

2009 NECA Show Table of Contents



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September 13-15

2009 NECA Show

Washington State Convention and Trade Center, Seattle

IMPORTANT EXHIBITOR INFO

To: All NECA 2009 Exhibitors
From: Julie Duda, Exposition Sales Manager

Thank you again for participating in the 2009 NECA Show. This Exhibitor Service Manual has been compiled to furnish you with appropriate information necessary for the successful operation of your exhibit during the show.

This kit includes all the forms you need to familiarize yourself from NECA, and our official show contractor, GES Exposition Services. Your standard booth equipment furnished under this contract will consist of an 8' high back wall of draperies with metal uprights and stanchions, 36" inch high division rails covered with draperies, (show colors are Blue and White). Carpet is **not** included (except in the Energy Solutions Zone) and is mandatory. Be advised that all booth set-ups must conform to the guidelines as referenced in the "IAEE Guidelines for Display Rules & Regulations 2009 Update".

In order to facilitate the "Move-in" procedures, all order forms should be completed and returned according to the "Deadline Checklist"; failure to do so could mean additional costs. We have worked hard to make your set-up and dismantle as streamline as possible. If you will not be setting up your booth, give this manual to the person(s) who will be doing the work, preparing any shipments, and other show related details. If using an I&D company, please do not forget to send in a current Certificate of Insurance 30 days prior to the show.

As a NECA Exhibitor, your booth cost also includes:

- Free exhibition lunch tickets for booth personnel
- Free attendance at General Sessions and Technical Workshops
- Free Show Pass invitations to the trade floor for your special clients
- Free Shuttle Service between Convention Center and listed show hotels
- Unlimited badges for Booth personnel
- Special Event Ticket rates for Opening Reception and Closing Celebration
- Free listing on the NECA Show website at www.necaconvention.org

To summarize, read this manual with care. All NECA Show exhibitor fees and invoices must be paid in full prior to the show without jeopardizing booth set-up privileges. Make your hotel reservations EARLY! Save time and money by returning the appropriate forms by the stated deadlines.

If you have any questions, do not hesitate to contact me 770-632-0044, exhibitsales@necanet.org, or call the appropriate service contractor listed in this manual.

See you in Seattle!

2009 Exhibitor Service Manual DEADLINE CHECKLIST



Save Time & Money! Watch these deadlines for discounted rates, & return your completed forms by the stated deadlines. Read this manual carefully & plan ahead!

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Final Booth Payment
(Exhibitors will be denied booth set-up privileges unless all NECA exhibitor fees and any additional outstanding NECA invoices are paid in full prior to the show.) | Monday, June 15, 2009 |
| <input type="checkbox"/> | Seattle Hotel Reservations | Friday, July 24, 2009 |
| <input type="checkbox"/> | New & Featured Product Room | Monday, Aug. 3, 2009 |
| <input type="checkbox"/> | Exhibitor Appointed Contractor | Monday, Aug. 10, 2009 |
| <input type="checkbox"/> | Insurance Certificate for EAC | Monday, Aug. 10, 2009 |
| <input type="checkbox"/> | Exhibitor Badges / Registration | Thursday, Aug. 13, 2009 |
| <input type="checkbox"/> | Third Party Billing Request | Thursday, Aug. 20, 2009 |
| <input type="checkbox"/> | GES Payment & Credit Card Form | Thursday, Aug. 20, 2009 |
| <input type="checkbox"/> | Any other GES provided services | Thursday, Aug. 20, 2009 – Discount Rate Deadline |
| <input type="checkbox"/> | Internet & Telephone Service | Wednesday, Aug. 26, 2009 – Discount Rate Deadline |
| <input type="checkbox"/> | Electrical Power | Friday, Aug. 28, 2009 –Discount Rate Deadline |
| <input type="checkbox"/> | Supplemental Lighting | Friday, Aug. 28, 2009 –Discount Rate Deadline |
| <input type="checkbox"/> | Air, Water & Drain Service | Friday, Aug. 28, 2009 – Discount Rate Deadline |
| <input type="checkbox"/> | Booth Security / R. D. Simmons | Friday, Aug. 28, 2009 – Discount Rate Deadline |
| <input type="checkbox"/> | Plant & Floral | Friday, Sept. 4, 2009 – Discount Rate Deadline |

**Questions? Contact Julie Duda, NECA Exhibit Sales Manager
at 770-632-0044 ▪ exhibitsales@necanet.org
or GES at 800-475-2098 ▪ www.ges.com/contact**

2009 Exhibitor Service Manual

EXHIBITOR SHOW HOURS



Thursday, September 10, 2009

1:00pm – 5:00pm Set-Up by Appointment Only

Friday, September 11, 2009

8:00am – 5:00pm Set-Up

Saturday, September 12, 2009

8:00am – 5:00pm Set-Up

Sunday, September 13, 2009

8:30am – 11:00am* Daily Clean Up

11:30am – 5:00pm Show Hours

Monday, September 14, 2009

8:00am – 9:30am Daily Clean Up

11:30am – 4:00pm ** Show Hours

Tuesday, September 15, 2009

8:00am – 9:30am Daily Clean Up

10:30am – 2:30pm Show Hours

2:45pm – 10:00pm Dismantle

Wednesday, September 16, 2009

8:00am – 4:00pm Dismantle

* Show Management reserves the right to authorize the installation of any exhibit on the floor, not installed by 9:30am on Sunday, September 13, 2009. Exhibitor will be charged for the labor of installation.

** No one under 16 years old is allowed on the show floor except on Monday, September 14, 2009 from 11:30am – 4:00pm. This includes attendees and exhibitor personnel.

Thank you for your cooperation.

2009 Exhibitor Service Manual
EMERGENCY CONTACT FORM
Fax Back to: 301-215-4553



Note: This form is Confidential and will not be published anywhere. This information is strictly for NECA use only in case of any emergency during the 2009 NECA Show Seattle.

Company _____

Booth # _____

List the person(s) who we can contact in Seattle in case of an emergency:

Name _____

Cell _____

Name _____

Cell _____

Name _____

Cell _____

Please provide any additional information in case of an emergency:

Hotel where you will be staying in Seattle: _____

Hotel phone # _____

Fax this completed form to 301-215-4553

2009 Exhibitor Service Manual
Booth Dimensions



Please read the following IAEE Guidelines for Display Rules & Regulations 2009 Update carefully. All booth dimensions **MUST** conform to the standards set forth in this Exhibitor Service Manual.

Any exceptions **MUST** be submitted in writing to NECA for approval. NECA reserves the right to accept or deny any of the requests submitted.

Questions? Contact Julie Duda, NECA Exhibit Sales Manager
at 770-632-0044 ▪ exhibitsales@necanet.org
or GES at 800-475-2098 ▪ www.ges.com/contact

Thank you for your cooperation.

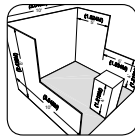


IAEE
International Association
of Exhibitions and Events®

Guidelines for Display Rules & Regulations 2009 Update

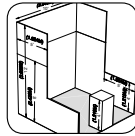


Contents



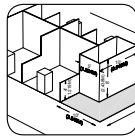
Linear Booth and Corner Booth

4



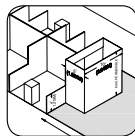
Perimeter Booth

5



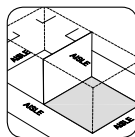
End-cap Booth

6



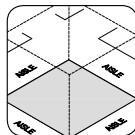
Peninsula Booth

7



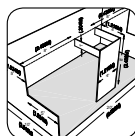
Split Island Booth

8



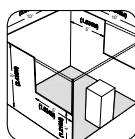
Island Booth

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Guidelines for Display Rules and Regulations 2009 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions. They are the model for most domestic exhibitions. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2009 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibition and event organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibition management and operations.

For display rules and regulations specific to an exhibition or event,
consult the exhibition or event organizer.

Linear Booth

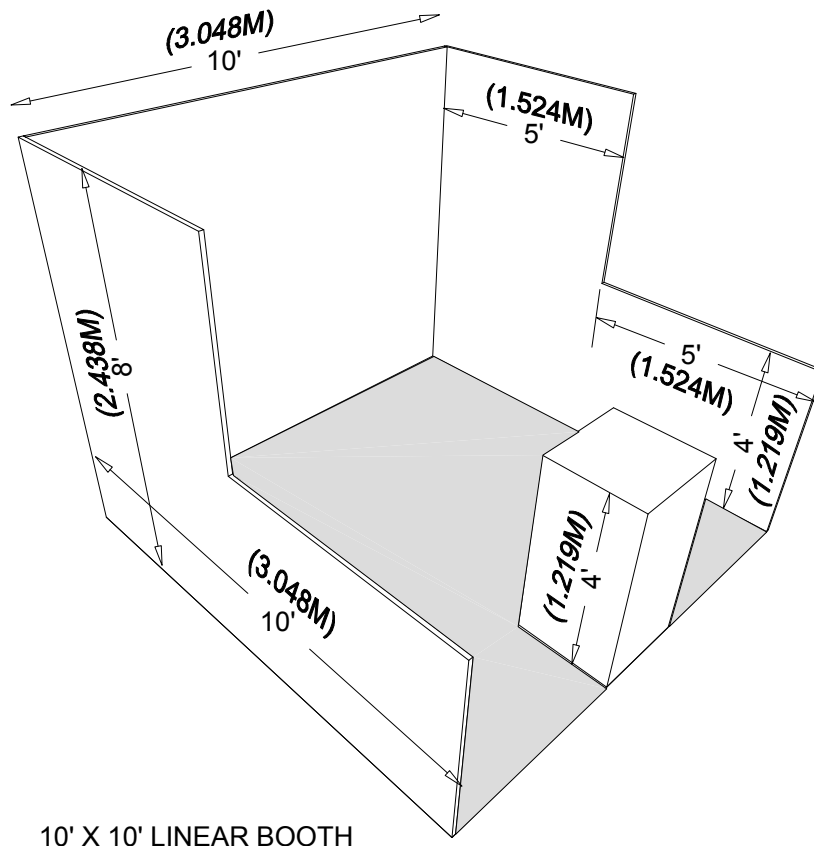
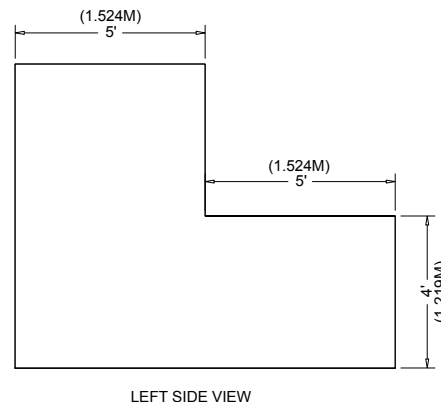
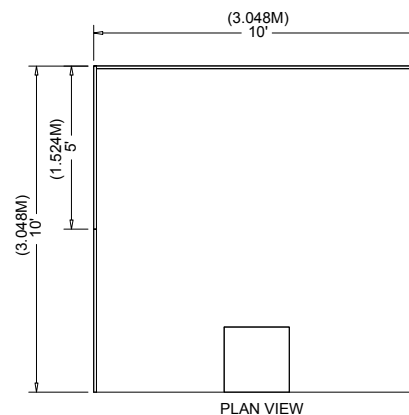
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

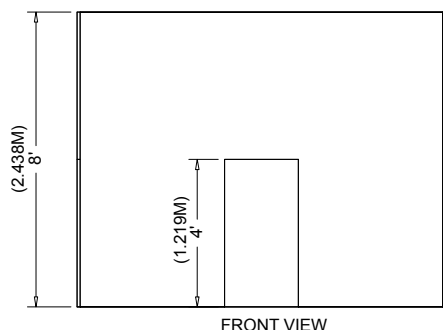
Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

