



16<sup>th</sup> Annual International Aboveground Storage Tank Conference & Trade Show  
April 23-25, 2014 Rosen Shingle Creek Resort | Orlando, Florida

## Welcome

We are pleased that **U.S. Tradeshows** has been selected as your Official General Contractor. Our goal is to help make sure your show participation is a success. Please review our payment policy carefully. As a reminder, **U.S. Tradeshows** requires payment in full at the time you place your order, along with a **payment/charge authorization**. This may be used to cover items such as labor and freight handling not included with your initial payment.

**Take advantage of our substantial price discounts!** Just return your order with payment by the discount price deadline(s) on the order forms and use the lower price. Please contact our Exhibitor Services Department with questions. If you have a special request, just call! We will do our best to provide you with all your show needs and appreciate the opportunity to serve you.

### Show Information

Back wall drape color: Blue / White

Side wall drape color: White

Hotel Ballroom is Carpeted

### Exhibit Booth Package includes:

Booth Size: 10'x10'

6' table, skirted blue

2 chairs, 1 wastebasket

One-line ID Sign provided per booth

### Important Dates

#### Discount Deadline Date: Monday, April 7, 2014

<b>Advance Shipments:</b>	<u>Monday, March 24, 2014</u>	May begin arriving to the advanced warehouse
	<u>Monday, April 14, 2014</u>	Last day to arrive at the advanced warehouse without a surcharge
<b>Direct Shipments:</b>	<u>Tuesday, April 22, 2014</u> (Direct shipments that arrive before the 22nd may be refused by the hotel)	8:00am to 5:00pm
<b>Installation:</b>	<u>Tuesday, April 22, 2014</u>	8:00am to 5:00pm
	<b>Welcome Reception:</b>	<b>8:30pm to 10:00pm</b>
<b>Trade Show Hours:</b>	<u>Wednesday, April 23, 2014</u>	8:00am to 6:00pm
	<b>Cocktail Mixer:</b>	<b>6:00pm to 7:30pm</b>
<b>Dismantle:</b>	<u>Thursday, April 24, 2014</u>	8:00am to 3:30pm
	<u>Thursday, April 24, 2014</u>	3:30pm to 6:00pm
<b>Outbound carrier check-in:</b>	<u>Thursday, April 24, 2014</u>	5:00pm
<b>Conference Hours:</b>	<u>Tuesday, April 22, 2014</u>	8:00 – 5:00pm EPA SPCC Class Only
	<u>Wednesday, April 23, 2014</u>	8:15 – 6:00pm
	<u>Thursday, April 24, 2014</u>	8:30 – 5:30pm
<b>Conference Only:</b>	<u>Friday, April 25, 2014</u>	8:15 – 12:15pm



US Tradeshows

1075 Gills Drive, Bldg D, Suite 200  
Phone: 407-812-8224

Orlando, FL 32824

Fax: 407-812-8225



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### **Additional Show information**

**Advanced Warehouse Shipping Address:**

C/O US Tradeshows  
NISTM  
ABF Freight System, Inc.  
3732 Bryn Mawr Street  
Orlando, Florida 32808

**Show site Direct Shipping Address:**

C/O US Tradeshows  
NISTM  
Rosen Shingle Creek  
9939 Universal Blvd  
Orlando, FL 32819

**Attention Exhibitors:**

**Shipments that arrive direct at show site prior to:**

**Tuesday, April 22<sup>nd</sup>**

**May be refused by the hotel!! If you need to ship your booth early, ship it to the advanced warehouse to avoid any problems!**

**Exhibitor Service Center:** Come visit our service desk for any tradeshow related needs. Order Furniture, Cleaning, Freight Handling, and Labor.

**Union Information** Only full time employees of the exhibiting company and/or union labor can be permitted to work inside the exhibit hall to assist all aspects of your exhibit setup and dismantle. **Tipping is strictly prohibited** and SOLICITATION AND/OR ACCEPTANCE of tips by any of our employees is forbidden.



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### SHOW OFFICIAL GENERAL SERVICES CONTRACTOR

**US Tradeshows** has been appointed as the Show Official General Services Contractor to oversee and ensure that the installation and removal of the tradeshow is conducted in an efficient manner and within standard practices. **US Tradeshows** will provide and distribute labor to exhibitors who are in need, in addition to providing adequate general show site labor to install the tradeshow event. **US Tradeshows** will also provide exclusive freight handling services as well as typical trade show rental items & labor. The loading docks, exhibit floor, aisles, service corridors and storage areas are under the control and sole jurisdiction of **US Tradeshows**.

### EXHIBITOR DESIGNATED CONTRACTORS (EDC)

An exhibitor may choose to appoint an EDC to handle the installation and removal of their exhibit. This appointed EDC will be permitted to perform these duties only if the following criterion can be satisfied by the EDC:

1. The exhibiting company must inform both show management and US Tradeshows, in writing, of their intention to use an EDC no later than 30 days prior to the first move-in day of the event. The exhibiting company must provide the name of the EDC, address and telephone number.
2. The exhibiting company must provide written proof that the Exhibitor Designated Contractor carries a proper & current certificate of insurance with a minimum of \$2,000,000 liability coverage, including property damage, and \$1,000,000 Auto Liability coverage to show management and US Tradeshows at least 14 days prior to the first show day of the event.
3. The EDC will not be permitted to provide the following services: drayage/material handling services, electrical supply or installation, plumbing, telephone, and cleaning services. These services are the exclusively provided by the SHOW OFFICIAL GENERAL SERVICES CONTRACTOR and/or the facility or one of their appointed vendors. The above stated regulations are required to satisfy licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors are only permitted to provide material and equipment they own and are to be used in their exhibit space.
4. The EDC being utilized by the exhibiting company must provide a current certificate of insurance with at least the minimum limits listed below:
  - a) Not less than \$1,000,000 Comprehensive General Liability, with respect to injuries to any one person in an occurrence.
  - b) \$2,000,000 Comprehensive General Liability with respect to injuries to more than one person in any occurrence.
  - c) Not less than \$1,000,000 of individual and/or aggregate coverage. Workers' Compensation Insurance including employee liability coverage.
  - d) \$1,000,000 Auto liability insurance
  - e) **US Tradeshows must be named as additional insured.**

**Any exhibitor who does not have a certificate of insurance on file in the US Tradeshows office 10 days prior to the show will be automatically assessed a \$150 fee which will be charged to your credit card.**

5. The EDC will abide to following conditions:

- a) All rules and regulations of the show as well as all union rules and regulations.
- b) Must possess all permits and business licenses, current Worker's Compensation Insurance required by the City & State governments as well as the convention facility management before work can begin, and will provide Show Management written evidence of compliance to the above referenced. Will also provide evidence that it possesses applicable & current labor contracts and must comply with all labor agreements and practices. All information must be received in the US Tradeshows office no later than 14 days prior to the show.
- c) The EDC will not commit or allow anyone in its employment to commit any acts that could lead to work stoppages, strikes, or labor problems.
- d) Will share any reasonable cost with US Tradeshows related to its operation, including overtime pay for stewards, restoration of exhibit space to its original condition prior to move-in, etc.
- e) Will ensure that all employees of the EDC working on the exhibition wear identification badges at all times.
- f) The EDC may under no circumstances solicit business at the convention facility. They must be prepared to show evidence that they have been contracted by the Exhibiting company to work in their booth.
- g) Must confine its operations to the exhibit booth area of its clients. EDC service desks are not permitted nor are storage areas. Any other work facilities that the EDC intends on using will not be located anywhere in the convention facility. The show aisles and public space are under no circumstances considered part of the Exhibitor's booth space.
- h) Must coordinate all of its activities with US Tradeshows and show management.





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### Shipping information / Freight Handling Services

Exhibitors have a choice of two shipping locations.

Please label all pieces of freight and consign them as follows:

<b>Advanced Warehouse Shipping Address:</b>	<b>Show site Direct Shipping Address: (Not to arrive before Tuesday, April 22, 2014)</b>
<b>NISTM</b> c/o <b>U.S. Tradeshows</b> ABF Freight System, Inc. 3732 Bryn Mawr Street Orlando, Florida 32808	<b>NISTM</b> c/o <b>U.S. Tradeshows</b> Rosen Shingle Creek 9939 Universal Blvd Orlando, Florida 32819

US Tradeshows will only accept pre-paid shipments. COD shipments will be refused. Crates, cartons, and fiber cases only will be accepted at the advanced warehouse. Rolled carpet and padding will also be accepted in the advanced warehouse, but with a 25% special handling fee added to the drayage charge.

#### Bill of Lading

All shipments must be accompanied by a bill of lading or shipping tally indicating the number of pieces in the shipment, weight, and type of merchandise. Material handling charges will be based on the weight of the freight. Certified weight tickets are required for all shipments. Private vehicles arriving without certified weight tickets will either be sent to a weigh station, or a weight estimate will be made by US Tradeshows. Charges will be based on this estimation and no adjustments can be made. If your shipment contains mixture of crated and uncrated items, please have two shipping tallies, differentiating between crated and uncrated. Clearly identify the weights on each the shipping tallies. Otherwise, US Tradeshows will classify the entire load as uncrated and bill the exhibitor the uncrated rate. No adjustments will be made. All shipments must be consigned to US Tradeshows in order for us to accept them for handling. The convention facilities and hotels do not accept advanced shipments as they have no storage space, and the shipment will be refused.

#### Labor and Equipment

**Labor and equipment for unloading and loading are included with US Tradeshows freight handling rates for services.** Labor and equipment will be available for uncrating, unskidding, recrating, and reskidding machinery and/or equipment of exhibitors. 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.

#### Empty Labels

Shipping cartons will be picked up, stored, and returned after the show if they are affixed with empty labels by the exhibitor. These labels are available at the US Tradeshows Exhibitor Service Center® and are for *empty storage only*.

#### Outgoing Shipments

Shipping information, bills of lading and labels will be available at the US Tradeshows Exhibitor Service Center. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup.

<b>Last day for shipments to arrive at the advance warehouse without surcharge.</b>	<b>First day for shipments to arrive at the exhibit site. Beginning at 8:00 am</b>
<b>Monday, April 14, 2014</b>	<b>Tuesday, April 22, 2014</b>



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## Limits of Liability

1. US Tradeshows and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, including but not limited to glass breakage, concealed damage as determined by US Tradeshows or delay to uncrated freight or improperly packed freight.
2. Inbound/ outbound shipments: Due to the possibility of exhibitor materials being delivered prior to exhibitor move-in, and/or after the departure of the exhibitor, US Tradeshows and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. US Tradeshows or its subcontractors will check the booth materials against the outbound shipping form submitted by the Exhibitor at the time of pickup from the booth and corrected where discrepancies exist.
3. 14 days advance notice has been given to US Tradeshows for any booth materials that require special equipment for handling. In the event this notice is not submitted, US Tradeshows and its subcontractors shall not be liable for any damage incurred.
4. US Tradeshows and its subcontractors shall not be liable for any damage, loss or delay due to events beyond their reasonable control including but not limited to lockouts or work stoppages, strikes and/or labor disputes, vandalism, windstorm, fire, theft, water, acts of God, failure of power or utilities, and other events of force majeure.
5. US Tradeshows and/or its subcontractors shall be paid in full for any services rendered up to the point of occurrence of any of the above.
6. US Tradeshows and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
7. US Tradeshows does not insure the Exhibitor's materials in the event of damage or loss through performance or nonperformance of services by US Tradeshows, or from negligence of US Tradeshows, its subcontractors or their respective employees. Furthermore, US Tradeshows does not provide for full replacement value should damage or loss occur. US Tradeshows strongly urges all exhibitors to obtain their own Insurance for any and all exhibit materials. US Tradeshows and its subcontractor's liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, regardless of the replacement value of the exhibitors' property. The above stated is agreed between the exhibitor and US Tradeshows that this is the exclusive remedy.
8. Should a loss or damage occur to an exhibitor's material or an injury to exhibitor's personnel that causes it to be impractical or impossible for an exhibitor to exhibit their materials, US Tradeshows and its subcontractors shall not be liable to any extent for any incidental, indirect, special or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from said losses.
9. US Tradeshows must be notified in writing, within 60 days, of any action, or claim brought against US Tradeshows or its subcontractors. US Tradeshows will not be bound to honor said claim or action brought against US Tradeshows or its subcontractors if notified after 60 days following incident.
10. US Tradeshows and its subcontractors shall have no liability for shipments received, handled, stored or reloaded without receipts, shipping documents or specified unit counts on receipts or shipping documents. US Tradeshows or its subcontractors will act as agent for the exhibitor but will not as bailee or shipper. US Tradeshows or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof. Such shipments shall be delivered to the booth without guarantee of piece count or condition.
11. US Tradeshows will supply upon request, empty labels for exhibitors to affix to their empty crates, cartons or containers. It is the sole responsibility of the exhibitor or its representatives to affix the labels to their crates, cartons or containers. It is understood that these labels are only used for EMPTY STORAGE ONLY, and that US Tradeshows and its subcontractors assume no responsibility or liability for damage or loss to the contents while containers are in storage or for any mislabeled containers.
12. If the exhibitors' carrier fails to check in by the appointed carrier check in time, and/or in order to expedite removal of freight from the show site, US Tradeshows reserves the authority to change designated carriers. If the exhibitor does not indicate on the outbound shipping form, a designated carrier, freight may be taken to a warehouse and force shipped on a carrier determined by US Tradeshows. The Exhibitor agrees to be responsible for payment for shipping and handling charges for said materials. US Tradeshows assumes no liability as a result of rerouting or handling of these materials.
13. US Tradeshows assumes no liability or responsibility for dry or cold storage. Products storage is at the sole risk of the exhibitor.
14. In the event of a dispute with US Tradeshows or its subcontractors related to any loss or damage to any of the Exhibitor's freight or materials, the Exhibitor agrees to pay US Tradeshows prior to the close of the show for all services rendered & equipment rendered. US Tradeshows and the exhibitor further agrees that any claim the Exhibitor may have against US Tradeshows or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits. An exhibitor or any agent of the exhibitor placing of an order for equipment and/or services shall be construed as an offer subject to acceptance and approval of US Tradeshows in its sole discretion. Participation in any US Tradeshows event or show, legally binds the Exhibitor and its agents to the terms and conditions set forth in Sections 1 through 13 below.

