Card <input type="checkbox"/> (American Express, Visa, Master Card and Diners Club are accepted)	
Name as it appears on card: _____	
Credit Card Number: _____	Expiration Date: _____
Signature: _____	
Room Account <input type="checkbox"/>	
Guest Name: _____	
Room Number/Account: _____	

Please return this information at least seven (7) days prior to convention arrival.

Please return to:

Linda Chartion
 (214) 651-1234
 Fax: (214) 712-7217

Exhibitor – High Speed Internet Service Order Form



Ordering Instructions

- Fill out this form completely, including payment information, and fax to Core Communications at 775-535-6647
Or mail to: Attn: Hyatt Regency Dallas at Reunion, 300 Reunion Blvd., Dallas, TX., 75207-4498
ALL PRICING SUBJECT TO 8.25% STATE SALES TAX.
- Fax a layout of your booth to Core Communications at 775-535-6647. *Charges may apply for line relocations.*
- For High-Speed Internet Connections in Boardroom Appointments**, please contact David Mann, Core Communications at 972-818-1518
- Questions? Contact David Mann, Core Communications at 972-818-1518

<u>High-Speed Internet Connections</u>	<u>Qty</u>	<u>Discount Price¹</u>	<u>Standard Price</u>	<u>Total</u>
• Ethernet Access to T1 (1.544 Mbps) 10/100 Mbps, RJ-45 Ethernet Connection with 1 DHCP Routable IP Address	___	x	\$ 1200.00	\$ 1450.00
• Additional IP Addresses^{2,3} Routable IP Address – Dynamically Assigned (DHCP)	___	x	\$125.00	\$150.00
Routable IP Address – Static Assigned by Core Communications	___	x	\$125.00	\$150.00
				Plus 8.25% Tax

1. Orders received with payment in excess of 8 days prior to first show date qualify for discount price.
 2. Client must pay for 1 IP address for each device connected to the network regardless of client addressing scheme.
 3. Cables and Hubs included with multiple device orders.

<u>Customer Information</u>	<u>Show Information</u>
Company Name: _____	Show Name: System Builder Summit & VARVision
Phone: _____	Show Dates: March 13-17, 2004
Ordering Contact: _____	Phone: _____
On-Site Contact: _____	Cell: _____
Production Company: _____	Phone: _____
Company Address: _____	Booth Number: _____
City: _____ ST: _____ ZIP: _____	Set Up Date: _____
	Set Up Time: _____
	Strike Date: _____

Payment Information (All Prices subject to 8.25% state sales tax)

Company Check or Money Order payable to: **Hyatt Regency Dallas at Reunion**

Total Charge w/ TAX

Credit Card Type: _____ Acct Number: _____ Exp. Date: _____

Name on Card: _____ Authorized Signature: _____

Payment must be received prior to service being provided. Credit Card Charges will appear as "Hyatt Regency Dallas"

By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated on reverse and as posted at www.core.net

Authorized Signature: _____ Date: _____

General Terms and Conditions

Following are the terms and conditions under which Core Communications Corporation (“Core”) shall provide its network management services to the customer (“Customer”), as identified on the quotation accompanying this agreement (this “Agreement”). Customer’s rights are exclusively set forth herein. Customer agrees to be bound by this Agreement.

1. Services. Core’s network management services (the “Services”) may include connection to the Internet. In order to provide Internet connectivity, Core shall: (a) manage all data circuits; (b) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (c) provide a twenty-four (24)-hour telephone support and monitoring of all network and access points from its network operations center.

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

3. Configuration by Core. In the event that Core 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 Core be liable to Customer for any damage caused by such configuration, and Core 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 Core 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 Core shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer’s use of the Services are at Customer’s own risk. Core 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 Core does not undertake to do so. Core 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 Core is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Core makes no representation whatsoever as to the functionality of the Internet itself. 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 Core to control or manage.