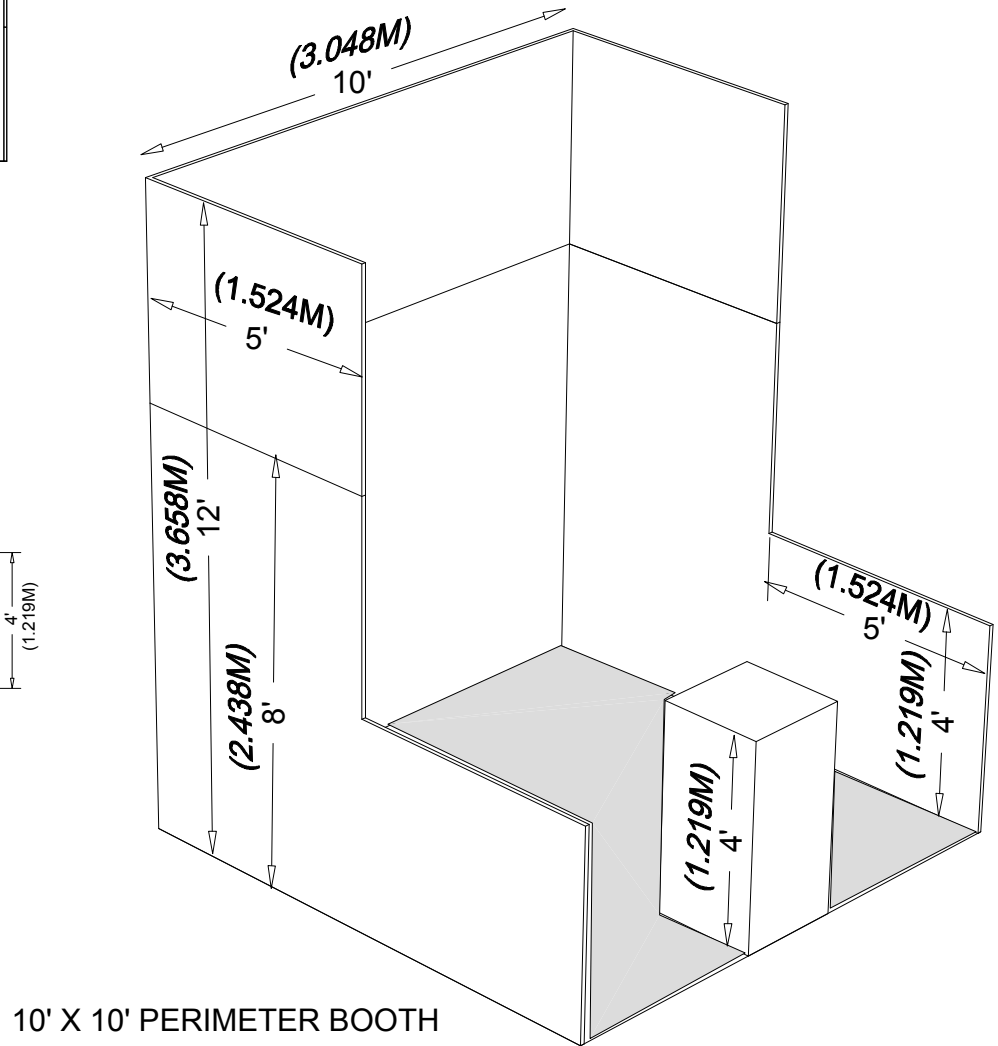
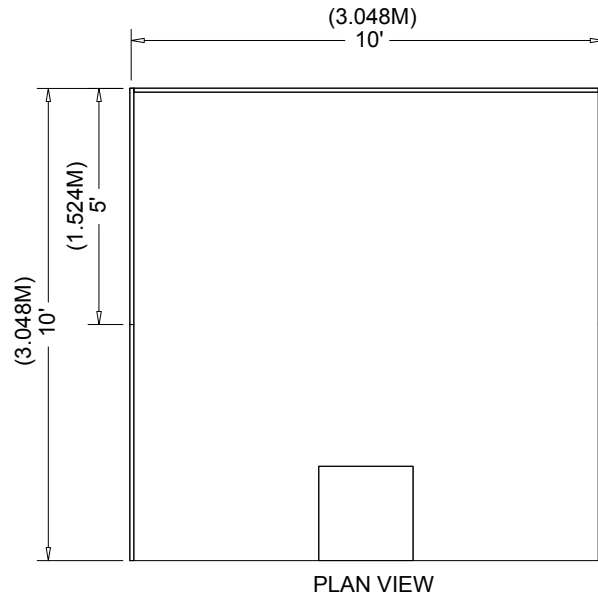
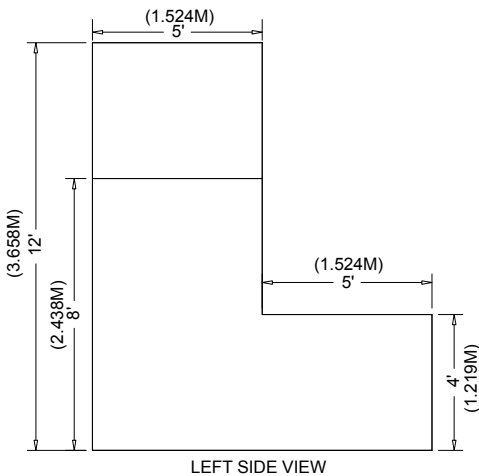
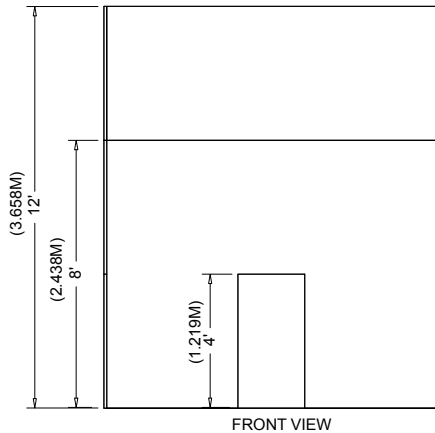


Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

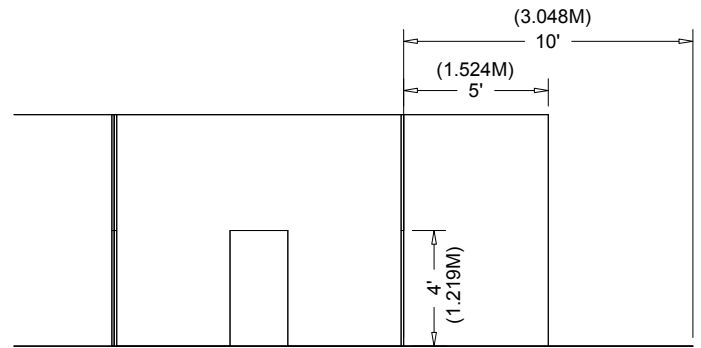


End-cap Booth

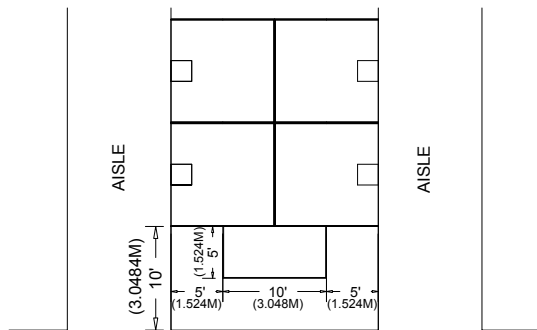
An End-cap Booth is exposed to aisles on three sides and comprised of two booths.

Dimensions

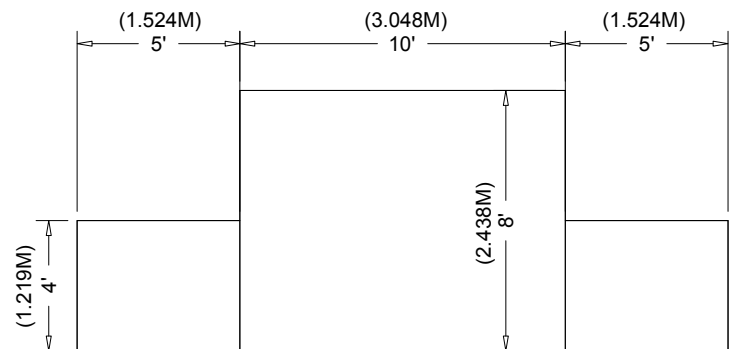
End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height of 8ft (2.44m) is allowed only in the rear half of the booth space and within 5ft (1.52m) of the two side aisles, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.