**US Tradeshows strongly urges all exhibitors to obtain insurance to cover any and all equipment and property from the moment the shipment leaves their possession until the moment the shipment returns to their possession, including storage and display time at show site. Any and all transit claims should be referred to your carrier.**





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## EXHIBIT LABOR JURISDICTIONS

### EXHIBIT SET-UP/DISMANTLE – DECORATING JURISDICTIONS

**US Tradeshows** will have labor available to assist you in the movement of your equipment and the set-up and dismantle of your booth. In the event that installation, dismantling and cleaning of prefabricated exhibits and displays is performed, it must be done by either full time employees of the exhibiting company, or labor provided by US Tradeshows. Should the exhibitor choose to employ US Tradeshows labor to install/dismantle their display, they fill out the appropriate labor order forms and mail to US Tradeshows accompanied by payment. Should an exhibitor choose to install/dismantle their display, **they must be prepared to provide proof of full time employment.** All mechanical equipment including Forklifts, Pallet Jacks, Scooters, Genie Lifts, as well as all other equipment mechanical in nature on the trade show floor must be under the care, custody and control of **US Tradeshows**.

### FREIGHT HANDLING JURISDICTIONS

**US Tradeshows is the exclusive freight handling service for the trade show.** Receiving and handling all exhibit materials and empty crates, managing the dock area and coordinating vehicle traffic fall under the same jurisdiction. It is imperative that US Tradeshows have complete control of the loading dock areas at all times in order to help ensure a safe and efficient operating environment. If you wish to unload or load, you must report to a US Tradeshows representative in order to be dispatched to the dock area. Please do not leave your vehicles unattended in the loading areas, as they will be towed at owners' expense. Please make arrangements with US Tradeshows to store empty crates. **Only full-time employees of Exhibiting Companies, who are prepared to provide proof of full-time employment,** are allowed to perform the following duties:

1. Hand carry items to booth or use personally owned **two wheel** carts
2. Packing/unpacking of boxes, equipment, merchandise etc.
3. Calibrating/fine tuning company equipment
4. Setup/dismantle of signs and graphics
5. You may plug in your equipment to the electrical service once it has been delivered, however, any hard wiring must be done by a licensed electrician.

**GRATUITIES are not to be accepted. Please do not offer.**

### GENERAL comments or questions?

Any questions, concerns or grievances concerning hired labor from US Tradeshows should be directed to a US Tradeshows representative, not the hired labor. Please feel free to contact us regarding clarification on any trade show related issue. Thank you.



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## **Safety Tips!!!**

In order to provide for a safe and pleasurable working environment, US Tradeshows would like to partner with our exhibitors in implementing the following safety practices.

- No smoking, except in designated areas
- No standing on tables, chairs, furniture or other unapproved devices
- Please be very aware of your surroundings! Forklifts, carts, and other heavy equipment will be constantly moving through the aisles and docks and may pose as a harm to oneself. Furthermore, all mechanized equipment and carts are to be used only by authorized US Tradeshows staff and their subcontractors
- Please dispose of refuse in an appropriate manner and clean up and report any spills on the show floor.
- Please be aware of the hazards of electrical cords, wire and light fixtures as electrocution could result.
- Cords and wire can cause a tripping hazard so please secure or remove any such items from walkways.
- Please report any noticeable smoke, burning smells, or fire immediately. Notice where fire alarms, strobes and exits are located in the event of a fire for notification or evacuation purposes.
- Remember not to leave any valuable or personal items unattended or unsecured.
- Above all, please use common sense and courtesy to others. If you have any questions or concerns, please notify US Tradeshows. Have a safe and successful show.





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## Payment Policy

**US Tradeshows** requires full payment, including tax, at the time services are ordered. A credit card authorization form must be filled out and sent in with your initial order.

**US Tradeshows** accepts MasterCard, Visa, 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 assessed a \$25 service charge for any returned checks. **A finance charge of 1.5% per month (18% per annum) will be added to any outstanding invoices**

## International Exhibitors

US Tradeshows requires 100% pre-payment for all advance orders. Payment must be rendered by cash, company check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard or Visa Credit Cards.

## Third Party Billing

Each exhibiting company is responsible for all charges incurred with their participation in this event. If the exhibitor chooses to appoint an outside agent to handle their exhibit, the appointed agent must be prepared to pay in full for all services rendered prior to the close of the show. **US Tradeshows** reserves the right to initiate collection action against the exhibitor if the authorized **third party** does not pay the outstanding balance in full. See Third Party Billing Request form.

## Tax Exemption

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 provide the certificate prior to the discount deadline date.

## Invoice Adjustments and Order Cancellations

**ABSOLUTELY NO ADJUSTMENTS WILL BE MADE TO YOUR INVOICE FOLLOWING THE CLOSE OF THE SHOW.** In the event that some items, services and/or labor are cancelled, there will be applicable cancellation fees. Please refer to order forms for detailed information. Bank wire transfer information below:

**To ensure your payment is credited properly to your account**, please include the following information on the order forms:

## Wire Transfer information:

**Please contact US Tradeshows at:**

**407-812-8223**







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## PAYMENT/CHARGE AUTHORIZATION

EXHIBITING COMPANY NAME				BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP CODE	COUNTRY
E-MAIL ADDRESS	PHONE NUMBER	FAX NUMBER	DATE	
AUTHORIZED CONTACT (signature)			AUTHORIZED CONTACT(print)	

IF THE CARDHOLDER'S BILLING ADDRESS IS DIFFERENT THAN WHAT IS LISTED ABOVE, PLEASE PROVIDE BILLING ADDRESS

CARDHOLDER NAME (PRINT)			CARDHOLDER (SIGNATURE)	
CARDHOLDER STREET ADDRESS	CITY	STATE	ZIP CODE	COUNTRY

**US Tradeshows** reserves the right to refuse to process orders if payment is not satisfied. **Please complete the following information and return payment in full with this form and your advance orders.** You may pay using the following options: credit card, check or bank wire transfer.

\_\_\_\_ American Express      \_\_\_\_ MasterCard      \_\_\_\_ Visa  
\_\_\_\_ Corporate      \_\_\_\_ Personal

Card Number

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

**Expiration date** \_\_\_\_\_ \*\*

**MasterCard/Visa 3 Digit Code (from back) or AmEx 4 Digit Code (from front)** \_\_\_\_\_

Please charge my credit card for the following amount \$ \_\_\_\_\_

or

\_\_\_\_ Check      Check Number \_\_\_\_\_  
Amount\$ \_\_\_\_\_

**A credit card authorization is required to be on file with US Tradeshows, and will be used to charge your credit card for any additional show site orders placed by the exhibiting companies' representative/agent. This will include outbound freight, labor or miscellaneous items.**



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### THIRD PARTY BILLING REQUEST FORM

EXHIBITING COMPANY NAME BOOTH NUMBER

AUTHORIZED BY (SIGNATURE) DATE

If the exhibiting company chooses to appoint an outside agent (edc) to handle their exhibit, the appointed agent (edc) must be prepared to pay in full for all services rendered in full prior to the close of the show. Each exhibiting company is ultimately responsible for all charges incurred with their participation in this event. If the appointed agent (edc) does not satisfy payment in full prior to show close, the outstanding balance is the responsibility of the exhibiting company, and will be charged to their credit card. The exhibiting company and the appointed agent must fill out the information below and provide it to US Tradeshows no later than 14 days prior to the show.

#### Exhibiting Company

EXHIBITING COMPANY NAME BOOTH NUMBER

#### Third Party Billing Information

EXHIBITING COMPANY NAME BOOTH NUMBER

STREET ADDRESS CITY STATE ZIP CODE COUNTRY

PHONE FAX DATE

AUTHORIZED CONTACT (signature) AUTHORIZED CONTACT (print)

\_\_\_\_ American Express

\_\_\_\_ MasterCard

\_\_\_\_ Visa

\_\_\_\_ Corporate

\_\_\_\_ Personal

CARD NUMBER

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**Expiration date** \_\_\_\_\_ \*\*

**MasterCard/Visa 3 Digit Code (from back) or AmEx 4 Digit Code (from front)** \_\_\_\_\_

CARDHOLDER NAME (PRINT) CARDHOLDER NAME (SIGN)

CARDHOLDER STREET ADDRESS CITY STATE ZIP CODE COUNTRY



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## Order Summary

EXHIBITING COMPANY NAME

BOOTH NUMBER

AUTHORIZED BY (SIGNATURE)

DATE

**Discount Deadline Date: Monday, April 7, 2014**

## Calculation of Orders

Freight Handling (order form # A100)	\$
Standard Carpet (order form # A 200)	\$
Standard Carpet (order form # A 300)	\$
Furniture & Accessories (order form # A400)	\$
Signs (order form # A500)	\$
Labor (order form # A600)	\$
Forklift Labor (order form # A700)	\$
Cleaning (order form # A800)	\$
Accessible Storage (order form #A900)	\$
Rental Booths (order form #A1000)	\$

Sub-Total Balance Owed: \$ \_\_\_\_\_

Sales Tax – 6.5%: \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

Charge my credit card in the amount of: \$ \_\_\_\_\_

Enclosed is a check in the amount of: \$ \_\_\_\_\_



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## FREIGHT RATE SCHEDULE (Form A100)

EXHIBITING COMPANY NAME

BOOTH NUMBER

AUTHORIZED BY (SIGNATURE)

DATE

- Crated:** Material that is skidded or is in any type of shipping container that can be loaded and unloaded at the dock with no additional handling required.
- Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading, side door unloading, constricted space loading, designated piece loading, and stacked shipments.
- Uncrated:** Material that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.
- Straight time rate:** Monday-Friday, between the hours of 8am-4:30pm.
- Overtime rate:** Monday-Friday 4:30pm-8:00am, all day Saturday, Sunday and holidays. (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during the above listed times.)

Warehouse shipment	SHIPMENT WEIGHT	RATE per 100 LBS	200 LB MINIMUM /SHIPMENT	ESTIMATED CHARGES
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Crated or skidded shipment		\$ 62.00	\$ 124.00	\$
Special handling shipment		\$ 71.00	\$ 142.00	\$

### Show site shipment

Crated or skidded shipment		\$ 58.00	\$116.00	\$
Special handling shipment		\$ 66.00	\$ 132.00	\$
Uncrated or pad wrapped shipment		\$ 84.00	\$ 168.00	\$

### Overtime charge

#### A 25% overtime surcharge for every occurrence will be assessed if:

- inbound drivers check in after 2:00 PM weekdays causing shipments to be unloaded on overtime
- inbound shipments are unloaded on Saturdays, Sundays, and holidays
- outbound shipments are loaded on overtime
- warehouse freight must be moved to the exhibit site on overtime due to scheduling conflict beyond the control of US Tradeshows.
- freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of US Tradeshows.

### Late to warehouse charge: (in addition to above rates)

A 25% (\$30 minimum) late to warehouse surcharge will be assessed if freight is received at the advanced warehouse after the deadline date listed on the show information page.

Small package shipments:	1ST PACKAGE	\$ 30.00	ADDT'L PACKAGES	\$ 15.00	\$
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Advanced shipment rates are inclusive of the following items:

- \*Unloading crated freight.
- \*Storing in the warehouse for up to 30 days at no charge.
- \*Reloading onto trucks and delivery to the exhibit site.
- \*Reloading freight for return to your specified destination.
- \*Removing, storing, and returning empty shipping containers.

TOTAL ESTIMATED CHARGES \$ \_\_\_\_\_

Late to warehouse charge (25%) \$ \_\_\_\_\_

Overtime Surcharge-inbound (25%) \$ \_\_\_\_\_

Direct Shipments rates to Exhibit Site

- \*Unloading freight and delivery to your booth.
- \*Picking up, storing, and returning empty shipping containers.
- \*Unloading freight and delivery to your booth
- \*Reloading freight onto outbound transportation.

Overtime Surcharge-outbound (25%) \$ \_\_\_\_\_

GRAND TOTAL \$ \_\_\_\_\_

Please enter Grand Total on **ORDER SUMMARY FORM**

**Note:** Certified weight tickets measuring the weight of your vehicle unloaded and loaded must be documented with certified weight tickets to ensure accurate billing. US Tradeshows will only unload shipments when your driver submits certified weight tickets at the exhibition site.



US Tradeshows

1075 Gills Drive, Bldg D, Suite 200  
Phone: 407-812-8224

Orlando, FL 32824

Fax: 407-812-8225



# ADVANCED

## WAREHOUSE SHIPMENT



FROM:

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TO:

EXHIBITING COMPANY NAME

SHIPPER/CARRIER NAME

**NISTM**

NAME OF CONVENTION

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PIECES

BOOTH NUMBER

ROOM NAME

C/O:

US TRADESHOWS  
ABF FREIGHT SYSTEMS, INC.  
3732 BRYN MAWR STREET  
ORLANDO, FLORIDA 32808 *ph: 407-295-1331*

SHIPMENTS SHOULD  
ARRIVE BETWEEN  
March 24, 2014 – April 14, 2014

CUT HERE AND AFFIX THE LABELS TO YOUR BOXES, CRATES, OR SKIDS FOR SHIPPING

CUT HERE AND AFFIX THE LABELS TO YOUR BOXES, CRATES, OR SKIDS FOR SHIPPING



# ADVANCED

## WAREHOUSE SHIPMENT



FROM:

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TO:

EXHIBITING COMPANY NAME

SHIPPER/CARRIER NAME

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NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PIECES

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ROOM NAME

C/O:

US TRADESHOWS  
ABF FREIGHT SYSTEMS, INC.  
3732 BRYN MAWR STREET  
ORLANDO, FLORIDA 32808 *ph: 407-295-1331*

SHIPMENTS SHOULD  
ARRIVE BETWEEN  
March 24, 2014 – April 14, 2014



# DIRECT



## SHOW SITE SHIPMENT

FROM:

---

---

---

TO:

EXHIBITING COMPANY NAME

**NISTM**

NAME OF CONVENTION

SHIPPER/CARRIER NAME

NUMBER \_\_\_\_ OF \_\_\_\_ PIECES

BOOTH NUMBER

ROOM NAME

C/O:

US TRADESHOWS  
Rosen Shingle Creek  
9939 Universal Blvd  
Orlando, FL 32819

SHIPMENTS SHOULD  
ARRIVE ON  
Tuesday  
April 22, 2014

CUT HERE AND AFFIX THE LABELS TO YOUR BOXES, CRATES, OR SKIDS FOR SHIPPING

CUT HERE AND AFFIX THE LABELS TO YOUR BOXES, CRATES, OR SKIDS FOR SHIPPING



# DIRECT



## SHOW SITE SHIPMENT

FROM:

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---

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TO:

EXHIBITING COMPANY NAME

**NISTM**

NAME OF CONVENTION

SHIPPER/CARRIER NAME

NUMBER \_\_\_\_ OF \_\_\_\_ PIECES

BOOTH NUMBER

ROOM NAME

C/O:

US TRADESHOWS  
Rosen Shingle Creek  
9939 Universal Blvd  
Orlando, FL 32819

SHIPMENTS SHOULD  
ARRIVE ON  
Tuesday  
April 22, 2014



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- International transportation.