6. Limitation of Liability. Neither Core 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, expense or liability stems from the willful breach or gross negligence of Core relating to its obligations under this Agreement. Core’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 Core, 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 Core has no control over the content of information transmitted by Customer or its users and that Core 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 Core, its stockholders, officers, directors, employees and agents harmless from any 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 Core may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Core’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. Core 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 Core’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 such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

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 telecopier 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 venturer 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 therefrom 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.



a GES Delta Region Authorized Computer Vendor

Exhibitor Computer Order Form

QTY IBM Compatible Computers & Notebooks		Rate	Show Name: Usenix LISA 2007
<input type="checkbox"/> P4 MT 3.2GHz-Core2 Duo 2GB/250GB DVDRW+10/100BT 256MV, 17" LCD <input type="checkbox"/> P4 3.0GHz 1GB/80GB, 10/100BT, Fdd, DVD/CDRW, KB, Mouse, 17" LCD. <input type="checkbox"/> P4 2.8GHz 1GB/40GB, 10/100BT, Fdd, DVD, KB, Mouse, 17" LCD <input type="checkbox"/> P4 2GHz 1GB/40GB, 10/100BT, Fdd, DVD, KB, Mouse, 17" LCD. <input type="checkbox"/> Laptop Core Duo 1.8GHz 2G, 100G, No Fdd, DVD+RW, WiFi, 17" <input type="checkbox"/> Laptop PM 1.73Ghz, 1G RAM, 40G, No Fdd, DVD/CDRW, WiFi, 15" <i>Operating System Check One W2K WinXP</i>		325 275 250 180 295 250	Show Location: Dallas Hyatt, November 13-15, 2007 Delivery Date & Time: - am / pm Pickup Date & Time: - am / pm Booth Number (s): Contacts: Staying At: Local Phone: () Cell: ()
QTY Macintosh Computers & Notebooks		Rate	COMPANY INFORMATION
<input type="checkbox"/> Mac G5 Dual 2.3Ghz 2GB RAM, 250GB HD Super Drive <input type="checkbox"/> MacBook Pro C2D 2.1Ghz 1G 120G DVD/RW+ 15.4" WideScrn WiFi <input type="checkbox"/> Powerbook G4 1.5Ghz 1G 80G DVD 15 inch WiFi <i>Includes KB & Mouse, SPECIFY OPERATING SYSTEM: OS-</i>		595 495 325	Company: Address: City, State, Zip Contact: Phone: FAX: Email Address:
QTY Application Software		Rate	
<input type="checkbox"/> Office Pro 2000 <input type="checkbox"/> Office XP <input type="checkbox"/> Office 2003 <input type="checkbox"/> Office Pro 2000 or Office Pro X for MAC (circle choice)		25 25	Please note:
QTY Computer & Miscellaneous Accessories		Rate	
<input type="checkbox"/> Mini Subwoofer Speaker System <input type="checkbox"/> Standard Multi-Media Speakers w/Power Adapter <input type="checkbox"/> USB Wireless NIC 802.11B <input type="checkbox"/> 16 Port Ethernet Hub 10/100BT add \$25 for Switch or Wireless <input type="checkbox"/> 101 PS2 Keyboard <input type="checkbox"/> PS2 Mouse (Black or Cream) <input type="checkbox"/> Wireless 101 PS2 Keyboard PS2 Mouse Combo		55 25 55 75 25ea. 75	* We will confirm receipt of your order within 24 hours. * Call if you need equipment that is not listed, there is more. * Rates Cover The Entire Show, Up to 4 Days! <i>Add 25% per day for each additional day.</i> * Free on site technical service on all rental equipment. * All orders must be received one week prior to delivery date to guarantee these prices.
QTY PC/MAC Compatible Printers / Fax Machine		Rate	
<input type="checkbox"/> HP Color Laser PC/MAC, 10bt, Incl. 500 pages, .20 per page after <input type="checkbox"/> HP LaserJet 4200n 64MB, 35ppm, 10/100bt , PC/MAC <input type="checkbox"/> HP Color DeskJet, PC / Mac USB (Specify) <input type="checkbox"/> Plain Paper Laser FAX Machine		695 225 175 180	* Cancellation of equipment must be received 48 Hours prior to scheduled delivery date to avoid 50% charge. * Cancellation at the time of delivery results in full charge. * No equipment will be left without customer signature at delivery. * \$35 fee for each return trip after original delivery attempt if Exhibitor is not present at the above specified delivery time.
QTY Friday Way Touch Screen Interactive PC Kiosks		Rate	
			PAYMENT INFORMATION <input type="checkbox"/> Check Enclosed (Payable to GES) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <i>Credit Card is required for security, even if paying by check.</i>
			Card #: Exp: / Card Holder's Name: Signature: Date: Payment is required at, or prior to, delivery.
			ORDER INSTRUCTIONS Please fax or mail this form with payment to: GES Exposition Services 7050 Lindell Road San Diego, CA 92111 Fax: (866) 329-1437 Phone: (866) 329-1437
			TOTAL RENT DUE: \$
<input type="checkbox"/> 15" Touchscreen LCD, P4, 1GB RAM, DVD, 10/100bt Intergrate KB, Mouse <input type="checkbox"/> 17" Touchscreen LCD, P4, 1GB RAM, DVD, 10/100bt Intergrate KB, Mouse Delivery Setup & Pickup Fees (each unit) Logo Branding Available! For more info Please Call Rory - 858-278-9666		845 895 150	Delivery/Setup/Pickup M-F 9am-5pm: \$ 50.00 Delivery/Setup/Pickup Weekends or after hours: \$ 100.00 Sub-Total: \$ 8.25% DA/TX SALES TAX (incl. delivery): \$
Form Date 08/2007			TOTAL AMOUNT ENCLOSED: \$