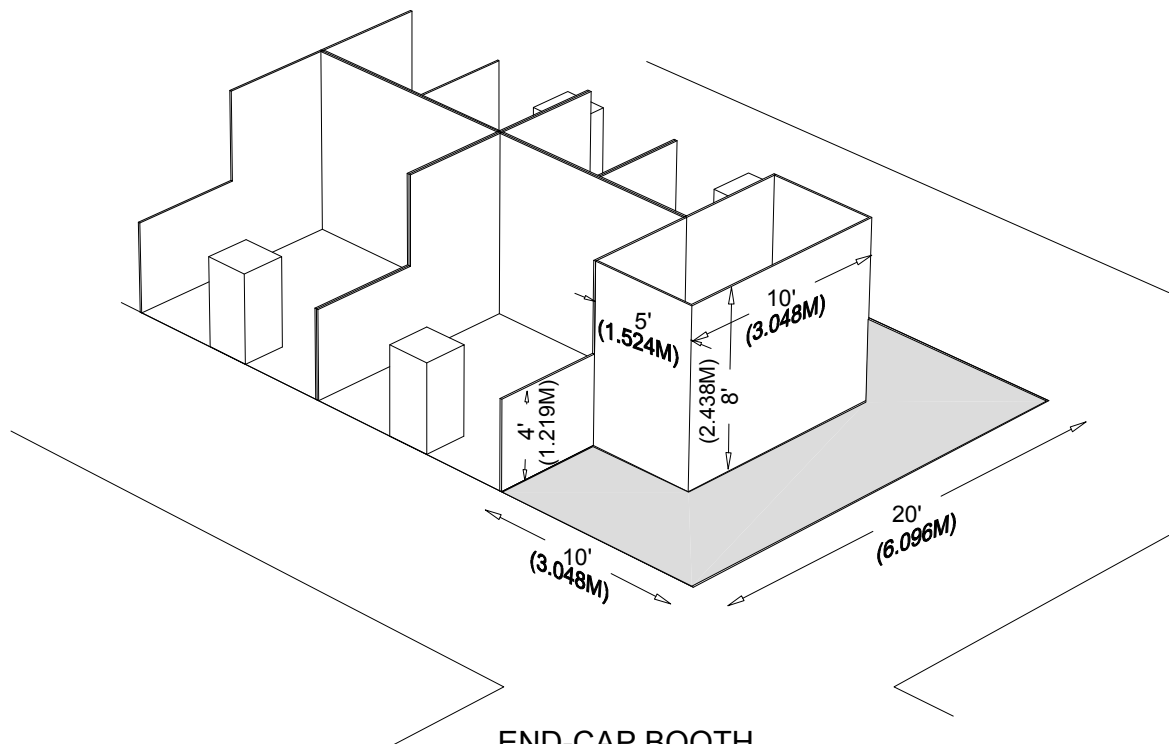
LEFT SIDE VIEW



PLAN VIEW



FRONT VIEW



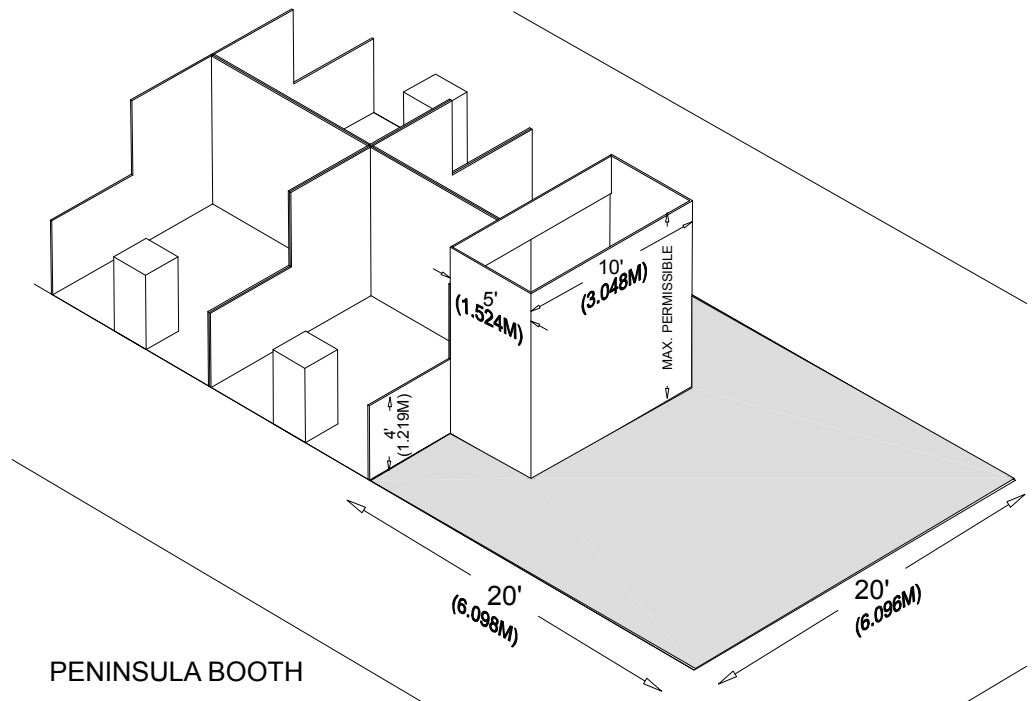
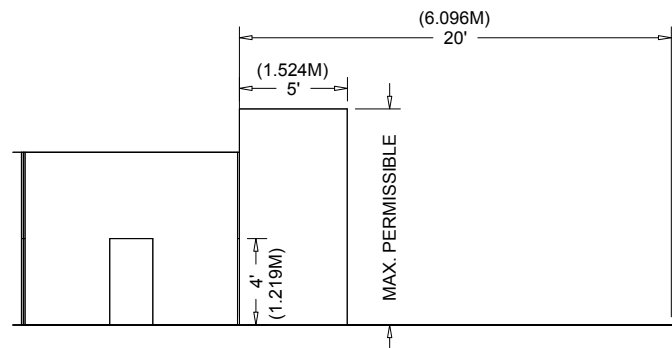
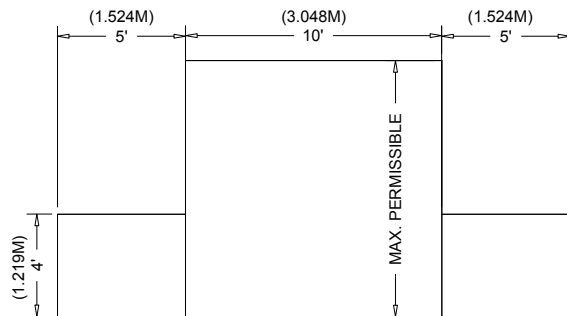
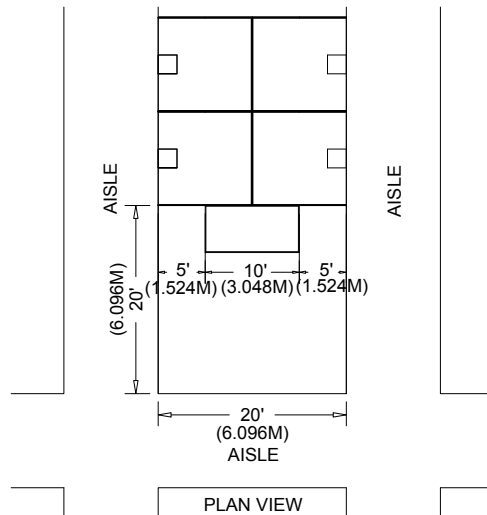
END-CAP BOOTH

Peninsula Booth

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

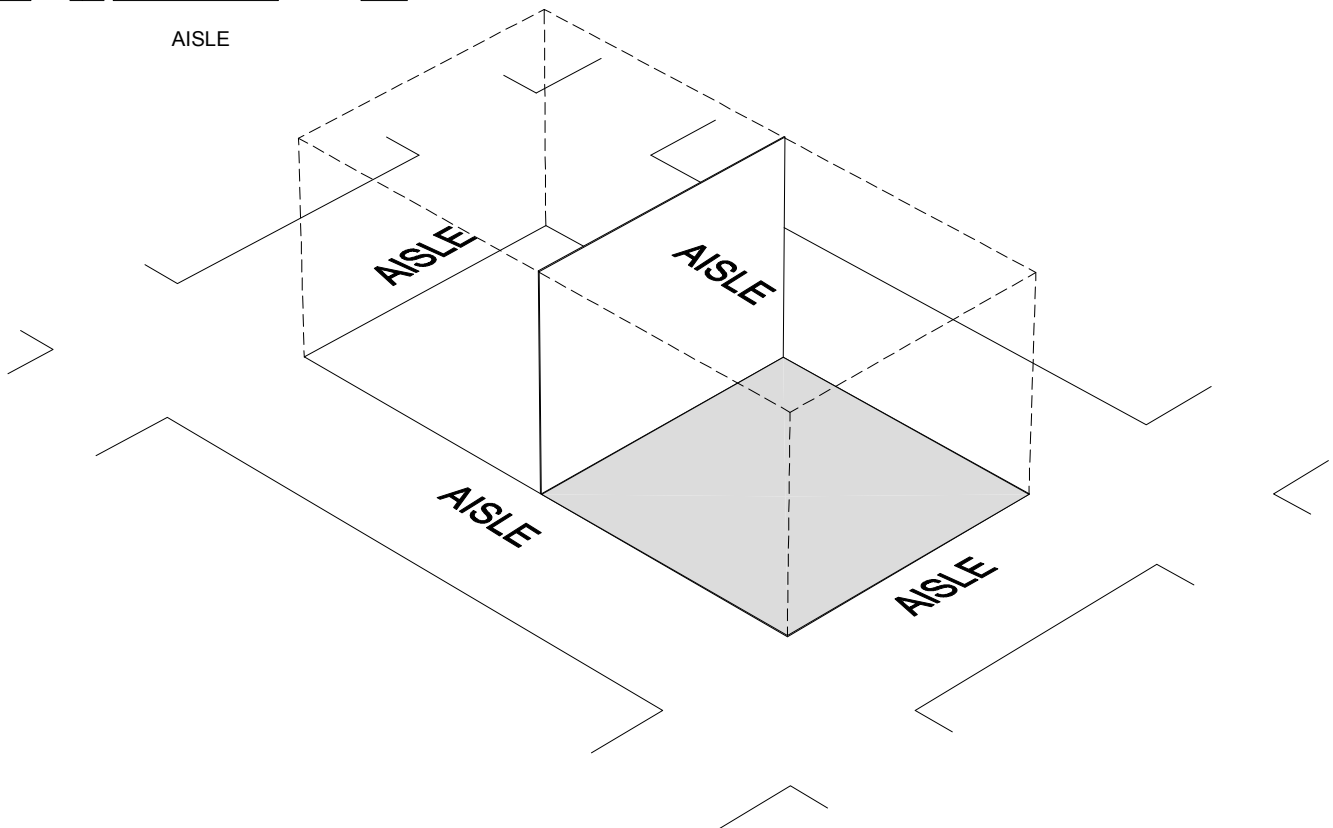
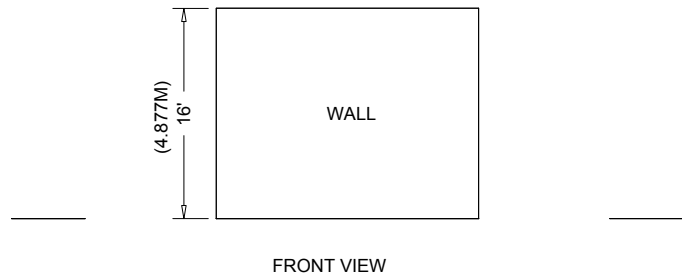
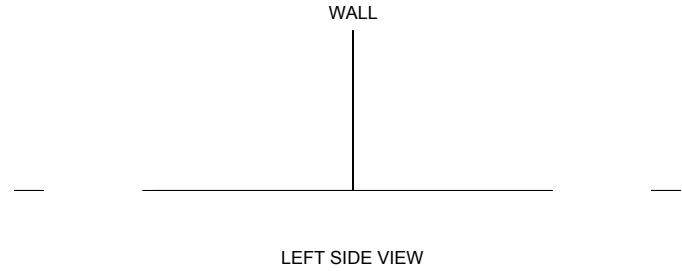
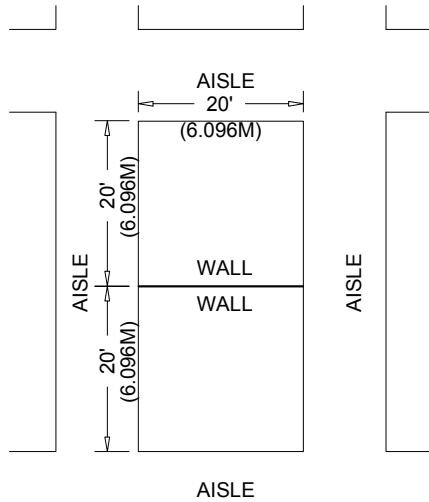
Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



SPLIT ISLAND BOOTH

Island Booth

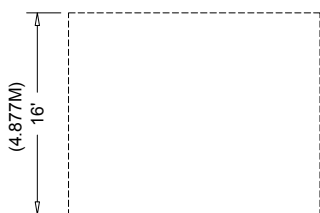
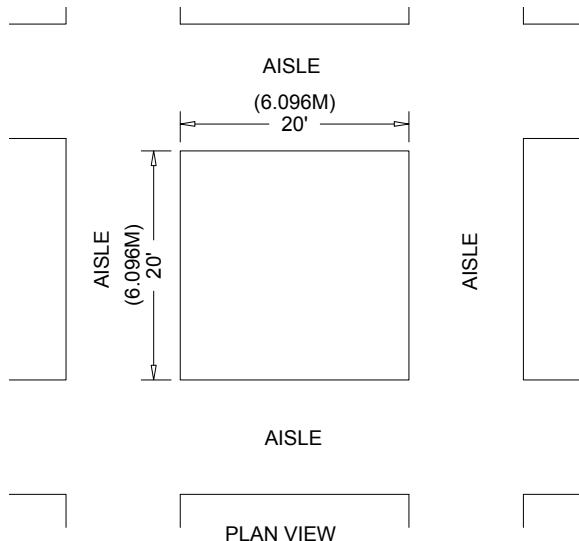
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

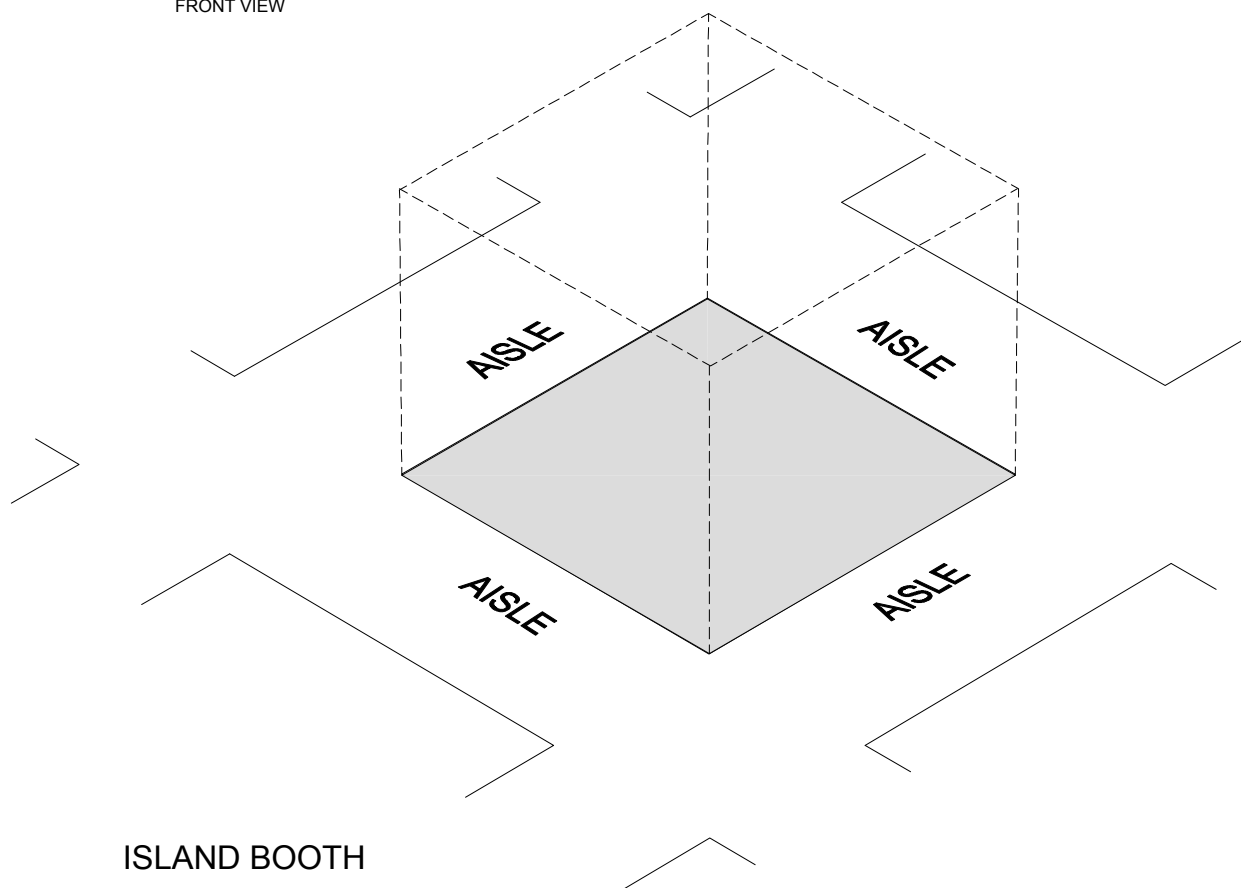
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