**tradeshow@abf.com**



# ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Date \_\_\_\_\_ Show City \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Estimated Exhibit Value \_\_\_\_\_

Normal Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like to be included on future mailings? ☐ Yes ☐ No

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ Yes ☐ No

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 800-836-3320.

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16<sup>th</sup> Annual International Aboveground Storage Tank Conference & Trade Show  
April 23-25, 2014 Rosen Shingle Creek Resort | Orlando, Florida

## Standard Floor coverings (Form A200)

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

**Discount Deadline Date: Monday, April 7, 2014**

Carpet rental includes installation with front edge taping & carpet removal at the close of the show.

Standard booth carpet is to be used only for booths up to 10' in depth and 30' in length.

**Custom Cut Carpet is required for all booths longer than 30' or for booths configured as an island or peninsula.**

Item #	Description	Discount Price	Regular Price
1001	9' x 10' - Standard Booth Carpet	\$139.00	\$ 193.00
1002	9' x 20' - Standard Booth Carpet	\$ 270.00	\$ 390.00
1003	9' x 30' - Standard Booth Carpet	\$ 390.00	\$ 552.00

Standard Carpet Color: **Please circle selection** (If no color is indicated, **gray or blue** will be provided)

Black    Blue    Gray    Green    Tan

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
1004	Visqueen Plastic Covering per sq. ft	\$.25	\$ .35
1005	Carpet Padding	\$1.00	\$ 2.00

### Place order below

Item	Description	Price
1001	9' x 10' - Standard Booth Carpet	\$ _____
1002	9' x 20' - Standard Booth Carpet	\$ _____
1003	9' x 30' - Standard Booth Carpet	\$ _____
1004	Visqueen Plastic Covering (CALCULATE SIZE: TOTAL SQ FT X SQ FT PRICE)	
	$\frac{\text{Booth Width}}{\text{Booth Length}} \times \text{price} =$	\$ _____
1005	Carpet Padding (CALCULATE SIZE: TOTAL SQ FT X SQ FT PRICE)	
	$\frac{\text{Booth Width}}{\text{Booth Length}} \times \text{price} =$	\$ _____

1. Total All Items Ordered \$ \_\_\_\_\_

Please enter Total on **ORDER SUMMARY FORM**



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Fax: 407-812-8225



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April 23-25, 2014 Rosen Shingle Creek Resort | Orlando, Florida

## Custom Floor coverings (Form A300)

### CUSTOM-CUT CARPET

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

**Discount Deadline Date: Monday, April 7, 2014**

Item	Description	Discount Price per sq.ft	Regular Price per sq.ft
1006	16 oz. Custom-cut Black Blue Gray Green Tan	\$ 3.75	\$ 5.50
1007	26 oz. Plush Black Blue Gray Green Tan	\$ 4.75	\$ 6.50
1008	50 oz. Ultra Plush Black Blue Gray Green Tan	\$ 5.75	\$ 7.30
1009	Carpet Padding per sq. ft	\$ 1.00	\$ 2.00

*All custom orders must be received by the Deadline Date above to guarantee delivery and color selection.  
100 sq. feet minimum required for custom-cut orders. Custom Carpet Packages include padding, Visqueen, & daily cleaning.  
All carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.*

### Place order below

Item	Description	Price
1006	16 oz. Custom-cut (CALCULATE SIZE: TOTAL SQ FTX SQ FT PRICE) Booth Width Booth Length Price	
1007	26 oz. Plush (CALCULATE SIZE: TOTAL SQ FTX SQ FT PRICE) Booth Width Booth Length Price per sq.ft	
1008	50 oz. Ultra Plush (CALCULATE SIZE: TOTAL SQ FTX SQ FT PRICE) Booth Width Booth Length Price per sq.ft	
1009	Carpet Padding (CALCULATE SIZE: TOTAL SQ FTX SQ FT PRICE) Booth Width Booth Length Price per sq.ft	
1. Total All Items Ordered		

Please enter Total on **ORDER SUMMARY FORM**



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## Furniture & Accessories (Form A400)

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

**Discount Deadline Date: Monday, April 7, 2014**

### BOOTH FURNITURE

Item #	Description	Discount price	Regular
Price			
2001	Plastic Contour Chair	\$45.00	\$ 55.00
2002	Deluxe Padded Chair	\$55.00	\$ 65.00
2003	Padded Counter High Stool	\$75.00	\$ 89.00
2004	Padded Counter High Stool- Black/Chrome Diner style	\$85.00	\$100.00

### DISPLAY TABLES

Item #	Description	Discount price	Regular Price
2011	Skirted 4' Table (Skirted 4 Sides)	\$ 86.00	\$ 109.00
2012	Skirted 6' Table	\$ 108.00	\$ 130.00
2013	Skirted 8' Table	\$ 116.00	\$ 138.00
2014	4th Side Skirted, Optional	\$ 10.00	\$ 15.00
2015	30" round x 28"H- Black top Café table	\$ 85.00	\$ 99.00

### DISPLAY COUNTERS

Item #	Description	Discount price	Regular Price
2021	Skirted 4' Counter (Skirted 4 Sides)	\$ 92.00	\$ 115.00
2022	Skirted 6' Counter	\$ 117.00	\$ 139.00
2023	Skirted 8' Counter	\$ 123.00	\$ 145.00
2024	4th Side Skirted, optional	\$ 10.00	\$ 15.00
2025	30" round x 40"H- Black top Café table	\$ 98.00	\$ 118.00
2026	30" round x 40"H Black/Chrome Diner Café table	\$100.00	\$ 135.00

### Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides

**Table / Counter Skirt Color: Circle color selection (If no color is indicated, White will be provided):**

**Black Blue Green Red White**

### CUSTOM BOOTH DRAPE

Item #	Description	Discount price	Regular Price
2031	Linear Ft. of Back Drape per ft.	\$10.00	\$ 16.00
2032	Linear Ft. of Side Drape per ft.	\$ 9.00	\$ 13.50

8' H Back Drape and 36"H Side Drape — 4 feet minimum order

### BOOTH ACCESSORIES

Item #	Description	Discount price	Regular Price
2041	22" x 28" Chrome Sign Holder	\$ 40.00	\$ 52.00
2042	Easel	\$ 25.00	\$ 32.00
2045	Ticket Tumbler	\$ 60.00	\$ 78.00
2046	Refrigerator	\$ 180.00	\$ 235.00
2047	Wastebasket	\$ 15.00	\$ 20.00
2048	4' x 8' Tack board	\$ 100.00	\$ 130.00
2049	Bag Stand	\$ 75.00	\$ 90.00
2050	Literature Stand	\$ 55.00	\$ 75.00

Item #	Description	Quantity	Price	Total
				\$
				\$
				\$
				\$

1. Total All Items Ordered

\$

Please enter Total on **ORDER SUMMARY FORM**



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TRADE SHOW **DESIGN** **GUIDE**  
2012

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# PREMIERE COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