LISA '07

USENIX LISA '07

Vendor Exposition

November 14-15, 2007
Hyatt Regency Dallas

Video/Projection Equipment ...	Qty	X 2 Days= Show Rate		Total	Customer Information ...	
		Per Day Price	On Site			
1/2" VHS Player with "End of Tape" Repeat		\$ 75.00	\$ 90.00		Firm Name:	
1/2" VHS PAL/SECAM Player		\$ 150.00	\$ 180.00		Address:	
BETA SP Videocassette Player		\$ 350.00	\$ 420.00		City:	
DVD Player		\$ 100.00	\$ 120.00		State:	
20" VHS / Monitor COMBO Unit with Repeat		\$ 120.00	\$ 144.00		Zip:	
25" VHS/Monitor COMBO Unit with Repeat		\$ 200.00	\$ 240.00		Ordered By:	
20" Color Monitor (NOT for computer use)		\$ 75.00	\$ 90.00		Telephone #:	
32" Color Monitor (NOT for computer use)		\$ 150.00	\$ 180.00		Fax #:	
35" Color Monitor (NOT for computer use)		\$ 250.00	\$ 300.00		Orders received after November 2, 2007 will be subject to the ON-SITE SHOW RATE Exhibit Dates: November 14-15, 2007	
42" or 54" Rolling Cart - w / Black Skirt		\$ 20.00	\$ 24.00		Ordering Instructions ...	
6', 7', 8' Tripod Projection Screens		\$ 30.00	\$ 36.00			
Audio Equipment...	Qty	X 2 Days= Show Rate		Total	<p>⇒ The total charge per item is determined as a SHOW RATE, that is the requested items selected are charges for one event day.</p> <p>*** No Equipment charges for Set-Up day(s) prior to event</p> <p>⇒ To guarantee equipment availability and advanced rate, submit your request 12 days prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.</p> <p>⇒ CANCELLATIONS: A) Cancellation of equipment ordered must be received 72 hours prior to delivery date to avoid a minimum one day charge. B) If equipment and services have already been provided at the time of cancellation, full show rate will apply.</p> <p>⇒ Call for additional requirements.</p>	
CD / Cassette Player		\$ 25.00	\$ 30.00			
Wired Microphones: Handheld Lavalier		\$ 25.00	\$ 30.00			
WIRELESS Microphone Kit: Handheld Lavalier		\$ 135.00	\$ 162.00			
WIRELESS Microphone Kit: Headset		\$ 135.00	\$ 162.00			
Small P. A. System with (1) wired microphone		\$ 150.00	\$ 180.00			
Wired Mic: Handheld Lavalier Headset			\$ -			
Mid-Sized P. A. System with (1) wired microphone		\$ 200.00	\$ 240.00			
Wired Mic: Handheld Lavalier Headset						
Large Sized P. A. System with (1) wired microphone		\$ 300.00	\$ 360.00			