FRONT VIEW



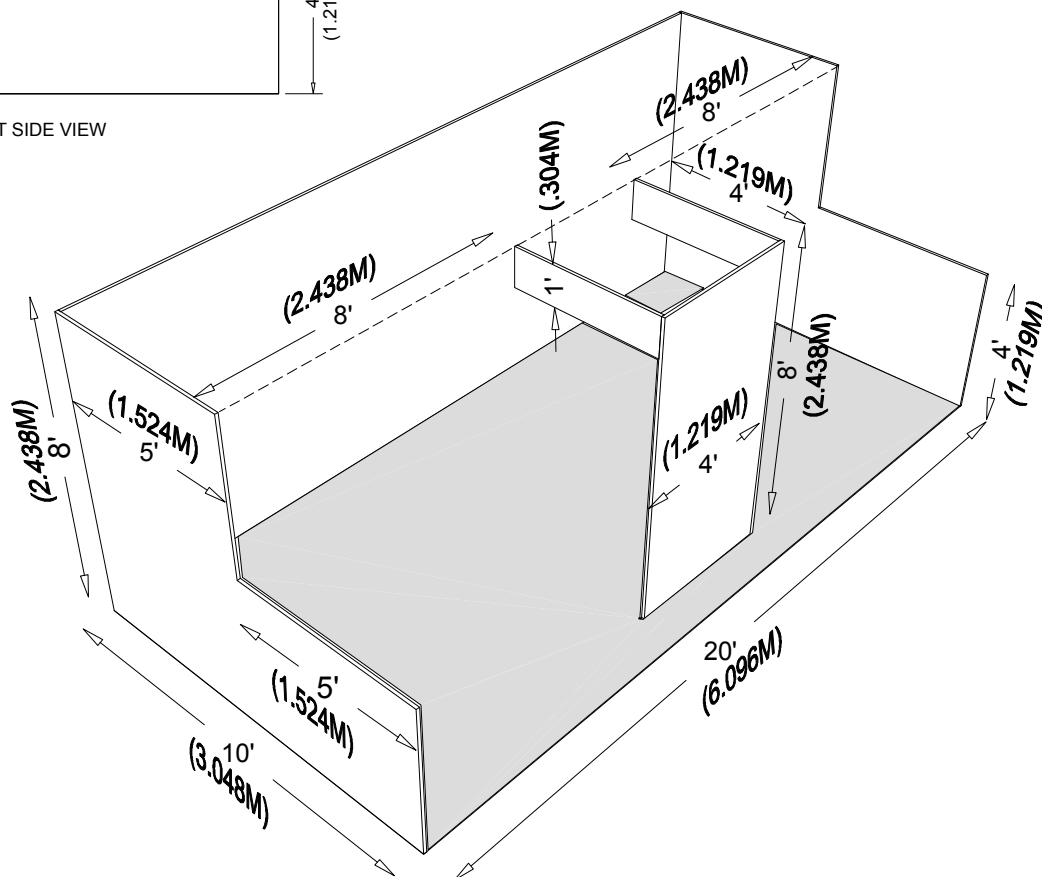
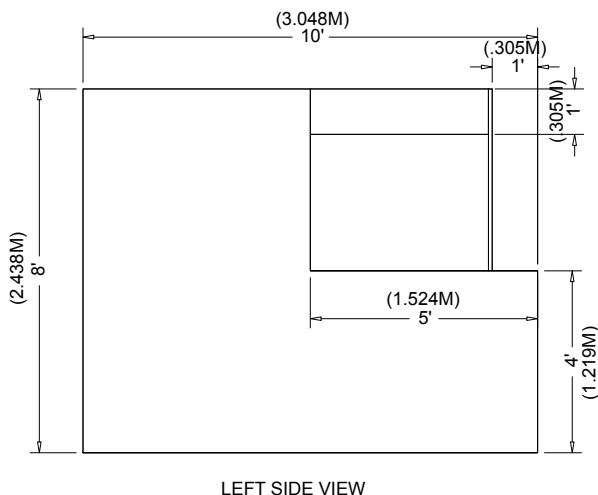
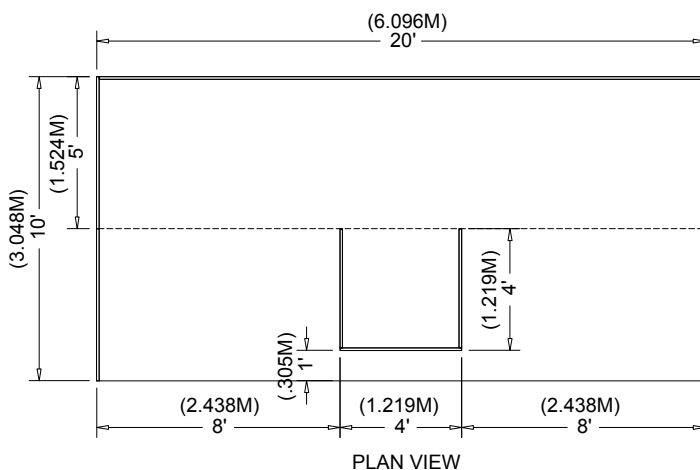
ISLAND BOOTH

Extended Header Booth 20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



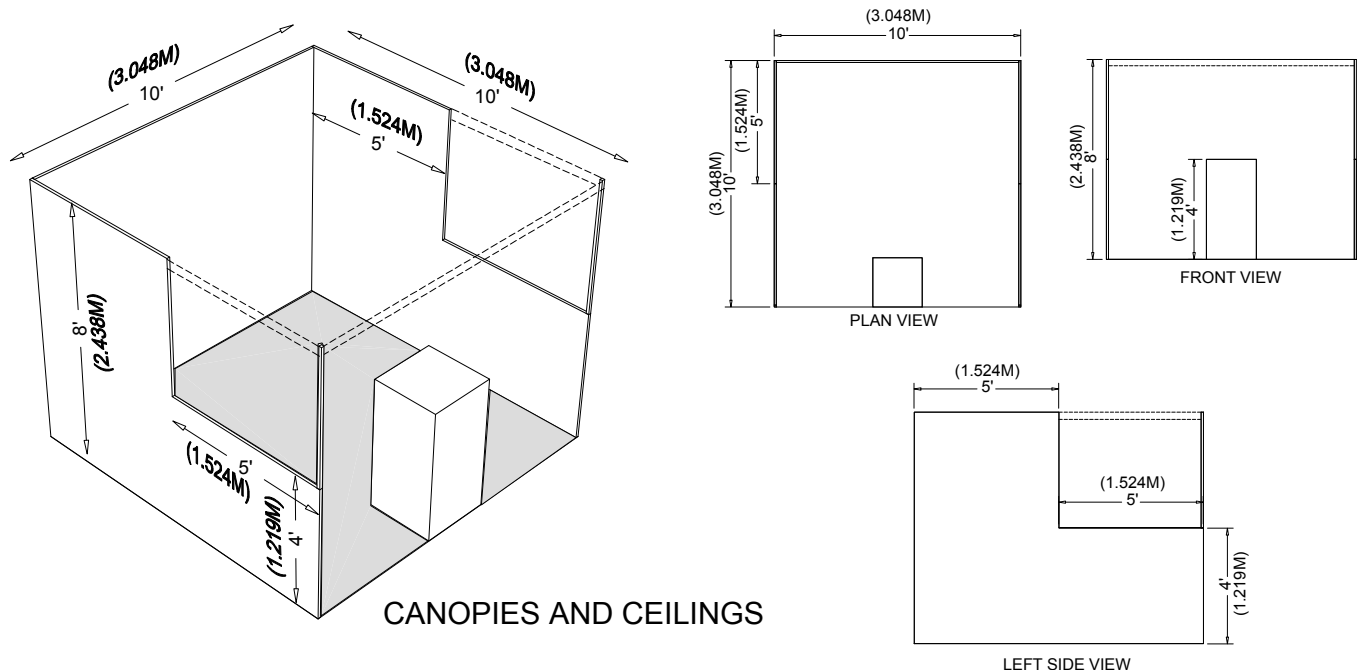
10' X 20' EXTENDED HEADER BOOTH

Other Important Considerations

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



CANOPIES AND CEILINGS

Hanging Signs & Graphics

Most exhibition rules allow for hanging signs and graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign. End-cap Booths do not qualify for hanging signs and graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibition organizer at least 60 days prior to installation. Variances may be issued at the exhibition management's discretion. Drawings should be available for inspection.

Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-storied Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibition organizers should be prepared to assist exhibitors in this application process.

Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, (800) 514-0301, and from the ADA Web site at www.usdoj.gov/crt/ada/adahom1.htm.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

(continued on next page)

Issues Common To All Booth Types *(continued)*

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Currently, some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Advisory Notes To Exhibition Organizers

End-cap Booths: End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

Fire Equipment: Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Hanging Signs: Although the *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for hanging signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have hanging signs labeled and cased separately so that they can be easily identified on site as they usually must be installed before other exhibit construction can begin.

Hardwall Booths: Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

Full Cubic Content: It is common at certain types of exhibitions to eliminate the line-of-sight requirement for Linear, End-Cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full cubic content of the booth.

Perimeter Openings: Large peninsulas and islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

Pipe and Drape: These are commonly used at exhibitions to define exhibit space. Exhibition organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

Product Height: Some exhibitors have products that exceed display height restrictions. Exhibition organizers should establish guidelines for displaying such products. For example, some exhibitions require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

Vehicles: Rules vary depending on the facility, but generally it is required that vehicles on display have no more than a one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.

Height Variances: Height Variances may be issued for all types of booths. However, in a linear booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics, and/or logos.

Environmental Responsibility: Exhibitions, by their very nature, create waste. Properly managed, exhibitions can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.



International Association
of Exhibitions and Events

12700 Park Central Drive
Suite 308
Dallas, TX 75251-1500

www.iaee.com

IMPORTANT NOTICE

**No one under 16 years old
is allowed on the
Show floor except:**

**Monday, September 14, 2009
11:30am – 4:00pm ONLY!**

Thank you for your cooperation

2009 Exhibitor Service Manual

Certificate of Insurance

Deadline: Monday, August 10, 2009

Fax to: 301-215-4553



IMPORTANT NOTICE: This certificate is **Only** needed if you are using an Exhibitor Appointed Contractor (EAC).

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the exhibitor and the installation and dismantling contractor comply with the requirements listed in the GES manual, form L-3.

Due to enforcement of regulations, all Exhibitor Appointed Contractors must fax a current **Certificate of Insurance** to the NECA office no later than Monday, August 10, 2009.

A sample form is enclosed for your use.
Please note that a booth **will not** be allowed to set-up without a current certificate on file.

Thank you for your cooperation
Fax to: 301-215-4553

**2009 Exhibitor Service Manual
SPECIAL EVENT TICKET
ORDER FORM**

Fax Back to: 301-215-4553



Complete this form to order tickets for the Opening Reception and / or the Closing Celebration. Your tickets will be available for pick-up at the NECA registration in the Convention Center.

Opening Reception: Going Green in the Emerald City

Enjoy a martini bar, coffee, wine & brew stations, and sumptuous hors d'oeuvres along with the Freddy Pink Band. Then take a break from the crowds in NECA's own coffeehouse, the Electric Brew, featuring specialty coffees, an acoustic guitarist and delectable desserts. Network with North America's leading electrical contractors in this great environment!

of Opening Reception Tickets: _____ **@ \$100 each =** _____

Closing Celebration: A Custom Performance by Cirque Dreams

Finish out the week with this grand finale of creative and original artistry. You will experience the finest music, costumes, choreography, and special effects ever produced. The surreal conjuring of a dream filled with mystery, suspense, comedy and dance.

of Closing Celebration Tickets: _____ **@ \$100 each =** _____

TOTAL to be Charged : \$ _____

Company Name _____ Booth # _____

Contact _____ Phone _____

Email _____

Name of Person Picking up Tickets _____

CREDIT CARD INFORMATION (type or print clearly)

Card Type _____ Card Number _____

Exp. Date _____ CV2 Security Code _____

Name on Card _____

Signature _____ Date _____

2009 Exhibitor Service Manual
2009 NECA Seattle Exhibitors



Please click on the link below for a list of NECA 2009 Exhibitors.