NEW



CHR003



SFA003

MIRABEL

NEW



SFA001



CHR001

ALLEGRO

NEW



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



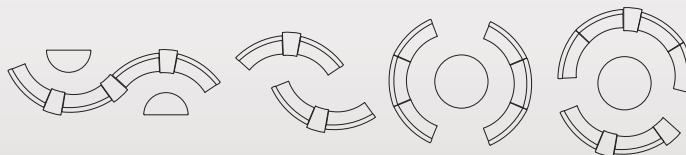
OTS

S01



S02

Suggested Uses of South Beach



MARRAKESH



SON



CHN

LISBON



CHC



LSC



SOC

ASTRO



CHQ



SOQ

MEMPHIS



MPS



MPC

NEWPORT



SED



COD

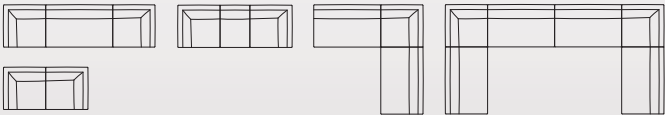


CHD



LSD

Suggested Uses of Newport



# SOFAS & SECTIONALS



SFA003



SFA001



SFA002



S01



SOC



SOQ



SON



SOM



MPS



S02



SED

6

# LOVESEATS



LSD



LSM



LSC

## Sofas & Sectionals

**SFA003** Roma  
White Vinyl  
78"L 31"D 33"H

**SFA001** Mirabel  
Brown Leather  
76"L 35"D 32"H

**SFA002** Allegro  
Blue Fabric  
73"L 34.5"D 29.5"H

**S01** South Beach Sofa  
Platinum Suede  
69"L 29"D 33"H

**SOC** Lisbon Sofa  
Black Leather  
88"L 36"D 34"H

**SOQ** Astro Sofa  
Light Beige  
83"L 36"D 29"H

**SON** Marrakesh Sofa  
Light Beige  
83"L 36"D 29"H

**SOM** Key West Sofa  
Black  
85"L 35"D 33"H

**MPS** Memphis Sofa  
(Mini Size)  
Black  
55"L 31"D 28"H

**S02** South Beach 3 pc.  
Sectional Platinum Suede  
152"L 40"D 33"H

**SED** Newport 3 pc. Sectional  
Charcoal Leather  
113"L 34"D 33"H

## Loveseats

**LSD** Newport Loveseat  
Charcoal Leather  
54"L 34"D 33"H

**LSM** Key West Loveseat  
Black  
57"L 35"D 33"H

**LSC** Lisbon Loveseat  
Black Leather  
64"L 36"D 34"H

# CLUB CHAIRS



CHR003



CHR001



CHR002



CHD



COD



CHC



MPC



CHQ



CHN

# OCCASIONAL CHAIRS



SCD



SCC



SCE



CH001



CCE



OCA



OCH



BCW



OCU



OCB



OCL



OCY



OCC



OCZ



OCR

## Club Chairs

**CHR003** Roma  
White Vinyl  
37"L 31"D 33"H

**CHR001** Mirabel  
Brown Leather  
36"L 35"D 32"H

**CHR002** Allegro  
Blue Fabric  
36"L 34.5"D 29.5"H

**CHD** Newport Armless Chair  
Charcoal Leather  
24"L 34"D 33"H

**COD** Newport Corner  
Charcoal Leather  
34"L 34"D 33"H

**CHC** Lisbon Chair  
Black Leather  
40"L 36"D 34"H

**MPC** Memphis Chair  
(Mini Size) Black  
27.25"L 31.75"D 27.5"H

**CHQ** Astro Chair  
Light Beige  
36"L 36"D 29"H

**CHN** Marrakesh Chair  
Light Beige  
34"L 37"D 38"H

## Occasional Chairs

**SCD** Fusion Chair  
Green, White  
19"L 21"D 32"H

**SCC** Fusion Chair  
Clear, White  
19"L 21"D 32"H

**SCE** Fusion Chair  
Red, White  
19"L 21"D 32"H

**CH001** Casper Chair  
Clear Acrylic  
21"L 21"D 36.5"H

**CCE** Ice Chair  
Transparent, Chrome  
17.25"L 20"D 32"H

**OCA** T-Vac Chair  
Translucent, Chrome  
25"L 23"D 30"H

**OCH** Madrid Chair  
Black Leather  
30"L 30"D 31"H

**BCW** Madrid Chair  
White Leather  
30"L 30"D 31"H

**OCU** Globus Chair  
White Vinyl, Chrome  
28"L 26"D 28"H

**OCB** Key West Tub Chair  
Black  
31"L 31"D 31"H

**OCL** Cappuccino Chair  
Chocolate  
29"L 29"D 34"H

Stage Chair  
24"L 26"D 36"H

**OCY** Onyx  
**OCC** Camel  
**OCZ** Beige  
**OCR** Red



# OTTOMANS



VIB01



VIB02



VIB03



VIB04



VIB05



VIB06



VIB07



PUZ2SW



OTS



OTQ



OTN



OTP



OTM



OSA



OSB



OTK



OTL



CCZ



CCB



CCW



OTH



OSC

## Ottomans

Vibe Cube Ottoman  
Waterproof  
18"L 18"D 18"H

**VIB01** Green Vinyl

**VIB02** Blue Vinyl

**VIB03** Pink Vinyl

**VIB04** Red Vinyl

**VIB05** Yellow Vinyl

**VIB06** Gold/Bronze Vinyl

**VIB07** Champagne Vinyl

**PUZ2SW** Puzzle Bench  
Ottoman  
White  
48"L 24"D 18"H

**OTS** South Beach Ottoman  
Wedge, Platinum Suede  
25"L 31"D 18"H

**OTQ** Square Ottoman  
White Leather  
40"L 40"D 17"H

**OTN** Bench Ottoman  
White Leather  
24"L 60"D 17"H

**OTP** Square Ottoman  
Black Leather  
40"L 40"D 17"H

**OTM** Bench Ottoman  
Black Leather  
24"L 60"D 17"H

**OSA** Oval Ottoman  
Black Leather  
52"L 32"D 19"H

**OSB** Oval Ottoman  
White Leather  
52"L 32"D 19"H

**OTK** Half Round Ottoman  
Black Leather  
6' L 3'D 17"H

**OTL** Half Round Ottoman  
White Leather  
6' L 3'D 17"H

**CCZ** Circle Ottoman  
Black, White Leather  
6' L 6'D 17"H

**CCB** Circle Ottoman  
Black Leather  
6' L 6'D 17"H

**CCW** Circle Ottoman  
White Leather  
6' L 6'D 17"H

**OTH** Cube  
Black Leather  
17"L 17"D 18"H

**OSC** Cube  
White Leather  
17"L 17"D 18"H

## OCCASIONAL COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

## OCCASIONAL END TABLES



EOLi



E1E



E1D



E1K



E1F



E1C



E1W



E1Y

### Occasional Cocktail Tables

**COLI** Oliver Cocktail Table  
47"L 27"D 19"H

**C1E** Silverado Table  
36" Round 17"H

**C1D** Soho Table  
Steel Base, Chocolate Top  
38"L 38"D 18.5"H

**C1K** Inspiration Table  
42"L 28"D 18"H

**C1F** Geo Rectangle Table  
Glass, Black  
50"L 22"D 16"H

**C1C** Geo Rectangle Table  
Glass, Chrome  
50"L 22"D 16"H

**C1W** Sydney Table  
White  
48"L 26"D 18"H

**C1Y** Sydney Table  
Black  
48"L 26"D 18"H

### Occasional End Tables

**EOLi** Oliver End Table  
22" Round 22"H

**E1E** Silverado End Table  
24" Round 22"H

**E1D** Soho End Table  
Steel Base, Chocolate Top  
26"L 26"D 27"H

**E1K** Inspiration End Table  
24"L 28"D 22"H

**E1F** Geo End Table  
Glass, Black  
26"L 26"D 20"H

**E1C** Geo End Table  
Glass, Chrome  
26"L 26"D 20"H

**E1W** Sydney End Table  
White  
27"L 23"D 22"H

**E1Y** Sydney End Table  
Black  
27"L 23"D 22"H

# CONFERENCE TABLES



OCT6W



CG1



CE1



CF1



CF2



CE2



6-CB2



8-CB3



6-CD2



8-CD3



6-CC6  
8-CC7  
10-CC8



6-CT06GR  
8-C508GR  
10-CT10GR



CB1



CD1



CC5

## SAMPLE CONFERENCE SETS



### Conference Tables

**OCT6W** Nova Oval Table  
6' White, Silver Powder  
Coated Legs  
71"L 35.5"D 29"H

**CG1** Manhattan Table  
Glass, Black  
42" Round 29"H

**CE1** Geo Table  
Square Rounded Glass,  
Chrome  
42"L 42"D 29"H

**CF1** Geo Table  
Square Rounded Glass, Black  
42"L 42"D 29"H

**CF2** Geo Table  
Rectangle Glass, Black  
60"L 36"D 29"H

**CE2** Geo Table  
Rectangle Glass, Chrome  
60"L 36"D 29"H

**CB2** Table  
6' Graphite Nebula  
72"L 36"D 29"H

**CB3** Table  
8' Graphite Nebula  
96"L 36"D 29"H

**CD2** Table  
6' Grey Nebula  
72"L 36"D 29"H

**CD3** Table  
8' Grey Nebula  
96"L 36"D 29"H

**CC6** Table  
6' Mahogany  
72"L 36"D 29"H

**CC7** Table  
8' Mahogany  
96"L 48"D 29"H

**CC8** Table  
10' Mahogany  
120"L 48"D 29"H

**CT06GR** Table  
6' Granite  
72"L 36"D 29"H

**C508GR** Table  
8' Granite  
96"L 44"D 29"H

**CT10GR** Table  
10' Granite  
120"L 46"D 29"H

**CB1** Table  
Graphite Nebula  
42" Round 29"H

**CD1** Table  
Grey Nebula  
42" Round 29"H

**CC5** Table  
Mahogany  
42" Round 29"H

# CONFERENCE CHAIRS



SC9



SC8



SC1



SC4



SC6



SC2



SC3



SC5



C04



XC3



XC6



CS8



CS9

# EXECUTIVE CHAIRS



XC2



XC1



XC5



XC4



OTO

## Conference Chairs

**SC9** Panton Chair  
White  
20"L 24"D 33"H

**SC8** Flex Chair With  
Wheels  
24"L 22"D 31"H

**SC1** New York Chair  
Onyx Seat, Maple Back,  
Chrome Legs  
23"L 32"D 33"H

**SC4** Jetson Chair  
Black  
19"L 18"D 31"H

**SC6** Manhattan Chair  
Oyster  
26"L 22"D 34"H

**SC2** Brewer Chair  
Grey, Chrome  
20"L 20"D 32"H

**SC3** Brewer Chair  
Onyx, Black  
20"L 20"D 32"H

**SC5** Tilt Executive Chair  
With Arms, Onyx, Black  
26"L 25"D 34"H

**C04** Iso Mesh Chair  
Black  
26"L 24"D 38"H

**XC3** Luxor Guest Chair  
Black Leather  
27"L 28"D 40"H

**XC6** Altura Guest Chair  
Black Crepe  
25"L 20"D 34"H

**CS8** Berlin Chair  
Black  
18"L 22"D 32"H

**CS9** Berlin Chair  
Red  
18"L 22"D 32"H

## Executive Chairs

**XC2** Luxor Executive Chair  
Mid Back, Black Leather  
27"L 28"D 41"H Adjustable

**XC1** Luxor Executive Chair  
High Back, Black Leather  
27"L 28"D 47"H Adjustable

**XC5** Altura Executive Chair  
Mid Back, Black Crepe  
25"L 25"D 37"H Adjustable

**XC4** Altura Executive Chair  
High Back, Black Crepe  
25"L 25"D 43"H Adjustable

**OTO** Perth Chair  
High Back, Black  
23"L 21"D 43"H Adjustable

# BAR TABLES



30"-VTK  
36"-VTP



30"-VTJ  
36"-VTN



VTM



30MHSB



VTF



VTB



VTC



30"-WTK  
36"-WTP



30"-WTJ  
36"-WTN



WTM



30MHTB



WTF



WTB



WTC

## TABLE TOP OPTIONS



MAHOGANY



MAPLE



GREY  
NEBULA



GRAPHITE  
NEBULA

### Bar Tables

Standard Black Base

30" Round 42"H

**VTK** Maple Top

**VTJ** Graphite Nebula Top

**30MHSB** Mahogany Top

**VTF** Metallic Silver Top

**VTB** Brushed Red Top

**VTC** Brushed Blue Top

Standard Black Base

36" Round 42"H

**VTP** Maple Top

**VTN** Graphite Nebula Top

**VTM** Grey Nebula Top

Tulip Chrome Base

30" Round 42"H

**WTK** Maple Top

**WTJ** Graphite Nebula Top

**30MHTB** Mahogany Top

**WTF** Metallic Silver Top

**WTB** Brushed Red Top

**WTC** Brushed Blue Top

Tulip Chrome Base

36" Round 42"H

**WTP** Maple Top

**WTN** Graphite Nebula Top

**WTM** Grey Nebula Top

# CAFE TABLES



30"-ZTK  
36"-ZTP



30"-ZTJ  
36"-ZTN



ZTM



30MHSC



ZTF



ZTB



ZTC



30"-XTK  
36"-XTP



30"-XTJ  
36"-XTN



XTM



30MHSC



XTF



XTB



XTC



BRUSHED  
RED



BRUSHED  
BLUE



METALLIC  
SILVER

# SAMPLE BAR TABLE SETS



BSD, WTF



BSS, WTB



BSL, VTK



BSN, VTJ

## Cafe Tables

Standard Black Base

30" Round 29"H

**ZTK** Maple Top

**ZTJ** Graphite Nebula Top

**30MHSC** Mahogany Top

**ZTF** Metallic Silver Top

**ZTB** Brushed Red Top

**ZTC** Brushed Blue Top

Standard Black Base

36" Round 29"H

**ZTP** Maple Top

**ZTN** Graphite Nebula Top

**ZTM** Grey Nebula Top

Tulip Chrome Base

30" Round 29"H

**XTK** Maple Top

**XTJ** Graphite Nebula Top

**30MHSC** Mahogany Top

**XTF** Metallic Silver Top

**XTB** Brushed Red Top

**XTC** Brushed Blue Top

Tulip Chrome Base

36" Round 29"H

**XTP** Maple Top

**XTN** Graphite Nebula Top

**XTM** Grey Nebula Top

## Sample Bar Table Sets

**BSD** Oslo Barstool

Blue

17"L 20"D 30"H

**WTF** Bar Table

Tulip Chrome Base

Metallic Silver Top

30" Round 42"H

**BSS** Banana Barstool

Black, Chrome

21"L 22"D 30"H

**WTB** Bar Table

Tulip Chrome Base

Brushed Red Top

30" Round 42"H

**BSL** Gin Barstool

Maple, Chrome

16"L 16"D 29"H

**VTK** Bar Table

Standard Black Base

Maple Top

30" Round 42"H

**BSN** Jetson Barstool

Black

18"L 19"D 29"H

**VTJ** Bar Table

Standard Black Base

Graphite Nebula Top

30" Round 42"H



# BARS

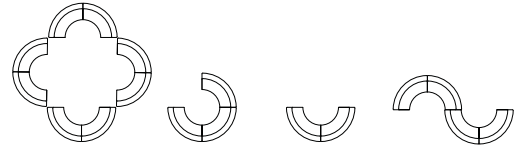


BRC



BR1

Suggested Uses of Martini Bar



# BAR STOOLS



BS001



BS002



BS3



BS1



BS2



BST



BSS



BCE



BSD



BSC



BSL



BSN

## Bars

**BRC** Circle Martini Bar  
Comprised of three  
BR1 Martini Bars  
100"L 100"D 47"H

**BR1** Martini Bar  
50"L 50"D 47"H

## Bar Stools

**BS001** Shark Swivel  
Barstool  
White Plastic w/ Arms,  
Chrome Base  
22"L 19"D 34"-44"H

**BS002** Zoey Swivel Barstool  
White Vinyl, Chrome Base  
15"L 17"D 31"-35"H

**BS3** Ohio Barstool  
Grey, Chrome  
18" Round 31"H Adjustable

**BS1** Ohio Barstool  
Red, Chrome  
18" Round 31"H Adjustable

**BS2** Ohio Barstool  
Black, Chrome  
18" Round 31"H Adjustable

**BST** Banana Barstool  
White, Chrome  
21"L 22"D 30"H

**BSS** Banana Barstool  
Black, Chrome  
21"L 22"D 30"H

**BCE** Ice Barstool  
Transparent, Chrome  
16.75"L 16"D 37.75"H

**BSD** Oslo Barstool  
Blue  
17"L 20"D 30"H

**BSC** Oslo Barstool  
White  
17"L 20"D 30"H

**BSL** Gin Barstool  
Maple, Chrome  
16"L 16"D 29"H

**BSN** Jetson Barstool  
Black  
18"L 19"D 29"H

# TRAINING ROOM



CP5



P03



P01

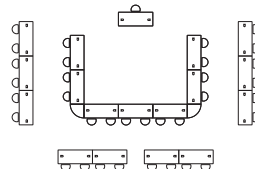
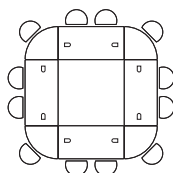
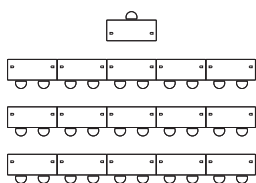


WD2



CP3, CP4

Suggested Uses of Training Table and Connecting Wedge



# UTILITY CHAIRS



SY1



DF1

## Training Room

**CP5** Computer Table  
Graphite Nebula  
36"L 30"D 42"H

**P03** Kiosk  
Black, Maple  
24"L 21"D 42"H

**P01** Lecturn Podium  
Cherry  
24"L 19"D 50"H

**WD2** Writing Desk  
Graphite  
48"L 24"D 30"H

**CP3** Training Table  
Wire Grommets,  
Privacy Panel, Grey  
48"L 24"D 30"H

**CP4** Connector Wedge  
Matches Training Table  
24"L 24"D 1"H

## Utility Chairs

**SY1** Altura Task Chair  
Black Crepe  
25"L 26"D 21"H

**DF1** Altura Drafting Stool  
Black Crepe  
25"L 26"D 34"H

# LAMPS



LA15



LA14



TRW



TRH

# BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



BC6



BC7



PDL



ET2



ET1

## Lamps

**LA15** Mason Floor Lamp  
Brushed Silver  
18" Round 55"H

**LA14** Mason Table Lamp  
Brushed Silver  
16" Round 26"H

**TRW** Trovato LED Floor Lamp  
White  
7"L 7"D 72"H

**TRH** Trovato Table Lamp  
White  
7"L 7"D 26"H

## Bookcases & Product Displays

Plastic Pedestal  
Black  
**PMB36** 24"L 24"D 36"H  
**PMB42** 24"L 24"D 42"H

**BC6** Bookcase  
Mahogany  
36"L 13"D 71"H

**BC7** Bookcase  
Graphite  
36"L 13"D 71"H

**PDL** Locking Door Pedestal  
Black  
24"L 24"D 42"H

**ET2** Etagere  
Black  
30"L 16"D 70"H

**ET1** Etagere  
Pewter  
30"L 16"D 70"H

# DESKS & CREDENZAS



JD6



JD7



CR6



CR7

# FILES



VF4



VF2



L26



L27

# FRIDGES



R1R



R1Q

## Desks & Credenzas

**JD6** Executive Desk  
Mahogany  
60"L 30"D 29"H

**JD7** Executive Desk  
Graphite  
60"L 30"D 29"H

**CR6** Credenza  
Mahogany  
72"L 24"D 29"H

**CR7** Credenza  
Graphite  
72"L 24"D 29"H

## Files

**VF4** Vertical File  
4 Drawer  
27"L 19"D 52"H

**VF2** Vertical File  
2 Drawer  
27"L 19"D 28"H

**L26** Lateral File  
Mahogany  
36"L 20"D 29"H

**L27** Lateral File  
Graphite  
36"L 20"D 29"H

## Fridges

**R1R** Refrigerator  
White  
14.0 cubic feet  
20"L 30"D 65"H

**R1Q** Refrigerator  
White  
4.0 cubic feet  
20"L 22"D 33"H

NEW

## FUSION

Contemporary white-framed occasional chair available with a green, clear or red seat back



## ROMA

Modern white vinyl club chair available with a coordinating sofa

## SHARK

Sleek white swivel barstool with adjustable chrome base



# MAKE YOUR SPACE UNIQUE

WITH STYLISH FURNISHINGS TO SET YOUR BOOTH APART.