Wired Mic: Handheld Lavalier Headset						
Display Equipment...	Qty	X 2 Days= Show Rate		Total		
		Per Day Price	On Site			
17" Flatscreen LCD Panel		\$ 100.00	\$ 120.00			
20" Flatscreen LCD Panel		\$ 200.00	\$ 240.00			
32" Flatscreen LCD Panel		\$ 325.00	\$ 390.00			
29" Multi-Sync Monitor (XGA)		\$ 350.00	\$ 420.00			
Data / Video Projector 2500 Lumens (XGA)		\$ 450.00	\$ 540.00			
Data / Video Projector 3000 Lumens (XGA)		\$ 550.00	\$ 660.00			
42" Plasma Display (XGA) 16:9 Ratio		\$ 550.00	\$ 660.00			
Includes Stand and DVD or VHS Player						
50" Plasma Display (VGA - SXGA) 16:9 Ratio		\$ 650.00	\$ 780.00			
Includes Stand and DVD or VHS Player						
Truss & Lighting...						
<i>We offer a large range to meet your specifications</i>	CALL FOR PRICING					
Totals ...	PAYMENT IS DUE WHEN ORDER IS PLACED				Delivery Information ...	
EQUIPMENT TOTAL X 2 Days Use				1	Exhibit Booth#:	
SALES TAX				2	0	On Site Contact:
SUBTOTAL				4		If Available: Ph.-Cell-Pager:
SETUP / DISMANTLE LABOR				5	\$100.00	Delivery Date: Time:
TOTAL DUE				6		Pick - Up Date: Time:
Method of Payment ...	PLEASE CHECK ONE				Processing...	
Card Number: _____	Visa				Return Form To: Meeting Services Inc. Exhibit Services c/o Pam McNitt 9220 Activity Road San Diego, Ca. 92126 PH 858-348-0625 FAX 858-348-0076 pspinarski@msiprod.com	
_____ Exp. ____ / ____	MasterCard					
Cardholder's Name (as appears on card): _____	Check					
Cardholders Signature: _____						

Petals & Stems
Delivering Smiles since 1972

LISA'07 In Dallas:

Plant Rental:

3' Foot Plant Varieties:

Spathiphyllum, Arbocilas, Dracaena Marginita \$32.00 each
With a Basket and Moss.

10 inch Large Boston Fern with with lots of trailing \$25.00 each

6 inch Plants: Mums & Kalanchoe \$17.00 each
With a Basket and Moss.

6 inch Azalea \$25.00 each
With a Basket and Moss.

6 inch Tropical Bromeliad \$32.00 each
With a Basket and Moss.

6 Foot Ficus Trees: \$65.00 each
With a Basket and Moss
\$6.00 for Light

6 Foot Varieties: Areca Palm or Majesty Palm \$55.00 each
Not as show as Ficus, With basket and Moss

8 Foot Plants \$90.00 each

Floral Arrangements for Tables or Booths generally start at \$35.00 and up.
See our web site for ideas.