<http://www.necafloorplan.org/exhibits/Seattle09/index.php?p=Exhibitors>



Exhibitor Badge Registration

DEADLINE IS THURSDAY, AUGUST 13, 2009

Fax Back to CMR: 415-979-2275

****If you have registered your staff online you do not need to fill out this form.***

Please **Type or Print Clearly** the names of individuals as they should appear on their badges.

Booth # _____

Name _____

Company _____ Division _____

Address _____ City _____

State _____ Zip +4 _____

Phone (____) _____ Fax (____) _____

E-mail _____

Website Address _____

Please list company personnel and other representatives who will attend the Exposition.

Badges will be made up in advance for each individual based on information provided below.

** Print or type individual's name, city, and state as you want it to appear on each badge.*

Name	Company	City/State
------	---------	------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Note:** All pre-printed badges will be available for pickup by individuals at the NECA Registration Desk. (If you have additional names, please attach typed sheet.)

DEADLINE IS THURSDAY, AUGUST 13, 2009

Fax Back to CMR: 415-979-2275

**Exhibitor Badge
On-Line Registration
Deadline: August 13, 2009**



IMPORTANT EXHIBITOR REGISTRATION INFORMATION!

You can register your Exhibitor Booth Staff online by going to:
www.cmrreg.com/neca_c9_exhib

OR

Filling out the attached form and faxing it to CMR at 415-979-2275

Exhibitors have an unlimited number of complimentary exhibitor registrations per booth purchased. An exhibitor registration entitles exhibitors to attend the exhibit hall, general sessions and technical workshops, provided space is available. Exhibitors will also get lunch all three days the exhibit hall is open.

- Badges may not be supplemented with business cards, ribbons or company logos.
- Exhibit badges must be worn at all times in the exhibit hall.
- Exhibitors are required to register vendors and temporary help for a badge. Vendors and temporary help will not be permitted in the exhibit hall without a badge.

All information will be sent to the designated company contact, via email given in the application contract for the 2009 NECA Show. If you need the log in information sent to a different email, please contact Sharon at necareg@cmrus.com.

By August 14, 2009 we will be sending you a proof sheet via email listing everyone you have registered for an Exhibitor Badge. Please return the proof sheet with all changes, and additions by Friday, August 21, 2009 to ensure that we can prepare your name badges and reduce the waiting time onsite. We can continue to help you with additions and changes after this date via email. Please send emails to necareg@cmrus.com.

If you do NOT receive your online Exhibitor Badge registration information by Monday, May 18th, or have questions, please contact Sharon or a member of the CMR staff at:

NECA 2009 Exhibitor Registration
Convention Management Resources (CMR)
necareg@cmrus.com

2009 Exhibitor Service Manual New & Featured Product Room ENTRY FORM

Deadline: Monday, August 3, 2009
Fax to: 301-215-4553



If you have a new product or service to highlight, then the **New & Featured Product Room** is the place you want to be. Don't miss this opportunity to showcase your product(s) in this very unique location, drawing extra special attention to them. This highly effective & cost efficient tool allows electrical contractors to see your new products one hour prior each day to the NECA trade show opening, giving attendees a heads-up on companies to seek out on the show floor. A sign with your company name and booth number is provided.

The cost is \$200.00 per entry. Duplicate this form for multiple entries. Three days of great exposure. What could be better? Maximize your participation in the NECA Show. Highlights Include:

- Only exhibiting companies may participate
- Product Description limited to 15 words or less
- 2'x3' space with sign per product entry
- Security is provided during Open Hours
- Specific times to replenish promotional materials
Sunday & Monday, Sept. 13 & 14, 1:30pm
Tuesday, Sept. 15, 11:30am
- Payment must accompany application

Company _____ Booth # _____

Contact _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email _____

Product Name _____

Product Description (15 words or less) _____

CREDIT CARD INFORMATION (type or print clearly)

TOTAL \$ _____

Card Type _____ Card Number _____

Exp. Date _____ CV2 Security Code _____

Name on Card _____

Signature _____ Date _____

Payment by Mail: -make check out to: NECA – New Product Showcase
The NECA Show • 3 Bethesda Metro Center, Suite 1100 • Bethesda MD 20814

A confirmation receipt will be emailed with specific drop off/pick up times and locations.

Questions? Contact Julie Duda, NECA Exhibit Sales Manager 770-632-0044 • exhibitsales@necanet.org



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NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact



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NEED ASSISTANCE?

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GES INFORMATION & ORDER FORMS



Show Information

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

National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

Official Service Provider

GES Exposition Services®
7050 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/chat

International Calls: 702.515.5970
International Faxes: 702.263.1520

Show Information

Booth Size: 10' x 10'
Backwall Drape: Blue & White
Sidewall Drape: Blue
Facility Carpet Color: Black, for booth #1100 - 1400 Only
Aisle Carpet Color: Blue Jay
1 - One line ID sign (7"x44") provided automatically

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

Thu, Aug 20, 2009	Discount Deadline Date for orders received with payment	
Fri, Aug 7, 2009	Advance Shipments may begin arriving at the Warehouse	
Mon, Sep 7, 2009	Last day for Advance Shipments to arrive at the Warehouse without surcharges Advance Warehouse Hours for receiving are Monday - Friday, 8:00 AM to 4:30 PM	
Thu, Sep 10, 2009	Direct Shipments may begin arriving at the Exhibit Site starting at: 8:00 AM	
Sat, Sep 12, 2009	Last day for Direct Shipments to arrive at the Exhibit Site ending at: 5:00 PM	
Thu, Sep 10, 2009	Installation	1:00 PM - 5:00 PM (EARLY MOVE-IN FOR EXHIBITORS WITH PRIOR APPROVAL ONLY)
Fri, Sep 11, 2009		8:00 AM - 5:00 PM
Sat, Sep 12, 2009		8:00 AM - 5:00 PM
Sun, Sep 13, 2009	Show Hours	11:30 AM - 5:00 PM
Mon, Sep 14, 2009		11:30 AM - 4:00 PM
Tue, Sep 15, 2009		10:30 AM - 2:30 PM
Tue, Sep 15, 2009	Dismantle	2:30 PM - 10:00 PM
Wed, Sep 16, 2009		8:00 AM - 4:00 PM
Wed, Sep 16, 2009	Carriers must be checked in by: 10:00 AM	
Wed, Sep 16, 2009	All exhibitor materials must be removed by: 4:00 PM	

Shipping Addresses

Advance Shipments to Warehouse: c/o GES Exposition Services
4060 Lind Avenue SW
Renton, WA 98057
USA

Shipments should arrive on or between:
August 7 - September 7, 2009

Direct Shipments to Exhibit Site: c/o GES Exposition Services
Washington State Convention and Trade Ctr.
800 Convention Place
Seattle, WA 98101
USA

Shipments should arrive on or between:
September 10 - 12, 2009

GES Servicenter®

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

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



General Information

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

National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

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

What is an Official Service Provider?

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

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

GES Show Services

Booth Furniture & Accessories

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

Booth Carpet

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

Custom Exhibits

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

Rental Exhibits

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

Installation & Dismantle Services

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

Graphics

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

Shipping

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

Lighting & Rigging

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

How Can I Order My Show Services?

1. GES® Online

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

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

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

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

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

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

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

2. GES National Servicer®

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

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

7050 Lindell Road
Las Vegas NV, 89118
Phone: 800.475.2098
Fax: 866.FAX.1GES (866.329.1437)
International Phone: 702.515.5970 / Fax: 702.263.1520

3. GES Servicer®

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

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Exhibitor Services

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

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



Trade Show Tips

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

National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

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

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

Ordering Trade Show Services.

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

Inbound - Move In.

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

Showsite.

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

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

Work Zone.

- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Outbound - Move Out.

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



Stop. Think. Safety.

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

National Electrical Contractors Association
Washington State Convention and Trade Ctr.
September 13 - 15, 2009

Safety is very important for everyone working in the exhibit hall.

GES Exposition Services® values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Use good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.



STOP. THINK. SAFETY.

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



Show Site Work Rules

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

National Electrical Contractors Association

Washington State Convention and Trade Ctr.

September 13 - 15, 2009

Union Information

To assist you in planning your participation in your Seattle area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Exhibit Labor

GES offers experienced union labor to assist with the installation of exhibit booths. Your own company employees may install your exhibit if it may be accomplished in one half hour or less without use of tools or ladders. Your own company employees may supervise the work, or we can help by assigning a foreman to that function. The choice is yours. Installation and dismantle forms are enclosed for your convenience.

Freight Handling Jurisdiction

GES has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth, safe, and efficient move-in and move-out of the exposition. Exhibitors may hand-carry their own materials into the exhibit hall through the hand carry entrance. The use of mechanical equipment by exhibitors is not permitted. Access to the loading docks will be controlled by GES in order to provide for a safe and efficient move-in and move-out. GES will not be responsible, however, for any materials we do not handle.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

GES requests that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for service rendered) to our employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a GES supervisor. Employees of GES are paid at an excellent wage scale and thus, tipping is strongly discouraged as not being an accepted policy of GES. This applies to all GES employees.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline

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

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

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GES Terms & Conditions of Contract

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

National Electrical Contractors Association

Washington State Convention and Trade Ctr.

September 13 - 15, 2009

GES Terms & Conditions of Contract are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: GES Exposition Services, Inc., d/b/a GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and their employees; **Agents:** GES' agents, sub-contractors, carriers, and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

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

III. Customer Obligations

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

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

IV. Mutual Obligation Indemnification

a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

b. **GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

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

b. **Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

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

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

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

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

g. **Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

h. **Forced Freight:** GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

i. **Concealed Damage:** GES shall not be liable for concealed loss or damage including but not limited to: glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

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

VII. Measure of Damage

a. **Sole Relief:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.

b. **Labor:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

a. **Insurance. GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.

b. **Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.

c. **Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30) days** after the close of the show.

Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.

In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

d. **Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

NEED ASSISTANCE?

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Fire Regulations

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National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

Seattle Fire Department Fire Marshal's Office Special Events Section

220 3rd Avenue South
Seattle, WA 98104-2608
Phone: 206-386-1450

TO: Public Assembly Area Participant

FROM: Fire Marshal's Office - Special Events

SUBJECT: General Requirements for Flame Proofing
and Combustible Storage

Dear Participant: Effective January 1, 2009, the following items are required by the Seattle Fire Marshal's Office for booths at trade shows or otherwise used for display within the City of Seattle limits.

FLAME PROOFING

All decorations, drapes, signs, banners, plastic displays, split bamboo, items such as carpeting, artificial turf used in the vertical position, combustibles, etc. **within 18 inches** of ignition sources, such as lights fixtures, heaters, electrical outlets, electrical connections and flame-producing devices must be flame retardant. *Curtains, drapes, hangings and other decorative materials suspended from walls or ceilings must be flame resistant.*

To facilitate verification that an item described above is flame retardant; the following options may be used:

1. A copy of the Certificate of Flame Resistance for the item may be left in the booth when the vendor does not occupy it. The Certificate of Flame Resistance must indicate the item meets the requirements of either **National Fire Protection Association 701 (NFPA 701)** and /or the State of California Fire Marshal approved standard for flame proofing (Note: **Certificates of Flame Resistance are valid for one (1) year** after which time they must be renewed. Unless the certificate shows an expiration date stating otherwise or indicates the treatment can not be removed when laundered.)
2. A tag or label affixed to the item indicating it meets either the NFPA 701 and/or The State of California Fire Marshal approved standard for flame proofing.
3. Only certificates from a third party certifier or manufacturer of the product(s) are acceptable. Treating the item(s) yourself shall no longer be acceptable.

Painted back-drops/signage utilizing oil based or water based paints if provided with backing materials such as backing material that is located within **18 inches of ignition sources** must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant, or it must be removed.

Materials used for outdoor ground coverings, such as beauty bark, shredded tires that is located within **18 inches of ignition sources** must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant, or it must be removed.

The use of oilcloth, tarpaper, sisal paper, nylon, Orlon and certain other synthetic materials that cannot be made flame resistant is strictly prohibited.

Items which are not accompanied by a valid Certificate of Flame Resistance shall be removed. If the item(s) is unable to be removed from the show floor prior to the showing opening, the show doors may be held and/or the vendor/exhibitor's booth maybe closed!

COMBUSTIBLE STORAGE

Combustible storage –repacking material, etc. is prohibited throughout the public assembly area. This includes areas in and behind individual booth spaces. NOTE: Small amounts of brochures and other literature for distribution may be stored under tables fronting the booth space when approved by a representative of the Fire Marshal's Office.