**ALLEGRO**  
10' x 10' Booth



**KEYWEST**  
10' x 10' Booth



**MEMPHIS**  
10' x 10' Booth



**ROMA**  
10' x 10' Booth

### **Noticeably Superior Solutions**

24 hours a day, 7 days a week, 365 days a year

### **Nationwide Service**

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings.

Our nationwide distribution and professional staff is dedicated to the success of your exhibit.

Make CORT Trade Show Furnishings your furniture solution.





CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
<b>Occasional Cocktail &amp; End Table's</b>					
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	\$ 212	\$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	\$ 212	\$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	\$ 197	\$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	\$ 281	\$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	\$ 226	\$ -
C1 F		COCKTAIL TABLE	GEO, BLACK, GLASS TOP	\$ 180	\$ -
C1 C		COCKTAIL TABLE	GEO, CHROME, GLASS TOP	\$ 186	\$ -
COLI		Cocktail Table	Oliver Cocktail Table	\$ 180	\$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	\$ 191	\$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	\$ 191	\$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	\$ 186	\$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	\$ 253	\$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	\$ 215	\$ -
E1 F		END TABLE	GEO, BLACK, GLASS TOP	\$ 169	\$ -
E1 C		END TABLE	GEO, CHROME, GLASS TOP	\$ 174	\$ -
EOLI		END TABLE	Oliver End Table	\$ 160	\$ -
<b>Café Tables</b>					
ZT K		CAFÉ TABLE	MAPLE, STANDARD BASE	\$ 151	\$ -
ZT P		CAFÉ TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 168	\$ -
ZT J		CAFÉ TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 151	\$ -
ZT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 168	\$ -
ZT M		CAFÉ TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 168	\$ -
ZT F		CAFÉ TABLE	SILVER METALIC, STANDARD BASE	\$ 171	\$ -
ZT B		CAFÉ TABLE	BRUSHED RED, STANDARD BASE	\$ 151	\$ -
ZT C		CAFÉ TABLE	BRUSHED BLUE, STANDARD BASE	\$ 151	\$ -
30MHSC		CAFÉ TABLE	Mahogany with Black Base	\$ 208	\$ -
30MHTC		CAFÉ TABLE	Mahogany with Tulip Chrome Base	\$ 226	\$ -
XT K		CAFÉ TABLE	MAPLE, TULIP CHROME BASE	\$ 208	\$ -
XT P		CAFÉ TABLE	MAPLE 36" TOP, TULIP BASE	\$ 229	\$ -
XT J		CAFÉ TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 208	\$ -
XT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 226	\$ -
XT M		CAFÉ TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 226	\$ -
XT F		CAFÉ TABLE	SILVER METALIC, TULIP BASE	\$ 230	\$ -
XT B		CAFÉ TABLE	BRUSHED RED, TULIP BASE	\$ 208	\$ -
XT C		CAFÉ TABLE	BRUSHED BLUE, TULIP BASE	\$ 208	\$ -
<b>Bar Table's</b>					
VT K		BAR TABLE	MAPLE, STANDARD BASE	\$ 174	\$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 180	\$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 174	\$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 180	\$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 180	\$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	\$ 197	\$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	\$ 174	\$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	\$ 174	\$ -
30MHSB		BAR TABLE	Mahogany with Black Base	\$ 217	\$ -
30MHTB		BAR TABLE	Mahogany with Tulip Chrome Base	\$ 243	\$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	\$ 221	\$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	\$ 243	\$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 221	\$ -
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 243	\$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 243	\$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	\$ 243	\$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	\$ 221	\$ -
WT C		BAR TABLE	BRUSHED BLUE, TULIP BASE	\$ 221	\$ -
<b>Training Room</b>					
CP 5		COMPUTER TABLE	GRAPHITE NEBULA	\$ 290	\$ -
PO 3		KIOSK	BLACK & MAPLE	\$ 348	\$ -
PO 1		PODIUM	LECTURN, CHERRY	\$ 221	\$ -
CP 3		TRAINING TABLE	WIRE SYSTEM & PRIVACY PANAL, GREY	\$ 242	\$ -
CP 4		TRAINING TABLE	CONNECTOR CORNER WEDGE	\$ 110	\$ -
WD 2		WRITING DESK	GRAPHITE	\$ 255	\$ -
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CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
<b>Conference Chair's, Stacking &amp; Utility Seating</b>					
SC 9		SIDE CHAIR	PANTON, WHITE	\$ 140	\$ -
SC 8		SIDE CHAIR	FLEX, WITH WHEELS	\$ 116	\$ -
SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	\$ 133	\$ -
SC 4		SIDE CHAIR	JETSON, BLACK	\$ 133	\$ -
SC 6		SIDE CHAIR	MANHATTAN, OYSTER	\$ 162	\$ -
SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	\$ 124	\$ -
SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	\$ 124	\$ -
SC 5		SIDE CHAIR	TILT EXECUTIVE, ONLY 2 BLACK	\$ 235	\$ -
CO 4		GUEST CHAIR	ISO MESH, BLACK	\$ 221	\$ -
XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	\$ 261	\$ -
XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 284	\$ -
XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 302	\$ -
XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	\$ 232	\$ -
XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 255	\$ -
XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 278	\$ -
OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	\$ 318	\$ -
CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	\$ 81	\$ -
CS 9		STACK CHAIR	BERLIN, RED & WHITE	\$ 81	\$ -
SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	\$ 145	\$ -
DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	\$ 215	\$ -
<b>Desk's, Bookcase's, Credenza's &amp; File's</b>					
JD 6		EXECUTIVE DESK	MAHOGANY	\$ 406	\$ -
JD 7		EXECUTIVE DESK	GRAPHITE	\$ 388	\$ -
CR 6		CREDENZA	MAHOGANY, STORAGE	\$ 406	\$ -
CR 7		CREDENZA	GRAPHITE, STORAGE	\$ 383	\$ -
BC 6		BOOKCASE	MAHOGANY, 72"	\$ 248	\$ -
BC 7		BOOKCASE	GRAPHITE, 72"	\$ 243	\$ -
L2 6		LATERIAL FILE	MAHOGANY	\$ 308	\$ -
L2 7		LATERIAL FILE	GRAPHITE	\$ 297	\$ -
VF 4		VERTICAL FILE	4 DRAWER, METAL	\$ 191	\$ -
VF 2		VERTICAL FILE	2 DRAWER, METAL	\$ 140	\$ -
<b>Conference Table's</b>					
CE 2		CONFERENCE TABLE	GEO, RECTANGLE CHROME, GLASS	\$ 302	\$ -
CF 2		CONFERENCE TABLE	GEO, RECTANGLE BLACK, GLASS	\$ 290	\$ -
CE 1		CONFERENCE TABLE	GEO, SQUARE CHROME, GLASS	\$ 208	\$ -
CF 1		CONFERENCE TABLE	GEO, SQUARE BLACK, GLASS	\$ 197	\$ -
CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	\$ 214	\$ -
CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	\$ 234	\$ -
CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	\$ 394	\$ -
CD 2		CONFERENCE TABLE	6' GREY NEBULA	\$ 324	\$ -
CD 3		CONFERENCE TABLE	8' GREY NEBULA	\$ 394	\$ -
CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	\$ 266	\$ -
CC 6		CONFERENCE TABLE	6' MAHOGANY	\$ 301	\$ -
CC 7		CONFERENCE TABLE	8' MAHOGANY	\$ 371	\$ -
CC 8		CONFERENCE TABLE	10' MAHOGANY	\$ 591	\$ -
CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	\$ 267	\$ -
CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	\$ 267	\$ -
CT06GR		CONFERENCE TABLE	Conf Table, Granite, 6-Foot	\$ 234	\$ -
CT08GR		CONFERENCE TABLE	Conf Table, Granite, 8-Foot	\$ 284	\$ -
CT10GR		CONFERENCE TABLE	Conf Table, Granite, 10-Foot	\$ 426	\$ -
CT16W		Conference Table	a Oval Conference Table, White w/Chrome	\$ 397	\$ -
<b>Product Display's, Lamps, &amp; Refrigerators</b>					
ET 2		ETAGERE	BLACK	\$ 249	\$ -
ET 1		ETAGERE	SILVER	\$ 249	\$ -
PMB36		Pedestals	Molded Plastic Pedestal, 24"x36"	\$ 288	\$ -
PMB42		Pedestals	Molded Plastic Pedestal, 24"x42"	\$ 340	\$ -
PD L		PEDESTAL	LOCKING, BLACK	\$ 332	\$ -
TRW		Lamp	Trovato Floor Lamp - White	\$ 108	\$ -
TRH		Lamp	Trovato Table Lamp - White	\$ 160	\$ -
LA15		Lamp	Mason Floor Lamp - Brushed Silver	\$ 160	\$ -
LA14		Lamp	Mason Table Lamp - Brushed Silver	\$ 108	\$ -
R1 R		REFRIGERATOR	14.0 CUBIC, WHITE	\$ 609	\$ -
R1 Q		REFRIGERATOR	4.0 CUBIC, WHITE	\$ 203	\$ -