All Price are for rental of convention no Deliver or pick up charges.

Brad Weinstein
Petals & Stems Florist
800-530-4686

brad1106@swbell.net
Fax 972-233-3313

www.petalsandstems.com

LEAD RETRIEVAL ORDER FORM

LISA '07
 Conference dates: November 11-16, 2007
 Dallas, TX



Submit Order to: Technology Resource Corporation
 29 Emmons Drive Suite E-10, Princeton, NJ 08540
 Ph: 800.922.8646 Ext 128 Fx: 609.720.1701
 Email: sfisher@trcrent.com

TRC Show Code 19766

LEAD RETRIEVAL EQUIPMENT:	If ordered by: October 19, 2007	If ordered before: October 31, 2007	If ordered after: October 31, 2007	QUANTITY	PRICE
TRC ShowLeads PC Based	\$275.00	\$300.00	\$350.00		
<small>Software based system: features customizable screen pages to advance the sales process. System includes standardized reporting tools and easy export utility for instant access to formatted leads. REQUIRES: PC or laptop with at least 2 USB ports & Internet Explorer 5.5 or higher (please call us if you do not have or are unsure of these requirements).</small>					
TRC Pocket Show Leads	\$275.00	\$300.00	\$350.00		
<small>Portable Unit. Voice Memo. No Printout. Your leads will be emailed to you after end of event. To make certain you receive leads in a timely fashion, please provide email upon return of lead retrieval unit. Ask about optional portable printer.</small>					
TRC Lead Terminal	\$250.00	\$275.00	\$325.00		
<small>System includes scanner, display, hard copy printout and diskette of attendee information saved as a text file. Electricity is required in the booth.</small>					
OPTIONS & ACCESSORIES:					
Additional Roll of Paper for TRC Lead Terminal			\$15.00		
Pocket Show Leads Custom Qualifiers			\$75.00		
NEW Leads to Go - Leave the Show With a USB Containing Your Leads			\$35.00		
Booth Delivery & Setup			\$75.00		
IMPORTANT INFORMATION REGARDING YOUR ORDER				Tax 8.25%	
				TOTAL	

All equipment must be picked up from the TRC service desk unless delivery option is chosen. Your order will be confirmed via e-mail or fax, please provide accurate address below. Please make sure you receive a confirmation to ensure your order was placed for the show. Delivered units must be returned to the TRC Service Desk by exhibitor at the end of the event. Leads will be emailed to you after the show unless downloaded option is chosen.

TERMS & CONDITIONS/CREDIT CARD CHARGE AUTHORIZATION

1. To ensure your order is processed, please sign and fax this Authorized Order Form to the number listed above. Orders must be canceled at least 1 week prior to delivery to avoid a cancellation fee. The cancellation fee is 50% of the total charge for orders canceled 5-7 days prior to the show and 100% of the total charge for orders canceled within 5 days of the show. Delivery charges apply to all cancellations.

2. The total rental amount will be processed 3-15 business days prior to delivery.

3. Once exhibitor is in possession of the terminal, the exhibitor is responsible for loss or damage to the equipment.

I hereby authorize TRC to charge my credit card account (identified below) for: the total rental amount (identified above); any applicable cancellation fees; and, any other amounts due to TRC. Further, I hereby authorize TRC to charge my credit card account (identified below) for the repair or replacement cost (as applicable) of any damaged and/or lost or destroyed equipment unless optional loss/damage waiver is purchased.

EXHIBITOR INFORMATION

CREDIT CARD INFORMATION

Ordered by: _____
 Company Name: _____
 Address: _____
 City _____ State _____
 Zip Code _____
 Phone _____
 Fax _____
 E-mail _____
 Show Contact _____
 Mobile Phone _____ Booth Number _____

Cardholder's Name _____
 Credit Card Number _____
 Expiration Date _____
 City _____ State _____
 Zip Code _____
 Cardholder's Phone _____