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

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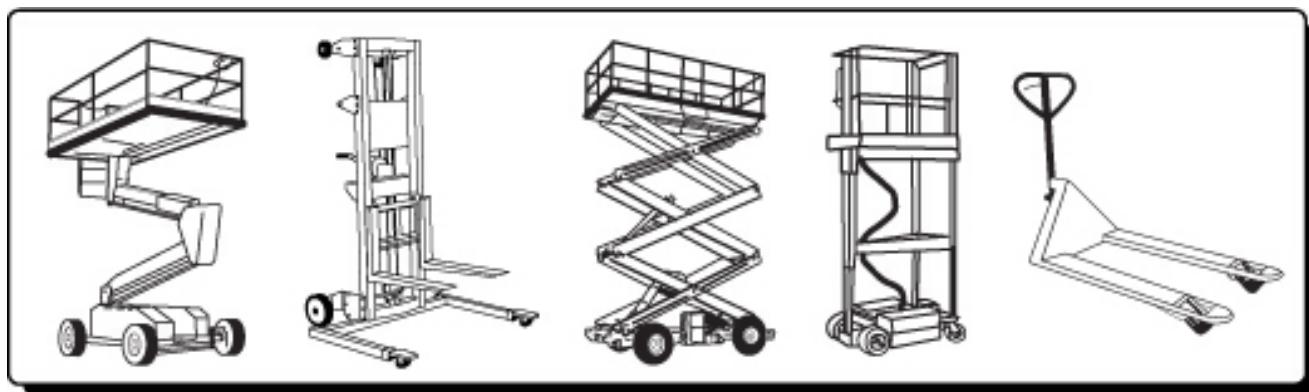
Operation of All Mechanical Lifts

G-9

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

National Electrical Contractors Association
Washington State Convention and Trade Ctr.
September 13 - 15, 2009

ATTENTION ALL EXHIBITORS!



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

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

ALL LIFTS, LADDERS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your complete cooperation.

NEED ASSISTANCE?

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Official Service Provider Information

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National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

Official Service Provider

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

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

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

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

In both such instances, GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.

Exhibitor Appointed Contractors

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

1. The Exhibitor must notify Show Management in writing and GES Exposition Services of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
 - a. Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - b. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
 - c. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - e. The Commercial General Liability Policy shall name GES Exposition Services, Inc. (Official Service Provider), National Electrical Contractors Association (Show Management), National Electrical Contractors Association (Show) and Washington State Convention and Trade Ctr. (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must insure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with GES or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

For your safety, be aware of the following:

- a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
- b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
- c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
5. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
6. Exhibitor Appointed Contractor compliances:
 - a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
 - b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to GES at least 10 days prior to the first date of move in.
 - c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
 - g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
 - h. Must coordinate all of its activities with GES Exposition Services.
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management and/or Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
 - j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
7. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.

NEED ASSISTANCE?

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ACORD					CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 01/01/09	
PRODUCER ABC Insurance Agency Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234					THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819					INSUREERS AFFORDING COVERAGE			
					INSURER A: Hartford Insurance Company of Illinois			
					INSURER B: Aetna Casualty & Surety Company			
					INSURER C: Travelers Insurance Company			
					INSURER D: Royal Insurance Company			
INSURER E:								
COVERAGES								
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS			
A	GENERAL LIABILITY	000P98298-AI1	01/01/09	01/01/10	EACH OCCURENCE		\$1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)		\$ 50,000	
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)		\$ 5,000	
	<input type="checkbox"/> _____				PERSONAL & ADV INJURY		\$1,000,000	
	<input type="checkbox"/> _____				GENERAL AGGRREGATE		\$2,000,000	
	GENERAL AGGREGATE LIMIT APPLIES PER				PRODUCTS-COMP/OP AGG		\$2,000,000	
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							
B	AUTOMOBILE LIABILITY	SKLS-029499S	01/01/09	01/01/10	COMBINED SINGLE LIMIT		\$2,000,000	
	<input checked="" type="checkbox"/> ANY AUTO				(Ea accident)			
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY		\$	
	<input type="checkbox"/> SCHEDULED AUTOS				(Per person)			
	<input checked="" type="checkbox"/> HIRED AUTOS				BODILY INJURY		\$	
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				(Per accident)			
	<input type="checkbox"/> _____				PROPERTY DAMAGE		\$	
	<input type="checkbox"/> _____				(Per accident)			
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT		\$	
	<input type="checkbox"/> ANY AUTO				OTHER THAN		\$	
	<input type="checkbox"/>				AUTO ONLY:		\$	
A	UMBRELLA/EXCESS LIABILITY	XL1234567	01/01/09	01/01/10	EACH OCCURENCE		\$1,000,000	
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE		\$1,000,000	
	<input type="checkbox"/> DEDUCTIBLE						\$	
	<input type="checkbox"/> RETENTION \$						\$	
							\$	
							\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/09	01/01/10	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS	<input type="checkbox"/> OTHER		
	E.L. EACH ACCIDENT				\$1,000,000			
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000			
	E.L. DISEASE -POLICY LIMIT				\$1,000,000			
D	OTHER	000P98298-AI1	01/01/09	01/01/10	Each Occurrence & Aggregate		\$1,000,000	
	Professional Liability				\$3,000,000			
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS GES Exposition Services, Inc. (Official Service Provider), National Electrical Contractors Association (Show Management), Washington State Convention and Trade Ctr. (Facility), and National Electrical Contractors Association (Show) are hereby named as additional insured, except for Workers' Compensation. GES Exposition Services, Inc. and/or the consignor are included as Loss Payee. The insurance provided for the benefit of GES Exposition Services, Inc., shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: September 13 - 15, 2009 at city of Seattle.								
CERTIFICATE HOLDER		<input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION			
GES Exposition Services Exhibitor Services 4060 Lind Avenue SW Renton, WA 98055-4902					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS			
					AUTHORIZED REPRESENTATIVE			
					John Smith, CIC			

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



Notice of Intent to Use Exhibitor Appointed Contractor

L-4

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

Form Deadline Date:

August 20, 2009

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

An Exhibitor Appointed Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by the show organizer in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The Exhibitor Appointed Contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by the show organizer in a contract as an exclusive service for the "official" or "general" service provider or other third party. If an Exhibitor Appointed Contractor attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.

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

Exhibitor Appointed Contractor _____
Street Address _____
City, State, Zip _____
Phone (area code _____) _____ Fax (area code _____) _____
Contact: _____
Description of Proposed Service for Exhibitor: _____

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

Rules & Regulations

1. All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
3. The Exhibitor Appointed Contractors shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
4. The Exhibitor Appointed Contractors shall be prepared to show evidence it has authorization from the contractor.
5. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
6. The Exhibitor Appointed Contractor shall provide certificates of insurance and must agree in writing no later than 10 days prior to show opening.
7. The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the Exhibitor Appointed Contractor/ Exhibitor depending upon the billing arrangement set up with GES. (Based upon Exhibitor Appointed Contractor not number of booths)
8. The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
9. The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
10. Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or GES Management.

11. During show hours Exhibitor Appointed Contractors only with exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.
12. The Exhibitor Appointed Contractor shall indemnify and hold Show Management and GES Exposition Services, Inc. harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

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

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Rigging	Millwright Work	Material Handling

No exceptions will be made

Tips to Exhibitor Appointed Contractors

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

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



Material Handling Information

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

National Electrical Contractors Association

Washington State Convention and Trade Ctr.

September 13 - 15, 2009

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

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES Exposition Services.
- Do **not** consign **international** shipments c/o GES Exposition Services; however, please contact our international division at: GESLogistic_international@ges.com.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.
- For a rate quote please call GES Logistics at 1.888.454.4437.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. For a rate quote please call GES Logistics at 1.888.454.4437.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your Goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to: www.ges.com/everything/logistics/tracking/.

Estimating Material Handling Charges

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

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
 - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
 - b. Freight shipments sent to the show after it has opened.
 - c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

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

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicenter®** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

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

Measure of Damage

- **Liability** – GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **Sole Relief** – If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

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

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



Material Handling Order Form

R-2

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

Form Deadline Date:

August 20, 2009

Go to below link to view images and information:
<http://ges.com/ecomm/info/specialhandling.pdf>

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

DESCRIPTION

STANDARD
PRICE

ADVANCE SHIPMENT TO WAREHOUSE (200 LBS. MINIMUM)

Crated Advance Shipment ST/ST	Per CWT	\$ 82.00
Crated Advance Shipment ST/OT	Per CWT	\$ 102.50
Crated Advance Shipment OT/OT	Per CWT	\$ 122.75
Special Handling Advance Shipment ST/ST	Per CWT	\$ 102.50
Special Handling Advance Shipment ST/OT	Per CWT	\$ 128.00
Special Handling Advance Shipment OT/OT	Per CWT	\$ 153.50

DIRECT SHIPMENT TO EXHIBIT SITE (200 LBS. MINIMUM)

Crated Direct Shipment ST/ST	Per CWT	\$ 80.00
Crated Direct Shipment ST/OT	Per CWT	\$ 95.00
Crated Direct Shipment OT/OT	Per CWT	\$ 113.75
Special Handling Direct Shipment ST/ST	Per CWT	\$ 95.00
Special Handling Direct Shipment ST/OT	Per CWT	\$ 118.75
Special Handling Direct Shipment OT/OT	Per CWT	\$ 142.25
Uncrated Direct Shipment ST/ST	Per CWT	\$ 113.75
Uncrated Direct Shipment ST/OT	Per CWT	\$ 142.00
Uncrated Direct Shipment OT/OT	Per CWT	\$ 170.50

How To Know What Rates To Use Based On Show Move-In/Move-Out:

Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.

Overtime: All other times, Saturdays, Sundays, Holidays.

ST/ST: If freight will be handled on straight time into the show and out of the show.

ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.

OT/OT: If freight will be handled on overtime into the show and out of the show.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$15.50 fee will be charged per shipment.

Important Information

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

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

Small Packages: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Arrival Dates and Surcharges for Shipments: A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:

Fri, Aug 7, 2009: Advance shipments may begin arriving at warehouse.

Mon, Sep 7, 2009: Last day for shipments to arrive at warehouse.

Direct Dates:

Thu, Sep 10, 2009: Direct shipments may begin arriving at exhibit site after 8:00 AM.

Sat, Sep 12, 2009: Last day for shipments to arrive at exhibit site by 5:00 PM.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **200** pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

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

Place Order Here

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY = TOTAL PRICE
Small Package, 1st Carton	\$ 40.25	1 \$
Small Package, Each Additional Package	\$ 20.70	\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
A. Total All Items Ordered				\$
B. Petroleum Surcharge Assessment: 3%		A x 3% = B		\$
C. Payment Enclosed		A + B = C		\$

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

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com

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

R-5

A	RUSH!
	EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

National Electrical Contractors Association

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
4060 Lind Avenue SW
Renton, WA 98057
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, Aug 7, 2009 - Monday, Sep 7, 2009

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces

GES.

A	RUSH!
	EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

National Electrical Contractors Association

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
4060 Lind Avenue SW
Renton, WA 98057
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, Aug 7, 2009 - Monday, Sep 7, 2009

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces

GES.



FROM:



TO:

EXHIBITING COMPANY

National Electrical Contractors Association

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
Washington State Convention and Trade Ctr.
800 Convention Place
Seattle, WA 98101
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Thursday, Sep 10, 2009 after 8:00 AM - Saturday, Sep 12, 2009 by 5:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$15.50 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces

GES.



FROM:



TO:

EXHIBITING COMPANY

National Electrical Contractors Association

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
Washington State Convention and Trade Ctr.
800 Convention Place
Seattle, WA 98101
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Thursday, Sep 10, 2009 after 8:00 AM - Saturday, Sep 12, 2009 by 5:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$15.50 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces

GES.



Pre-Printed Outbound Material Handling Request

R-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

**MANDATORY
FORM***

National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

Form Deadline Date:
August 20, 2009

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

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

Shipping Information

FROM:

COMPANY/CONSIGNEE	ATTENTION			
ADDRESS STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			BOOTH NUMBER

SHIPPING DESTINATION 1:Number of Labels Needed:

COMPANY/CONSIGNEE	ATTENTION			
ADDRESS STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			BOOTH NUMBER

SHIPPING DESTINATION 2:Number of Labels Needed:

COMPANY/CONSIGNEE	ATTENTION			
ADDRESS STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			BOOTH NUMBER

Method of Shipment

Please Select Desired Method of Shipment Below:

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

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

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

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

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

*This form must be returned to GES for your order(s) to be processed.

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

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Marshalling Yard & Direct Deliveries Information

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

National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

IMPORTANT NOTICE

GES Exposition Services has established a Marshaling Yard to ease congestion in the vicinity of Washington State Convention and Trade Ctr. and to better utilize the available dock space at the convention center.