ORDER INFORMATION				PAYMENT INFORMATION		DELIVERY INFORMATION					
EXHIBITING COMPANY:				ORDER TOTAL:		\$ -					
ADDRESS:				LATE ORDER FEE (ADD 30%):		\$ -					
				STATE TAX: (EXCLUDING NV & CA)		\$ -					
PHONE:				TOTAL DUE:		\$ -					
CONTACT:				CREDIT CARD:							
EMAIL ADDRESS:				SIGNATURE:		EXP:					
AUTHORIZED BY:				NAME: (PRINT)							
CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED	CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
Sofa's, Sectional's, Loveseat's & Chair's											
SO 1		SOFA (ONLY)	SOUTH BEACH, PLATINUM SUEDE	\$ 467	\$ -	OCA		OCCASIONAL CHAIR	T-VAC TRANSLUCENT	\$ 208	\$ -
SO 2		3 PIECE SECTIONAL	SOUTH BEACH, PLATINUM SUEDE	\$ 1,019	\$ -	OC H		OCCASIONAL CHAIR	Madrid, Black	\$ 563	\$ -
SO C		SOFA	LISBON, BLACK LEATHER	\$ 541	\$ -	BCW		OCCASIONAL CHAIR	Madrid, White	\$ 562	\$ -
LS C		LOVESEAT	LISBON, BLACK LEATHER	\$ 488	\$ -	OC L		OCCASIONAL CHAIR	CAPPUCCINO	\$ 256	\$ -
CH C		CHAIR	LISBON, BLACK LEATHER	\$ 359	\$ -	OC U		OCCASIONAL CHAIR	GLOBUS	\$ 288	\$ -
SO Q		SOFA	ASTRO, CREAM SUEDE	\$ 504	\$ -	CC E		OCCASIONAL CHAIR	ICE, TRANSPARENT, CHROME	\$ 154	\$ -
CH Q		CHAIR	ASTRO, CREAM SUEDE	\$ 333	\$ -	CH001		OCCASIONAL CHAIR	Casper Chair, Clear Acrylic	\$ 134	\$ -
SO N		SOFA	MARRAKESH	\$ 440	\$ -	SCC		OCCASIONAL CHAIR	Fusion - Clear/White	\$ 102	\$ -
CH N		CHAIR	MARRAKESH	\$ 312	\$ -	SCD		OCCASIONAL CHAIR	Fusion - Green/White	\$ 102	\$ -
SFA002		SOFA	Allegro Sofa, Blue Fabric	\$ 492	\$ -	SCE		OCCASIONAL CHAIR	Fusion - Red/White	\$ 102	\$ -
CHR002		CHAIR	Allegro Chair, Blue Fabric	\$ 332	\$ -	OC B		TUB CHAIR	KEY WEST, BLACK	\$ 299	\$ -
SFA003		SOFA	Roma Sofa - White Vinyl	\$ 592	\$ -	OC Y		STAGE CHAIR	ONYX	\$ 140	\$ -
CHR003		CHAIR	Roma Chair, White Vinyl	\$ 386	\$ -	OC C		STAGE CHAIR	CAMEL	\$ 140	\$ -
SFA001		SOFA	Mirabel Sofa, Brown Leather	\$ 592	\$ -	OC Z		STAGE CHAIR	BEIGE	\$ 140	\$ -
CHR001		CHAIR	Mirabel Chair, Brown Leather	\$ 386	\$ -	OC R		STAGE CHAIR	RED	\$ 140	\$ -
SO M		SOFA	KEY WEST, BLACK	\$ 412	\$ -	OT S		WEDGE OTTOMAN	SOUTH BEACH, PLATINUM SUEDE	\$ 180	\$ -
LS M		LOVESEAT	KEY WEST, BLACK	\$ 365	\$ -	OS B		OTTOMAN	OVAl, WHITE LEATHER	\$ 223	\$ -
SE D		3 PIECE SECTIONAL	NEWPORT, CHARCOAL LEATHER	\$ 1,052	\$ -	OT Q		OTTOMAN	SQUARE, WHITE LEATHER	\$ 248	\$ -
LS D		LOVESEAT	NEWPORT, CHARCOAL LEATHER	\$ 470	\$ -	OT N		OTTOMAN	BENCH, WHITE LEATHER	\$ 278	\$ -
CH D		ARMLESS CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 259	\$ -	OT L		OTTOMAN	HALF ROUND, WHITE LEATHER	\$ 290	\$ -
CO D		CORNER CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 323	\$ -	OS A		OTTOMAN	OVAl, BLACK LEATHER	\$ 225	\$ -
MP S		SOFA (MINATURE)	MEMPHIS, BLACK	\$ 387	\$ -	OT P		OTTOMAN	SQUARE, BLACK LEATHER	\$ 249	\$ -
MP C		CHAIR (MINATURE)	MEMPHIS, BLACK	\$ 275	\$ -	OT M		OTTOMAN	BENCH, BLACK LEATHER	\$ 278	\$ -
Bar's & Barstool's											
BCE		BARSTOOL	ICE BARSTOOL, TRANSPARENT	\$ 164	\$ -	OT K		OTTOMAN	HALF ROUND, BLACK LEATHER	\$ 290	\$ -
BS N		BARSTOOL	JETSON, BLACK	\$ 200	\$ -	CC Z		OTTOMAN	LEATHER CIRCLE BLACK / WHITE	\$ 452	\$ -
BS D		BARSTOOL	OSLO, BLUE	\$ 186	\$ -	CC B		OTTOMAN	LEATHER CIRCLE, BLACK	\$ 452	\$ -
BS C		BARSTOOL	OSLO, WHITE	\$ 186	\$ -	CC W		OTTOMAN	LEATHER CIRCLE, WHITE	\$ 452	\$ -
BS T		BARSTOOL	BANANA, WHITE / CHROME LEG	\$ 178	\$ -	OT H		OTTOMAN	CUBE, BLACK LEATHER	\$ 84	\$ -
BS L		BARSTOOL	BANANA, BLACK / CHROME LEG	\$ 141	\$ -	OS C		OTTOMAN	CUBE, WHITE LEATHER	\$ 84	\$ -
BS 3		BARSTOOL	GIN, MAPLE / CHROME LEG	\$ 133	\$ -	PUZ2SW		OTTOMAN	Puzzle Bench	\$ 232	\$ -
BS 1		BARSTOOL	OHIO, GREY, CHROME LEG	\$ 133	\$ -	VIB02		OTTOMAN	Vibe Cube Ottoman - Blue Vinyl	\$ 98	\$ -
BS 2		BARSTOOL	OHIO, RED / CHROME LEG	\$ 133	\$ -	VIB04		OTTOMAN	Vibe Cube Ottoman - Red Vinyl	\$ 98	\$ -
BR C		BAR, COUNTER CIRCLE	OHIO, BLACK / CHROME LEG	\$ 133	\$ -	VIB03		OTTOMAN	Vibe Cube Ottoman - Pink Vinyl	\$ 98	\$ -
BR 1		BAR, COUNTER	MARTINI BAR CIRCLE (3)	\$ 2,911	\$ -	VIB05		OTTOMAN	Vibe Cube Ottoman - Yellow Vinyl	\$ 98	\$ -
BS001		BARSTOOL	MARTINI BAR	\$ 1,011	\$ -	VIB07		OTTOMAN	Vibe Cube Ottoman - Champagne Vinyl	\$ 98	\$ -
S002		BARSTOOL	Shark Swivel Barstool	\$ 232	\$ -	VIB01		OTTOMAN	Vibe Cube Ottoman - Green Vinyl	\$ 98	\$ -
BS002		BARSTOOL	Zoey Swivel Barstool	\$ 211	\$ -	VIB06		OTTOMAN	Vibe Cube Ottoman - Gold/Bronze Vinyl	\$ 98	\$ -
Please fax or mail both copies to:											
ORLANDO				11821 S. Orange Blossom Trail Orlando, FL 32837							
LATE ORDERS:				PHONE: 407-857-9122 FAX: 407-850-0155							
• Orders received within 14-days prior to show opening will incur a 30% late fee.											
CANCELLATIONS:											
• If cancelled within 14-days prior to move-in, a 50% charge will be applied.											
• Cancellations made after move-in begins will receive no refund.											
				All orders must be received with full payment no later than 14 days prior to the show.							
				Payment may be made by credit card, or check on a U.S. Bank							
				Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.							
				US Tradeshow's 2012 - Proprietary and Confidential, All Right reserved. CTSF							



16<sup>th</sup> Annual International Aboveground Storage Tank Conference & Trade Show  
April 23-25, 2014      Rosen Shingle Creek Resort | Orlando, Florida

## Signage order form (Form A500)

EXHIBITING COMPANY NAME

BOOTH NUMBER

AUTHORIZED BY (SIGNATURE)

DATE

**Discount Deadline Date: Monday, April 7, 2014**

*All standard signs are digitally produced on foam core or cardstock. Standard sign include up to 10 words in Helvetica Medium and a selection of colors.*

DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	QTY	TOTAL PRICE
7" x 11"	\$34.00	\$ 63.00		
7" x 44"	\$44.00	\$ 83.00		
22" x 28"	\$84.00	\$ 163.00		
28" x 44"	\$96.00	\$ 187.00		
Additional Words Cost per Word	\$ 1.00	\$ 1.00		
Easel Back	\$ 3.00	\$ 7.00		

1. Total All Items Ordered      \$ \_\_\_\_\_

**Please enter Total on ORDER SUMMARY FORM**

Indicate:

Circle Background Color: White, Black, Red, Blue, Green, Yellow

Circle: Vertical or Horizontal

Copy Color: White, Black, Red, Blue, Green, Yellow

Sketch diagram / sign layout below



US Tradeshows

1075 Gills Drive, Bldg D, Suite 200  
Phone: 407-812-8224

Orlando, FL 32824

Fax: 407-812-8225



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## Labor: Installation/Dismantle order form (Form A600)

EXHIBITING COMPANY NAME

BOOTH NUMBER

AUTHORIZED BY (SIGNATURE)

DATE

### Labor Rates:

Straight time rate: Monday-Friday, between the hours of 8am-4:30pm.....\$ 58.00 per person per hour  
Overtime rate: 6:00am-8:00am & 4:30pm-12:00am Monday-Friday  
6:00am-12:00am Saturday & Sunday.....\$ 87.00 per person per hour

All labor has a 1 hour minimum, with 1/2 hour increments thereafter. Labor ordered onsite will be subject to a 25% surcharge.

Please estimate the number of workers and hours per worker needed below. Invoice will be calculated according to actual hours worked.

### Move-in labor:

DATE	Number of workers	Start/End times	Total Worker hours x Labor rate=	Labor Charge
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____

**Move-in labor total** \$ \_\_\_\_\_

### Move-out labor:

DATE	Number of workers	Start/End times	Total Worker hours x Labor rate=	Labor Charge
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____

**Move-out labor total** \$ \_\_\_\_\_

If the exhibitor chooses to have US Tradeshows unpack display, assemble, dismantle and re-pack the display, there will be a supervision charge of 25% (\$50.00 min.)

Move-in labor total \$ \_\_\_\_\_

Move-out labor total \$ \_\_\_\_\_

Supervision \$ \_\_\_\_\_

**Total Labor Ordered** \$ \_\_\_\_\_

Please enter Total on **ORDER SUMMARY FORM**

**Labor:** Starting time can be only guaranteed 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 Exhibitor Service Desk one-half (1/2) hour before time requested. Labor cancelled without 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.



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## In-booth Forklift (Form A700)

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

### Forklift Labor Rates:

Straight time rate: Monday-Friday, between the hours of 8am-4:30pm.....\$ 145 per forklift person per hour  
Overtime rate: 6:00am-8:00am & 4:30pm-12:00am Monday-Friday  
6:00am-12:00am Saturday & Sunday.....\$ 210 per forklift person per hour  
Double time rate: 12:00am-6:00am and recognized holidays.....\$ 290 per forklift person per hour

All labor has a 1 hour minimum, with 1/2 hour increments thereafter. Labor ordered onsite will be subject to a 25% surcharge. Please estimate the number of forklifts and hours per worker needed below. Invoice will be calculated according to actual hours worked.

### Move-in labor:

DATE	Number of workers	Start/End times	Total Worker hours x Labor rate=	Labor Charge
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____

**Move-in labor total** \$ \_\_\_\_\_

### Move-out labor:

DATE	Number of workers	Start/End times	Total Worker hours x Labor rate=	Labor Charge
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____

**Move-out labor total** \$ \_\_\_\_\_

If the exhibitor chooses to have US Tradeshows unpack display, assemble, dismantle and re-pack the display, there will be a supervision charge of 25% (\$50.00 min.)

Move-in labor total \$ \_\_\_\_\_

Move-out labor total \$ \_\_\_\_\_

Supervision \$ \_\_\_\_\_

**Total Labor Ordered** \$ \_\_\_\_\_

**Please enter Total on ORDER SUMMARY FORM**

**Forklift Labor:** Equipment and labor cancelled without 24 hour notice will be charged a one (1) hour cancellation fee per worker & forklift. All rates are subject to change if necessitated by increased labor and/or material costs. If exhibitor fails to use the laborers and equipment at the time confirmed, a one (1) hour "No Show" charge per laborer and forklift will apply. Starting times can be guaranteed only when labor is requested for a starting time of 8:00am. Confirm labor and forklifts by 2:30pm the day before requested. Please have a representative pick up the crew at the Exhibitor Service Desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the Exhibitor Service Desk and approve the work order.



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## Booth Cleaning order form (Form A 800)

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

### Booth Vacuuming(Includes emptying your wastebasket nightly)

Daily vacuuming..... cost per square foot per day \$ .25  
Before Show Opens Only ..... cost per square foot \$ .30

**Example:**

SQ. FT.	X	RATE	X	NO. OF DAYS	=	Vacuuming Total
100 sq.ft		\$.25		2	=	\$50.00

Vacuuming order						Vacuuming Total
SQ. FT.	X	RATE	X	NO. OF DAYS	=	
_____	X	_____	X	_____	=	\$ _____

Periodic Porter Service order						Periodic Porter Total
SQ. FT.	X	RATE	X	NO. OF DAYS	=	
0 - 500 sq. ft		\$ 60.00		_____	=	\$ _____
501 - 1500 sq. ft		\$ 80.00		_____	=	\$ _____
1501 - 3000 sq. ft		\$ 100.00		_____	=	\$ _____
3001 square feet and higher ..... per day <i>Call for Quote</i>						

Vacuuming total \$ \_\_\_\_\_

Periodic Porter Service total \$ \_\_\_\_\_

Total All Lines \$ \_\_\_\_\_

Please enter Total on **ORDER SUMMARY FORM**







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## Accessible Storage Order form (Form A900)

**US Tradeshows will have a storage area for exhibitor's samples, literature and the like. This area will be secured. Should an exhibitor choose to store items in this secured storage, items will be stored and retrieved by a US Tradeshows representative at a 1/2 hour minimum. The hourly rate for moving material will be:**

Straight time rate:	Monday-Friday, between the hours of 8am-4:30pm.....\$58.00 per person per hour
Overtime rate:	6:00am-8:00am & 4:30pm-12:00am Monday-Friday 6:00am-12:00am Saturday & Sunday.....\$ 87.00 per person per hour
Double time rate:	12:00am-6:00am and recognized holidays.....\$116.00 per person per hour

**Please visit the Exhibitor Service Desk to place order onsite**

If a forklift is required to move the materials a **\$75.00 fee will be added**. US Tradeshows will not be liable for any injury, damage, loss, theft or destruction, including, but not limited to, damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by our servants, agents, employees, or others), failures to act, breach of contract, breach of warranty, water, condensation, fires, floods, acts of God, or any act beyond our sole control. US Tradeshows is not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turn-over goods at any particular time or place whatsoever; however, such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale's, commissions or brokerage, nor for any freight or demurrage. We agree to follow the above procedures in shipment and movement of storage material.



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Orlando, FL 32824  
Fax: 407-812-8225

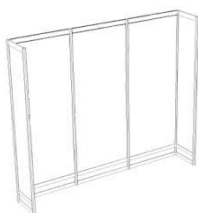
## Exhibit Booth Rental (Form A1100)

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

All US Tradeshows rental exhibits are free from drayage costs, and include installation and dismantle at no additional charge.