The address to this Marshaling Yard is: 2001 West Garfield - Pier 91, Seattle, WA 98119

A \$15.50 per shipment fee will be added to your invoice for use of this yard.

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries.
- All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Washington State Convention and Trade Ctr. as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Washington State Convention and Trade Ctr., the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$15.50 fee will be charged per shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

If we can answer any questions or be of assistance with your inbound freight arrangements, please contact our National Servicer at 800.475.2098.

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

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Vehicle Placement Order Form

R-15

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

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

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

National Electrical Contractors Association

Washington State Convention and Trade Ctr.

September 13 - 15, 2009

Form Deadline Date:

August 20, 2009

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

GES Exposition Services charges a round-trip fee of \$77.50 per vehicle to place a vehicle on the tradeshow floor. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service.

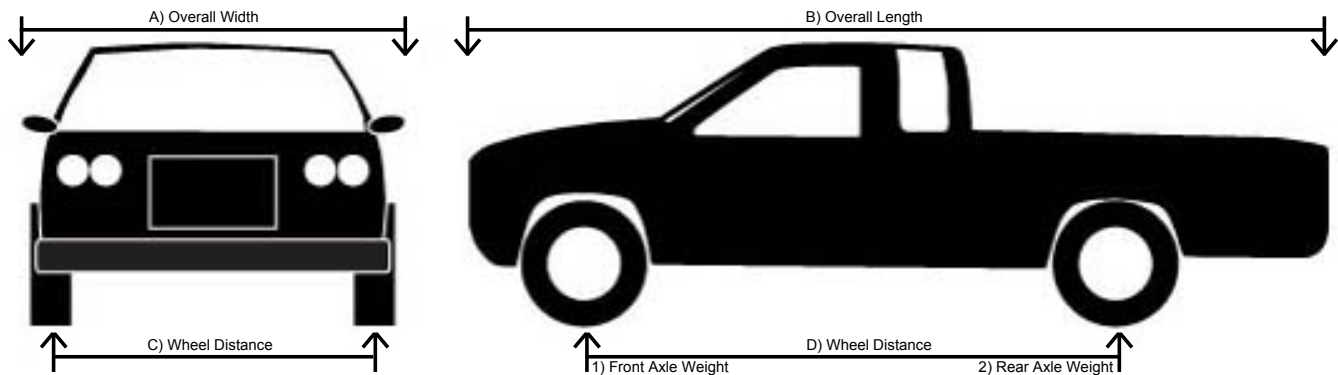
Vehicle placement must be Exhibitor Supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitor's must stay clear during movement of the vehicle.

Exhibitor will be at show site on _____, 20____, between _____ and _____ AM/PM to assist in the movement of the vehicle.

The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.

A GES Representative will contact you regarding a specific time when to have your vehicle ready to go onto the tradeshow floor.



Vehicle Description	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight	Total Price
1.									\$
2.									\$
3.									\$
4.									\$
5.									\$

* For dual Axle vehicles measure distance from the front wheel to between the back wheels

A.	Total All items Ordered	\$
B.	Petroleum Surcharge Assessment: 3% $A \times 3\% = B$	\$
C.	Payment Enclosed $A + B = C$	\$

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

Authorized Signature - Please Sign: X

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

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

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

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COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

GES Carpet Packages offer significant savings!

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

Carpet Packages must be received 14 days prior to move-in to guarantee delivery and color selection.

13 oz. carpet is included with all Standard Exhibit Systems (except exhibit #DG1B), and included with all Hardwall Exhibits.

26 oz. Plush and 50 oz. Ultra Plush are available with all exhibit system rentals as upgrades.

Price List

**SAVE
\$\$\$**

All Carpet Packages Include:

Padding, Visqueen, and Cleaning.

Prices include delivery, installation, rental, and removal.

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

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
C1B	13 oz. Standard Carpet Package, Per Sq.Ft.	\$ 3.92	\$ 5.90
C1D	26 oz. Plush Carpet Package, Per Sq.Ft.	\$ 4.83	\$ 7.25
C1V	50 oz. Ultra Plush Carpet Package, Per Sq.Ft.	\$ 5.47	\$ 8.22

A minimum of 100 square feet is required for carpet package orders.

Please Indicate Choice

Place Order Here

13 oz. Standard Custom-Cut Carpet Colors

Item # C1B

Gray will be provided if no color is indicated below.

☐ Black
 ☐ Blue
 ☐ Blue Jay
☐ Burgundy
 ☐ Emerald Green
 ☐ Gray
☐ Pepper
 ☐ Red

26 oz. Plush Custom-Cut Carpet Colors

Item # C1D

Dove will be provided if no color is indicated below.

- ☐ Cement
- ☐ Dove
- ☐ Onyx
- ☐ Silky Beige
- ☐ Charcoal
- ☐ Lava Rock
- ☐ Red
- ☐ Silver
- ☐ Cobalt
- ☐ Navy
- ☐ Royal Blue
- ☐ Snow

50 oz. Ultra Plush Custom-Cut Carpet Colors

Item # C1V

Iceberg will be provided if no color is indicated below.

☐ Bisque ☐ Black ☐ Cabernet
☐ Graphite ☐ Iceberg ☐ Midnight
☐ Seascape ☐ Sterling ☐ Teal

Do you require electrical or utilities under the carpet?

☐ Yes ☐ No

Calculate Total Square Footage:

Width: _____ x Length: _____ = _____ Square Feet

ITEM#	DESCRIPTION	TOTAL SQ FT X PRICE / SQ FT = TOTAL PRICE
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
A.	Total All Items Ordered	\$
B.	Petroleum Surcharge Assessment: 3% A x 3 % = B	\$
C.	Subtotal A + B = C	\$
D.	Rental Tax: 9.5% C x 9.5 % = D	\$
E.	Payment Enclosed C + D = E	\$
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.		
Authorized Signature - Please Sign:		X
AUTHORIZED NAME - PLEASE PRINT		DATE

NEED ASSISTANCE?

61-0909-03180

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Furniture & Accessories Order Form

A-1

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Washington State Convention and Trade Ctr.
September 13 - 15, 2009

Discount Deadline Date:

August 20, 2009

Go to below link to view images and information:
<http://ges.com/ecomm/info/furniturestandard.pdf>

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Chairs				Accessories			
AG05	Chair, Contemporary Arm, 31"x23"x18"	\$ 82.25	\$ 123.50	AMCH	Aisle Stancion Chain, Plastic, Per Foot	\$ 3.82	\$ 5.73
AG06	Chair, Contemporary, 31"x23"x18"	\$ 75.50	\$ 113.25	AAST	Aisle Stancion, without Chain	\$ 37.25	\$ 56.00
AG01	Chair, Plastic Contour, 32"x18"x18.5"	\$ 43.25	\$ 65.00	AAE	Aluminum Easel	\$ 50.00	\$ 75.00
AG08	Stool, Contemporary, 48"x17"x18"	\$ 88.50	\$ 132.75	AABS	Bag Stand	\$ 69.25	\$ 104.00
Tables				AACT	Clothes Tree	\$ 69.25	\$ 104.00
AG15	Table, Rectangle, 24"x36"x30" High	\$ 82.25	\$ 123.50	AAGR	Garment Rack	\$ 69.25	\$ 104.00
AG14	Table, Square, 24"x24"x30" High	\$ 75.50	\$ 113.25	AALR	Literature Rack	\$ 90.00	\$ 135.00
AG17	Table, Starbase, 30" Diameter x 40" High	\$ 152.75	\$ 229.25	ABP8	Perfboard, 4'x8'	\$ 120.75	\$ 181.25
AG16	Table, Starbase, 40" Diameter x 30" High	\$ 152.75	\$ 229.25	AAR	Refrigerator	\$ 274.25	\$ 411.50
Skirted Tables				AMCL	Security Cage, Large	\$ 383.50	\$ 575.25
ATD4	Table 4', Skirted, 24" x 30" High	\$ 88.50	\$ 132.75	AMCS	Security Cage, Small	\$ 255.25	\$ 383.00
ATD6	Table 6', Skirted, 24" x 30" High	\$ 107.75	\$ 161.75	AASHB	Sign Holder, Bell Base	\$ 63.00	\$ 94.50
ATD8	Table 8', Skirted, 24" x 30" High	\$ 126.75	\$ 190.25	AASH	Sign Holder, Chrome, 22"x28"	\$ 63.00	\$ 94.50
ATDS4	Table, Skirt 4th Side	\$ 50.00	\$ 75.00	ABT8	Tackboard, 4'x8'	\$ 126.75	\$ 190.25
Skirted Counters				AATT	Ticket Tumbler	\$ 107.75	\$ 161.75
ACD4	Counter 4', Skirted, 24" x 42" High	\$ 101.25	\$ 152.00	AAW	Wastebasket	\$ 15.60	\$ 23.40
ACD6	Counter 6', Skirted, 24" x 42" High	\$ 120.75	\$ 181.25	AAWS	Waterfall Stand	\$ 69.25	\$ 104.00
ACD8	Counter 8', Skirted, 24" x 42" High	\$ 139.75	\$ 209.75				
ACDS4	Counter, Skirt 4th Side	\$ 50.00	\$ 75.00				
Risers							
ARD4	Riser 4', Double Tier	\$ 43.25	\$ 65.00				
ARS4	Riser 4', Single Tier	\$ 31.00	\$ 46.50				
ARD6	Riser 6', Double Tier	\$ 56.50	\$ 84.75				
ARS6	Riser 6', Single Tier	\$ 43.25	\$ 65.00				
Custom Booth Drape							
AD03	Drape, 3' High, Per Foot	\$ 12.90	\$ 19.35				
AD08	Drape, 8' High, Per Foot	\$ 15.60	\$ 23.40				

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

Prices include delivery, installation, rental, and removal.

Please Indicate Choice

Drape / Skirt Color (ADO3-ADO8 and ATD4-ACDS4 ONLY).
Gray will be provided if no color is indicated below:

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

4th Side Table Skirt (ATD6 and ATD8 ONLY).

- ☐ 6' Table ☐ 8' Table

4th Side Counter Skirt (ACD6 and ACD8 ONLY).

- ☐ 6' Table ☐ 8' Table

Tackboard/Pegboard Alignment (ABP8 and ABT8 ONLY).

- ☐ Horizontal ☐ Vertical

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

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

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 9.5%		C x 9.5% = D	\$
E.	Payment Enclosed		C + D = E	\$
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign:				X
AUTHORIZED NAME - PLEASE PRINT			DATE	

NEED ASSISTANCE?

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Furniture Package Order Form

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

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Washington State Convention and Trade Ctr.

September 13 - 15, 2009

Discount Deadline Date:

August 20, 2009

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
AF1	Furniture Package 1 Includes: (2) Plastic Contour Chairs, (1) 6" Skirted Table 24"x30", (1) Wastebasket.	\$ 188.87	\$ 283.64	AF2	Furniture Package 2 Includes: (4) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) Wastebasket.	\$ 447.62	\$ 671.99

Prices include delivery, installation, rental, and removal.

Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.**Please Indicate Choice****Place Order Here****Table Skirt Color** (AF1 ONLY).