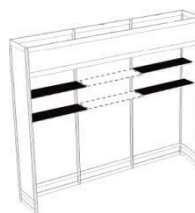
### 10'x10' Standard Line Booth A

8' tall x 10' wide  
 Rental Cost: Discount \$850    Standard \$ 1100.00



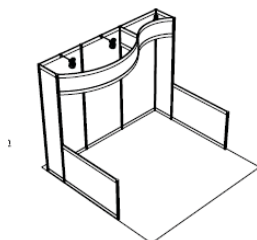
### 10'x10' Standard Line Booth B

8' tall x 10' wide  
 Includes: 4 shelves, Header signage with company name  
 Rental Cost: Discount \$ 1,200    Standard \$ 1550.00



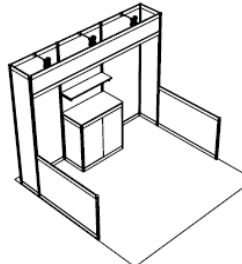
### 10'x10' Standard Line Booth C

8' tall x 10' wide  
 Includes: 4 shelves, Header signage with company name  
 3 lights,  
 Rental Cost: Discount: \$1600    Standard: \$2100.00



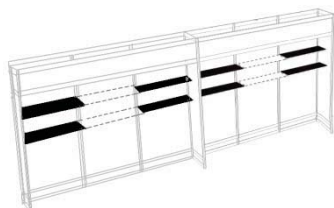
### 10'x10' Standard Line Booth D

8' tall x 10' wide  
 Includes: 4 shelves, Header signage with company name  
 3 lights, 1 shelf, 1 counter  
 Rental Cost: Discount: \$1700    Standard: \$2200.00



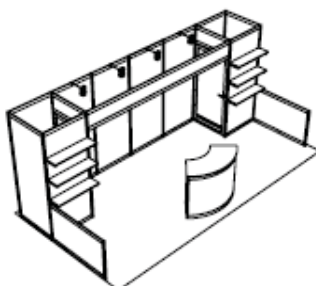
### 10'x20' Line Booth D

8' tall x 20' wide  
 Includes: 8 Shelves,  
 Header signage with company name  
 Rental Cost: Discount: \$3,600    Standard: \$4500



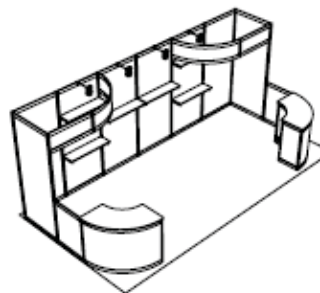
### 10'x20' Line Booth E

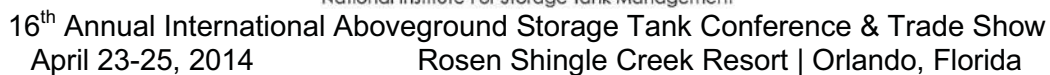
8' tall x 20' wide  
 Includes: 6 Shelves, 4 lights, 1 counter  
 Header signage with company name  
 Rental Cost: Discount: \$3,750    Standard: \$4,700



### 10'x20' Line Booth F

8' tall x 20' wide  
 Includes: 6 Shelves, 4 lights, 2 counters  
 Header signage with company name  
 Rental Cost: Discount \$4,150    Standard: 5200

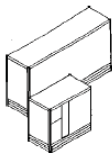




## System Counters

Standard - \$ 550

Standard - \$ 810



Standard - \$ 425



1. Total All Items Ordered \$





# ELECTRICAL ORDER FORM - NISTM 2014 Exhibits

## ELECTRICAL EXHIBITION SERVICES

**Email or Fax**

9939 Univesal Blvd • Orlando, FL 32819 • Tel. (407) 996-2237 Fax 866-225-1303 Email RSCE Exhibits@psav.com

### ELECTRICAL OUTLETS Approximately 120V A.C. 60 Cycle

120 VOLTS	QUANTITY	Advance Payment PRICE	Regular PRICE	COST
0-500 WATTS (5 AMPS)		75.00	115.00	
500-1000 WATTS (10 AMPS)		125.00	185.00	
1001-1500 WATTS (15 AMPS)		150.00	220.00	
1501-2000 WATTS (20 AMPS)		170.00	250.00	

**For Outdoor Events 20 AMP Minimum Required**

### ELECTRICAL SERVICE CONNECTIONS Approximately 208V A.C. 60 Cycle

208 VOLTS SINGLE PHASE	Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services			
20 AMPS		250.00	370.00	
30 AMPS		290.00	470.00	
60 AMPS		445.00	680.00	
100 AMPS		625.00	805.00	

### 208 VOLTS THREE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS		330.00	495.00	
30 AMPS		390.00	627.00	
60 AMPS		575.00	870.00	
100 AMPS		725.00	945.00	
200 AMPS		1245.00	1555.00	
400 AMPS		1845.00	2355.00	

### LIGHTING EQUIPMENT (Including Current Consumed)

150 WATT FLOOD LIGHT		71.00	106.00	
300 WATT FLOOD LIGHT		90.00	135.00	
300 WATT QUARTZ LIGHT		65.00	85.00	

### EXTENSION CORDS (Electricity Not Included)

SINGLE OUTLET		20.00		
QUAD OUTLET/POWER STRIP		27.00		

### LABOR

ST Mon.-Fri. 8:00am-4:30pm (Except Holidays)		60.00		
OT Mon.-Fri. 4:30pm-8:00am (Sat/Sun/Holidays)		120.00		

**(SEE REVERSE SIDE FOR TERMS AND CONDITIONS)**

### SPECIAL REQUIREMENTS

Dedicated Circuit  
or 24 Hour Service Required?  
\_\_\_\_\_ yes \_\_\_\_\_ no  
If yes, double electrical outlet or electrical service connection charge.

**Rental Rates quoted cover any portion of a (7) seven day consecutive period.**

There is a minimum labor charge of (1 1/2) one and a half hours for hook-up and (1) one hour to dismantle for special events, island booths and 208 Volt services

**RATES FOR HIGHER WATTAGES, VOLTAGE OR SPECIAL LIGHTING ON REQUEST- SPECIAL HANGING OR INSTALLATION DONE ON TIME AND MATERIAL BASIS. SPECIAL INSTRUCTIONS**

Aisle # \_\_\_\_\_

### ISLAND BOOTHS

A scaled floor plan *must* accompany orders showing locations of electrical outlets, connections and lighting equipment.

Aisle # \_\_\_\_\_

REAR

STANDARD BOOTH

Aisle # \_\_\_\_\_

**PAYMENT MUST ACCOMPANY ALL ORDERS 10 BUSINESS DAYS PRIOR TO SHOW SET UP FOR DISCOUNT PRICE TO APPLY**

**ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS**

**FULL PAYMENT DUE PRIOR TO SHOW OPENING**

☐ Master Card ☐ Visa ☐ AMX ☐ Check

Credit Card# \_\_\_\_\_ EXP DATE \_\_\_\_\_

Cardholders Name (Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

SUBTOTAL \$	_____
24% SERVICE CHARGE ON MATERIAL ONLY	_____
6.5%L. SALES TAX	_____
TOTAL DUE \$	_____

SHOW NAME	NAME OF FACILITY	ROSEN SHINGLE CREEK
FIRM NAME	SHOW DATES	BOOTH #
ADDRESS	TELEPHONE#	
CITY, STATE, ZIP	FAX#	
SIGNATURE	PRINT NAME	

# REGULATION AND GENERAL INFORMATION

- For all Equipment supplied, read the ratings from the metal plate attached to the unit (See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.

- Separate locations require separate outlets (500 watt min.)

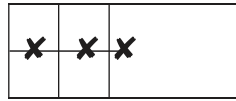
## EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

0	V120 PH1	0	120V SinglePhase	10	V230	0	230Volts
	Hz60		= 60Cycle		A30		= 30Amps
0	W1000	0	1000Watts	0	PH3	0	3
							Phase

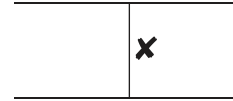
## POWER LOCATIONS: ) ( Indicate location of outlet

### WHERE WILL MY OUTLET BE LOCATED?

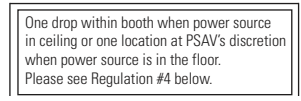
Your outlet will be located as depicted below unless floorplan is received indicating otherwise.



INLINE BOOTHS – PENINSULA



BACK-TO-BACK PENINSULA BOOTHS



ISLAND BOOTHS

One drop within booth when power source in ceiling or one location at PSAV's discretion when power source is in the floor. Please see Regulation #4 below.

- Orders must be received with payment a minimum of twenty-one (21) days prior to scheduled event set up for Advance Price. Orders received less than twenty-one (21) days prior to scheduled event set up or without payment will be charged at the Standard Prices.
- PSAV electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a PSAV electrician. PSAV will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a PSAV electrician.
- A separate outlet must be ordered for each location where electricity is needed.
- Rates listed for all connections include bringing the service to booth in the most convenient manner for PSAV and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
- Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
- Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
- All equipment regardless of source of power, must comply with Federal, State, and local codes. PSAV reserves the right to inspect all electrical devices and connections to insure compliance with all codes. PSAV is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
- Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at standard price for each piece of equipment to be connected.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
- All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- A \$25.00 service charge will be assessed for all returned checks and credit cards.
- Material and equipment furnished by PSAV for this service order is furnished on a rental basis and remains the property of PSAV and shall be removed ONLY by PSAV Employees. Price also includes all necessary disposable supplies.
- PSAV Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
- Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by a PSAV Employee prior to close of event.
- Credit will not be given for service installed and not used.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay PSAV its attorney fees or applicable agency fees.
- A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
- Exhibitor holds PSAV harmless for any and all losses of power beyond PSAV's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
- As the official Electrical Contractor, PSAV will be responsible for:
  - All under carpet distribution of electrical wiring
  - All motor and equipment hook-ups requiring hardware connections
  - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
- In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
  - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
  - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
  - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

SIGNATURE: BY SIGNING YOU INDICATE THAT YOU UNDERSTAND THE TERMS AND CONDITIONS.



## Exhibitor Pre-Order Technology Form

*All orders must be received a minimum of 14 days prior to event's start date to receive pre-order pricing.*

Event Name: _____	On-Site Contact: _____
Booth Name and #: _____	On-Site Contact Cell #: _____
Contact Name: _____	Event Start Date: _____ Time: _____
Contact Phone: _____	Installation Date: _____ Time: _____
Contact Email: _____	Removal Date: _____ Time: _____

No additional devices (wireless access points, routers, switches, hubs, etc.) are allowed without approval from Millennium Technology Group. All unauthorized equipment will be disconnected.			
Wireless Internet -- Basic Usage: Price is per booth with an average connection speed of 512Kbps, capped at a maximum speed of 2Mbps. Not suitable for video streaming or video conferencing. (Static IP addresses and public IP addresses are not available.) - On-Site additions are \$95.00 per day/ per connection + Service Fee	Pre Order Rate (Multiply by # of Days)	Rack Rate (Multiply by # of Days)	Total
1 - 3 Wireless Connections within the same booth	\$300 x ____	\$375 x ____	
4 - 6 Wireless Connections within the same booth	\$450 x ____	\$550 x ____	
7 - 10 Wireless Connections within the same booth	\$600 x ____	\$700 x ____	
11 - 15 Wireless Connections within the same booth	\$750 x ____	\$900 x ____	
For more than 15 wireless users in a booth please call for pricing. VOIP, video streaming or video conferences dedicated bandwidth is recommended.			
Wired Internet -- Dedicated Bandwidth: Price is per meeting booth using private IP addresses.	Pre Order Rate (Multiply by # of Days)	Rack Rate (Multiply by # of Days)	Total
512Kbps -- Single Dedicated Booth Connection	\$400 x ____	\$500 x ____	
768Kbps -- Single Dedicated Booth Connection	\$500 x ____	\$600 x ____	
1Mbps -- Single Dedicated Booth Connection	\$800 x ____	\$900 x ____	
1.54 Mbps -- Single Dedicated Booth Connection	\$1,200 x ____	\$1,350 x ____	
3 Mbps -- Single Dedicated Booth Connection	\$2,100 x ____	\$2,250 x ____	
5 Mbps -- Single Dedicated Booth Connection	\$3,000 x ____	\$3,200 x ____	
Cat 6 Port -- One Time Flat Rate	\$250		
Static IP -- One Time Flat Rate	\$150		
Cisco Wireless Access Point -- Per Rental	\$150	\$250	
For any additional connections within the same booth - One Time Flat Rate	\$50	\$75	

## Technology Rental Equipment

*Additional Equipment and models available, please call for pricing and specs.  
Prices below are for length of show, up to seven days.*

**Electronic Charging Stations** – (Used for cellphones, tablets, etc.) Available for advertising, please call for options and pricing

LCD Monitors <i>-Includes a table stand (cables are not included)</i>	Price	Qty	LED Monitors <i>-Includes a table stand (cables not included).</i>	Price	Qty	Total
20" NEC LCD	\$140		32" Sony Bravia LED	\$495		
24" Dell LCD	\$245		40" Sony Bravia LED	\$715		
32" Samsung/ Sony/Sharp LCD	\$365		46" Sony Bravia LED	\$895		
40" Samsung LCD	\$645		55" Sony Bravia LED - 3D Capable *	\$1095		
46" NEC Multeos LCD	\$795		65" Samsung LED- 3D Capable *	\$1895		
52" Sharp Aquos LCD	\$995		70" Sharp Aquos LED	\$2295		
65" Sharp Aquos LCD	\$1495		80" Sharp Aquos LED	\$2695		
Miscellaneous	Price	Qty	Miscellaneous (cont.)	Price	Qty	Total
HDMI Cable 5 foot	\$5		VGA Cable 5 foot	\$5		
HDMI Cable 25 foot	\$25		VGA Cable 25 foot	\$20		
Dual Pole Stand <i>(stands are only available for rented monitors 32" or larger)</i>	\$85		Dual Pole Stand with Laptop Tray <i>(stands are only available for rented monitors 32" or larger)</i>	\$95		

*\*Add \$200 for 3D Transmitter and 2 glasses (monitors 32" or larger contains internal speakers)*

Additional \$150 fee for all orders placed on site, 24% service fee and applicable taxes will be applied.

Orders cancelled with less than 72 hours' notice will incur a 50% to 100% cancellation fee

*If paying by check a copy of the check and order form must be faxed or emailed before mailing. Check must be received before install date.*

*Please Total and Sign on Page 3 of 5*

Fax or Mail to: Millennium Technology Group Attn: Convention Technology Sales Address: 9939 Universal Blvd, Orlando, FL 32819

Phone (407) 996-5865 On-Site Support (407) 996-3327 Fax (407) 996-5866 Email: [ConventionTechnologySales@MTG-FL.com](mailto:ConventionTechnologySales@MTG-FL.com)



## Technology Rental Equipment

*Additional Equipment and models available, please call for pricing and specs.*

<b>Touch Screen Monitors</b> <i>Includes a table stand (cables not included). 32" or higher includes standard speakers</i>	<b>Qty</b>	<b>Length of Show</b>	<b>Total</b>
Acer 23"		\$395	
NEC 32"		\$795	
NEC 40"		\$1095	
HP 42"		\$1295	
NEC 46"		\$1795	
Samsung 65"		\$4295	
<b>Digital Signage Package</b> <i>Includes monitor, laptop, dual pole stand with laptop tray, skirting and set up (Does not include internet)</i>	<b>Qty</b>	<b>Length of Show</b>	<b>Total</b>
40" LCD Digital Signage Package		\$1,000	
40" LED Digital Signage Package		\$1,100	
46" LCD Digital Signage Package		\$1,150	
46" LED Digital Signage Package		\$1,250	
52" LCD Digital Signage Package		\$1,350	
55" LED Digital Signage Package		\$1,450	
65" LCD Digital Signage Package		\$1,850	
65" LED Digital Signage Package		\$2,350	
70" LED Digital Signage Package		\$2,750	
80" LED Digital Signage Package		\$3,150	
<b>Hotel Video Channels</b> <i>Shows in all guestrooms and able to display on digital signage in meeting space. Available on a first come, first serve basis.</i>	<b>Qty</b>	<b>Price</b>	<b>Total</b>
Dedicated Hotel Channel		\$750 per day	
Coax TV Connection		\$250 per connection	
<b>PC Laptops</b> <i>-All laptops have CD-RW/DVD-ROM &amp; come with Windows XP / MS Office Pro 2003 (Office 2007 available)</i>	<b>Qty</b>	<b>Length of Show</b>	<b>Total</b>
Lenovo Edge E520		\$195	
Lenovo T510		\$245	
Lenovo W510		\$345	
<b>Desktops w/ Monitor</b>	<b>Qty</b>	<b>Length of Show</b>	<b>Total</b>
Lenovo Think Centre M58 w/ 20in monitor		\$250	
Dell OptiPlex 980 w/ 20in monitor		\$340	
<b>Apple/MAC Laptops</b>	<b>Qty</b>	<b>Length of Show</b>	<b>Total</b>
Apple Mac Book Pro - 15.4" screen		\$295	
Apple Mac Book Pro -- Core i7		\$495	
Apple iPad		\$185	
<b>Apple/MAC Desktops w/ Monitor</b>	<b>Qty</b>	<b>Length of Show</b>	<b>Total</b>
Apple Mac Mini Core 2		\$295	
Apple iMac - Core 2 Duo- 24"		\$385	
Apple iMac - Core i7 - 27" LCD		\$645	
<b>B&amp;W Printers - Toner usage fee may apply</b>	<b>Qty</b>	<b>Length of Show</b>	<b>Total</b>
HP 4240 35 PPM		\$205	
HP 4250 45 PPM		\$225	
HP 4350 55 PPM		\$315	
<b>Color Printers - Toner usage fee may apply (Recommended copier for medium to heavy usage)</b>	<b>Qty</b>	<b>Length of Show</b>	<b>Total</b>
HP 3800 -- 22 PPM		\$795	
HP 4700 -- 31 PPM		\$995	

Additional \$150 fee for all orders placed on site, 24% service fee and applicable taxes will be applied.

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## Technology Rental Equipment

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<b>Telecommunication Services: CISCO Digital Phones</b> Telecommunication Installation Fee is \$150.00 and is included in First Day Pricing. <i>International calling not included.</i>	<b>Qty</b>	<b>First Day</b>	<b>Add'l Days</b>	<b>Total</b>
House Phone - Cisco IP 7912 (Internal Extensions Only)		\$180	\$30 x ____	
DID - 7912 Phone (Unlimited 800 & Local Access Only)		\$200	\$50 x ____	
DID - 7911 or 7912 Phone (Single Phone Line)		\$250	\$100 x ____	
DID - 7941 (Two Line Speaker Phone)		\$275	\$125 x ____	
DID - Digital Polycom Speaker Phone (Unlimited 800 & Local Access Only)		\$275	\$125 x ____	
DID - Digital Polycom Speaker Phone		\$300	\$150 x ____	
Analog Line - (DID) Digital line Converted to Analog Via (ATA) for Credit Card, Gentner Box & Fax Machines Only.		\$250	\$100 x ____	

**International Calling** - Requires Activation On DID phone line. **Please call for assistance.**

Charges include: One time \$100 Programming Fee + Cost of Calls + Service Fee and Applicable Taxes. Cost of Calls calculated at standard hotel rate.

**Power is NOT supplied by Millennium.**

**Please contact your Event Manager or Edlen Electric (407)854-9991 for Power Requirements.**

If Manufacturer or Model listed is not available an equivalent will be provided. Prices subject to change without notice.

Please call to verify rate and availability.

Additional \$150 fee for all orders placed on site, 24% service fee and applicable taxes will be applied.

Orders cancelled with less than 72 hours' notice will incur a 50% to 100% cancellation fee

***If paying by check a copy of the check and order form must be faxed or emailed before mailing. Check must be received before install date.***

<b>Internet</b>	<b>\$</b>	<b>Rental Equipment</b>	<b>\$</b>	<b>Telecommunication</b>	<b>\$</b>
<b>SUBTOTAL</b>		<b>SUBTOTAL</b>		<b>SUBTOTAL</b>	
		24% Service Fee	\$	24% Service Fee	\$
24% Service Fee	\$	<b>SUBTOTAL</b>	\$	14.45% Communication Tax (on Daily Usage Amount x Total # of Days)	\$
		6.5% Sales Tax (on Rental Equipment & Service Fee)	\$	<b>SUBTOTAL</b>	\$
<b>Internet</b>	<b>\$</b>			6.5% Sales Tax (on Communication Usage & Service Fee)	\$
<b>GRAND TOTAL</b>		<b>Rental Equipment</b>	<b>\$</b>	<b>Telecommunication</b>	<b>\$</b>
		<b>GRAND TOTAL</b>		<b>GRAND TOTAL</b>	

### ENTIRE ORDER TOTAL

(Internet Grand Total, Rental Equipment Grand Total & Telecommunication Grand Total) \$

### Booth Diagram

Mark with X where connections should be located

Booth # \_\_\_\_

*Front*



Booth # \_\_\_\_

**Notes:**

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**Print:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Millennium Technology Payment & Credit Card Charge Authorization

**Payment & Credit Card Charge Authorization Form**

*Please Type or Print Clearly:*

<i>Name of Event</i>	<i>Booth #</i>
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<i>Company Name</i>
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<i>Billing Address</i>	<i>State</i>	<i>Zip Code</i>
------------------------	--------------	-----------------

<i>Authorized Contact (Print)</i>	<i>Authorized Contact (Signature)</i>
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<i>Credit Card #</i>	<i>Card Security Code (CSC)</i>	<i>Exp Date</i>
----------------------	---------------------------------	-----------------

<i>Reenter Credit Card # for Verification Purposes</i>
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<i>Card Holders Name as it appears on Credit Card</i>	<i>Card Holder's Signature</i>
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### Payment Policy

**Payment for Services** – Millennium Technology Group (MTG) requires payment in full at the time service is ordered. Further, MTG requires that you provide a credit card charge authorization form with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and equipment rental, not covered by your initial payment.

**Method of Payment** – MTG accepts MasterCard, Visa, Discover, American Express, check and cash. For Credit Card Payments, include a copy of the front & back of the Credit Card with this form. Purchase Orders are not accepted as payment. All payments must be made in U.S. funds drawn on a U.S. bank, payable to **Millennium Technology Group**. A \$25.00 fee will be charged for returned NSF checks. If you have established a master account with the Hotel, we are able to place these charges on your guestroom and billed to the credit card on file. Checks must be received a minimum of ten days prior to the first day of service.

**Tax Exempt** – If you are tax exempt in the state of Florida, you must provide MTG with a copy of your Florida Sales Tax Exemption certificate. Please send the above information to the MTG office at the address listed at the top of this form. MTG must receive your certificate with your payment and certificate within 72 hours prior to the 1<sup>st</sup> day of your event; otherwise tax will appear on your invoice.

**Adjustments and Cancellations** – No adjustments to invoices will be made after the close of the Event. All orders cancelled within 72 hours of the first day to the Event, whether it be by the Exhibitor, 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 on the status of move-in, work performed and/or MTG set-up costs or expenses.

**Equipment Damage or Loss** – In the event that rental equipment is lost or damaged, the Exhibitor is wholly responsible and will be charged the replacement cost to the credit card on file or master account.

*Please complete the information on all forms and return payment in full with these forms to the address listed above. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balances 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. If you have any questions regarding our payment policy, please call Millennium Technology Group at (407) 996 – 5865.*

**I agree in placing this order that I have accepted Millennium Technology Groups Rental Agreement Terms and Conditions, including Millennium Technology Group's payment policy.**

**X**

*Cardholder's Signature*

*Date*

## Technology Terms and Conditions LIMITATION OF LIABILITY

Except for claims for physical injury to persons, Millennium Technology Group (MTG) and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not MTG or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall liability exceed a refund of amounts actually paid to MTG by company for their network attachment.

No Warranties are made other than providing you with our equipment in good working order. You acknowledge that both the equipment and the manufacturers of said equipment are acceptable to you. You further acknowledge that we have not made and do not make any warranty either expressed or implied including but not limited to: a) the fitness or design of the equipment; b) the merchantability of the equipment or it's fitness for any particular purpose; c) any patent, copyrights or trade secret infringements and d) the compliance of the equipment with any requirements of law, rules, specifications or contract.

1. **CONDITION FOR PROCESSING SERVICE CONTRACT/ON-TIME INSTALLATION:** (a) Payment for service must accompany contract. (b) Incomplete contract forms will delay processing, please provide all information requested. (c) Booth number(s) must be identified on face of form. (d) Complete Floor Plan itemizing location of connections in booth must be designated on form or customer provided diagram(s) 3 days before move-in date (g) Orders /changes received on day of show move-in will be worked after other orders are complete.
2. **TERM:** The rental shall commence on the day the equipment/services are delivered to you and shall continue until the equipment/services are returned, complete and in good working order.
3. **TITLE:** You acknowledge that the equipment/services rented by you belongs to us and that you cannot sell, pledge, mortgage or otherwise dispose of the equipment
4. **LOCATION:** The equipment shall be kept at the location you have provided us and may not be moved or relocated without our prior written permission. In the event of loss, you agree to promptly reimburse us for the replacement cost of such equipment and claims for all losses and injuries caused by such equipment.
5. **USAGE:** You may use our equipment, but you may not abuse it. In particular, you must provide a suitable location, including appropriate electrical power, for our equipment and comply with the manufacturer's operating instructions. If any software is supplied with the property, you agree to be bound by all applicable licenses and copyright laws and, with regard to Microsoft products, you further acknowledge that use of the Microsoft software accompanying our equipment is governed by Microsoft's End User License Agreement attached hereto.
6. **USE OF NETWORK CONNECTIONS:** a) The network attachment to be provided by MTG may be used only by the employees of the company, its agents and consultants while performing service for the company and will not be resold or distributed to other companies. The services being provided by MTG will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MTG services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. b) Users of MTG services shall not disrupt any of the MTG or other associated networks in part or as a whole. MTG services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. c) All devices for which MTG directly or indirectly provides Internet/Network connectivity must pay a connection charge or purchase a MTG assigned IP address. d) The choice of Internet Service Provider (ISP) is at the sole discretion of MTG e) MTG is the exclusive provider of all wired and wireless data services. f) Wired/Wireless Devices not authorized by MTG are strictly prohibited. Anyone wishing to showcase wireless products must contact MTG three weeks in advance of their show to investigate the potential of MTG engineering a customized cohesive network operating without interference g) Rates listed include a single IP address via DHCP, bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.
7. **REPAIRS:** During the term of rental, we are responsible for the maintenance of our equipment resulting from every day wear and tear. If the equipment malfunctions, you must notify us immediately and we will, at our discretion, repair or replace the defective equipment in a timely manner. If the equipment is damaged in any manner you will be responsible for all costs, including but not limited to service fees, repair fees, or full replacement costs.
8. **CREDIT APPROVAL:** We are not obliged to deliver the equipment unless and until your credit is approved by us.
9. **PAYMENT:** Payment & Order forms must be received no later than 10 days prior to the first day of the event to avoid Pre-Order Penalty Fee of \$100. If ordering on site or after event move-in has started there is a \$150 On Site Order Fee that will be applied. Pricing listed on this contract does not include Federal, State, Local or other Taxes. Taxes/Tax surcharges will be included in your final bill. Checks must be received a minimum of ten days prior to the first day of service.
10. **LATE CHARGES:** If any payments have not been made by the conclusion of the event, we may impose a late charge of 1.5% per month.
11. **WIRELESS SPECIFIC:** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
12. **INTERNET PERFORMANCE DISCLAIMER:** MTG does not guarantee the performance, routing, or throughput, either expressed or implied, of any data connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.
13. **INTERNET SECURITY DISCLAIMER:** MTG does not provide security, such as but not limited to firewalls etc. for any data connection(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold MTG; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
14. **VIRUS PROTECTION REQUIREMENT - WARNING - MTG** requires that all devices directly or indirectly accessing MTG's Network have the latest virus scan software, windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device, which adversely impacts MTG's Network, will be disconnected from the network with or without prior notice at MTG's discretion. The device(s) in question will remain disconnected from the network until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution.
15. **RENEWALS AND RATE CHANGES:** The rental will automatically be renewed for successive rental periods following the initial rental term. However, we reserve the right to adjust our rate provided we have given you written notice of such changes prior to the pricing change becoming effective.
16. **CANCELLATIONS & ADJUSTMENTS:** No adjustments to invoices will be made after the close of the Event. Claims will not be considered unless filed in writing by Exhibitor/Client prior to close of Show/Event. All orders cancelled within 72 hours of the first day to the Event whether it be by the Exhibitor, due to the cancellation of an Event or their non-participation, will be charged a cancellation fees equal to 50% - 100% of the total order, based on the status of move-in, work performed and/or MTG set-up costs or expenses. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed /quoted. Credit will not be given for service installed and not used.
17. **GENERAL PROVISIONS:** a) This contract is the entire agreement between you and MTG and cannot be changed except in writing and signed by both parties. b) The laws of the State of Florida shall govern this Agreement between you and MTG. c) Although you do not have the right to assign this Agreement, we do. If we exercise this right, we may direct you to make all future payments to another party at their address. d) You hereby waive trial by jury in any action or proceeding pertaining to this Rental Agreement. e) Paragraph headings are for convenience only.