Gray will be provided if no color is indicated below:

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

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
AF1	Furniture Package 1			\$
AF2	Furniture Package 2			\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3 % = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 9.5%		C x 9.5 % = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT

DATE

NEED ASSISTANCE?Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

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Specialty Furniture Order Form

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

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 September 13 - 15, 2009

Discount Deadline Date:

August 20, 2009

 Go to below link to view images and information:
<http://ges.com/ecomm/info/furniturestool.pdf>

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Seating - Sofas & Loveseats				Seating - Office & Utility Seating			
BLSM	Loveseat, Key West, Black, 57"L 35"D 33"H	\$ 392.25	\$ 588.50	BSC8	Chair, Flex with Wheels, 24"L 22"D 31"H	\$ 128.75	\$ 193.25
BLSC	Loveseat, Lisbon, Black Leather, 64"L 36"D 34"H	\$ 566.00	\$ 849.00	BXC1	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 324.50	\$ 486.75
BLSD	Loveseat, Newport, Leather, 54"L 34"D 33"H	\$ 620.25	\$ 930.50	BXC2	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 295.25	\$ 443.00
BSED	Sectional, Newport, Charcoal, 113"L 34"D 33"H	\$ 1,227.75	\$ 1,841.75	BOTO	Chair, Otto, Highback Black, 23"L 21"D 43"H	\$ 366.25	\$ 549.50
BSO2	Sectional, South Beach, Suede, 152"L 40"D 33"H	\$ 1,131.75	\$ 1,697.75	BSY1	Chair, Task, 25"L 26"D 21"H	\$ 116.75	\$ 175.25
BSOQ	Sofa, Astro, 83"L 36"D 29"H	\$ 591.50	\$ 887.25	BSC5	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	\$ 221.25	\$ 332.00
BSOM	Sofa, Key West, Black, 85"L 35"D 33"H	\$ 440.00	\$ 660.00	BDF1	Stool, Drafting, 25"L 26"D 34"H	\$ 170.00	\$ 255.00
BSOC	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	\$ 618.25	\$ 927.50	Seating - Barstools			
BSON	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	\$ 530.00	\$ 795.00	BBSS	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 127.25	\$ 191.00
BMPS	Sofa, Memphis, 55"L 31"D 28"H	\$ 563.00	\$ 844.50	BBST	Barstool, Banana, White, 21"L 22"D 30"H	\$ 127.25	\$ 191.00
BSOK	Sofa, Rio, Blue Suede, 76"L 34"D 33"H	\$ 529.50	\$ 794.25	BBSL	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 164.00	\$ 246.00
BSO1	Sofa, South Beach, Suede, 69"L 29"D 33"H	\$ 514.25	\$ 771.50	BBCE	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32	\$ 172.50	\$ 258.75
Seating - Club Chairs				BBSN	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 210.25	\$ 315.50
BCHQ	Chair, Astro Light Beige, 36"L 36"D 29"H	\$ 399.25	\$ 599.00	BBS2	Barstool, Ohio, Black, 18" Round 31"H Adj.	\$ 182.25	\$ 273.50
BOCH	Chair, Barcelona, Black, 30"L 31"D 35"H	\$ 626.25	\$ 939.50	BBS3	Barstool, Ohio, Grey, 18" Round 31"H Adj.	\$ 182.25	\$ 273.50
BOCW	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 681.75	\$ 1,022.75	BBS1	Barstool, Ohio, Red, 18" Round 31"H Adj.	\$ 182.25	\$ 273.50
BOCL	Chair, Cappuccino, 29"L 29"D 34"H	\$ 298.00	\$ 447.00	BBSD	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 232.75	\$ 349.25
BOCU	Chair, Globus, 28"L 26"D 28"H	\$ 287.50	\$ 431.25	BBSC	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 232.75	\$ 349.25
BCHC	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	\$ 430.25	\$ 645.50	Tables - Cafe			
BCHN	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	\$ 368.75	\$ 553.25	BZTC	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 178.75	\$ 268.25
BMPC	Chair, Memphis, 27.25"L 31.75"D 27.5"H	\$ 361.25	\$ 542.00	BXTC	Table, Cafe, Blue/Chrome, 30" Round 29"H	\$ 238.50	\$ 357.75
BCHD	Chair, Newport, Leather, 24"L 34"D 33"H	\$ 367.50	\$ 551.25	BZTJ	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 178.75	\$ 268.25
BCHK	Chair, Rio, Blue Suede, 39"L 34"D 33"H	\$ 411.00	\$ 616.50	BZTN	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 208.75	\$ 313.25
BOCB	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 302.50	\$ 453.75	BXTJ	Table, Cafe, Graphite/Chrome, 30" Round 29"H	\$ 238.50	\$ 357.75
BCOD	Corner, Newport, Leather, 34"L 34"D 33"H	\$ 426.25	\$ 639.50	BXTN	Table, Cafe, Graphite/Chrome, 36" Round 29"H	\$ 283.25	\$ 425.00
Seating - Chairs				BZTM	Table, Cafe, Grey/Black, 36" Round 29"H	\$ 208.75	\$ 313.25
BXC6	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 238.00	\$ 357.00	BXTM	Table, Cafe, Grey/Chrome, 36" Round 29"H	\$ 283.25	\$ 425.00
BSC8	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 96.50	\$ 144.75	BZTK	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 178.75	\$ 268.25
BCS9	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 96.50	\$ 144.75	BZTP	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 208.75	\$ 313.25
BSC3	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 119.00	\$ 178.50	BXTK	Table, Cafe, Maple/Chrome, 30" Round 29"H	\$ 238.50	\$ 357.75
BSC2	Chair, Brewer, Gray, 20"L 20"D 32"H	\$ 119.00	\$ 178.50	BXTP	Table, Cafe, Maple/Chrome, 36" Round 29"H	\$ 283.25	\$ 425.00
BCCE	Chair, Ice, Transparent/Chrome, 17.25"L 20"D 32"H	\$ 173.00	\$ 259.50	BZTB	Table, Cafe, Red/Black, 30" Round 29"H	\$ 178.75	\$ 268.25
BCO4	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 249.50	\$ 374.25	BXTB	Table, Cafe, Red/Chrome, 30" Round 29"H	\$ 238.50	\$ 357.75
BSC4	Chair, Jetson, 19"L 18"D 31"H	\$ 157.75	\$ 236.75	BZTF	Table, Cafe, Silver/Black, 30" Round 29"H	\$ 231.25	\$ 347.00
BXC3	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 262.50	\$ 393.75	BXTF	Table, Cafe, Silver/Chrome, 30" Round 29"H	\$ 290.50	\$ 435.75
BSC6	Chair, Manhattan, 26"L 22"D 34"H	\$ 190.75	\$ 286.25	Tables - Bar			
BSC1	Chair, New York, 23"L 32"D 33"H	\$ 162.00	\$ 243.00	BVTC	Table, Bar, Blue/Black, 30" Round 42"H	\$ 186.00	\$ 279.00
BSC9	Chair, Pantan, White, 20"L 34"D 33"H	\$ 171.75	\$ 257.75	BWTC	Table, Bar, Blue/Chrome, 30" Round 42"H	\$ 243.00	\$ 364.50
BOCZ	Chair, Stage, Beige, 24"L 26"D 36"H	\$ 164.75	\$ 247.25	BVTJ	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 186.00	\$ 279.00
BOCC	Chair, Stage, Camel, 24"L 26"D 36"H	\$ 164.75	\$ 247.25	BVTN	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 229.00	\$ 343.50
BOCY	Chair, Stage, Onyx, 24"L 26"D 36"H	\$ 164.75	\$ 247.25	BWTJ	Table, Bar, Graphite/Chrome, 30" Round 42"H	\$ 243.00	\$ 364.50
BOCR	Chair, Stage, Red, 24"L 26"D 36"H	\$ 164.75	\$ 247.25	BWTN	Table, Bar, Graphite/Chrome, 36" Round 42"H	\$ 286.50	\$ 429.75
BOCA	Chair, T-Vac Translucent, 25"L 23"D 30"H	\$ 244.50	\$ 366.75	BVTM	Table, Bar, Grey/Black, 36" Round 42"H	\$ 229.00	\$ 343.50
Seating - Ottomans				BWTM	Table, Bar, Grey/Chrome, 36" Round 42"H	\$ 286.50	\$ 429.75
BOTM	Ottoman, Bench, Black, 24"L 60"D 17"H	\$ 329.25	\$ 494.00	BVTK	Table, Bar, Maple/Black, 30" Round 42"H	\$ 186.00	\$ 279.00
BOTN	Ottoman, Bench, White, 24"L 60"D 17"H	\$ 329.25	\$ 494.00	BVTP	Table, Bar, Maple/Black, 36" Round 42"H	\$ 229.00	\$ 343.50
BOTH	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 86.00	\$ 129.00	BWTK	Table, Bar, Maple/Chrome, 30" Round 42"H	\$ 243.00	\$ 364.50
BOTD	Ottoman, Cube, Blueberry, 17"L 17"D 18"H	\$ 86.00	\$ 129.00	BWTP	Table, Bar, Maple/Chrome, 36" Round 42"H	\$ 286.50	\$ 429.75
BOTC	Ottoman, Cube, Lemon, 17"L 17"D 18"H	\$ 86.00	\$ 129.00	BVTB	Table, Bar, Red/Black, 30" Round 42"H	\$ 186.00	\$ 279.00
BOTE	Ottoman, Cube, Raspberry, 17"L 17"D 18"H	\$ 86.00	\$ 129.00	BWTB	Table, Bar, Red/Chrome, 30" Round 42"H	\$ 243.00	\$ 364.50
BOSC	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 83.75	\$ 125.75	BVTF	Table, Bar, Silver/Black, 30" Round 42"H	\$ 243.00	\$ 364.50
BOTK	Ottoman, Half Round, Black, 72"L 36"D 17"H	\$ 327.75	\$ 491.75	BWTF	Table, Bar, Silver/Chrome, 30" Round 42"H	\$ 300.50	\$ 450.75
BOTL	Ottoman, Half Round, White, 72"L 36"D 17"H	\$ 327.75	\$ 491.75	Tables - Cocktail			
BOSA	Ottoman, Oval, Black, 52"L 32"D 19"H	\$ 256.25	\$ 384.50	BC1C	Table, Cocktail, Geo, 50"L 22"D 16"H	\$ 195.50	\$ 293.25
BOSB	Ottoman, Oval, White, 52"L 32"D 19"H	\$ 256.25	\$ 384.50	BC1F	Table, Cocktail, Geo, 50"L 22"D 16"H	\$ 190.25	\$ 285.50
BOTP	Ottoman, Square, Black, 40"L 40"D 17"H	\$ 274.25	\$ 411.50	BC1K	Table, Cocktail, Inspiration, 42"L 28"D 18"H	\$ 256.00	\$ 384.00
BOTQ	Ottoman, Square, White, 40"L 40"D 17"H	\$ 274.25	\$ 411.50	BC1E	Table, Cocktail, Silverado, 36" Round 17"H	\$ 225.25	\$ 338.00
BOTS	Ottoman, Wedge, South Beach, 25"L 31"D 18"H	\$ 196.50	\$ 294.75	BC1D	Table, Cocktail, Soho, 38"L 38"D 18.5"H	\$ 295.25	\$ 443.00
Seating - Office & Utility Seating				BC1Y	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	\$ 264.25	\$ 396.50
BXC4	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	\$ 288.50	\$ 432.75	BC1W	Table, Cocktail, Sydney White, 48"L 26"D 18"H	\$ 264.25	\$ 396.50
BXC5	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 275.75	\$ 413.75	BC1M	Table, Cocktail, Visions, 48"L 28"D 17"H	\$ 184.50	\$ 276.75

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National Electrical Contractors Association

Washington State Convention and Trade Ctr.

September 13 - 15, 2009

Discount Deadline Date: 12/31/2022

August 20, 2009

Go to below link to view images and information:

<http://ges.com/ecommerce/info/furniture-specialty.pdf>

BOOTH NUMBER

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Tables - End Tables				Product Display			
BE1F	Table, End, Geo, Black, 26"L 26"D 30"H	\$ 170.25	\$ 255.50	BBC6	Bookcase, Mahogany, 36"L 13"D 71"H	\$ 277.25	\$ 416.00
BE1C	Table, End, Geo, Chrome, 26"L 26"D 30"H	\$ 176.75	\$ 265.25	BET2	Etagere, Black, 30"L 16"D 70"H	\$ 251.25	\$ 377.00
BE1K	Table, End, Inspiration, 24"L 28"D 22"H	\$ 242.25	\$ 363.50	BET1	Etagere, Pewter, 30"L 16"D 70"H	\$ 251.25	\$ 377.00
BE1E	Table, End, Silverado, 24" Round 22"H	\$ 211.50	\$ 317.25	BPDF	Pedestal, Graphite, 24"L 24"D 36"H	\$ 314.25	\$ 471.50
BE1D	Table, End, Soho, 26"L 26"D 27"H	\$ 256.00	\$ 384.00	BPDH	Pedestal, Graphite, 24"L 24"D 42"H	\$ 331.00	\$ 496.50
BE1Y	Table, End, Sydney, Black, 27"L 23"D 22"H	\$ 194.50	\$ 291.75	BPKD	Pedestal, Graphite, 30"L 30"D 42"H	\$ 357.50	\$ 536.25
BE1W	Table, End, Sydney, White, 27"L 23"D 22"H	\$ 194.50	\$ 291.75	BPDL	Pedestal, Locking Door, Black, 24"L 24"D 42"H	\$ 371.50	\$ 557.25
BE1M	Table, End, Visions, 22"L 24"D 21"H	\$ 164.00	\$ 246.00	Office & Utility Furniture			
Tables - Conference				BCR7	Credenza, Graphite, 72"L 24"D 29"H	\$ 387.75	\$ 581.75
BCF1	Table, Conf., Geo, Black, 42"L 42"D 29"H	\$ 215.25	\$ 323.00	BCR6	Credenza, Mahogany, 72"L 24"D 29"H	\$ 453.50	\$ 680.25
BCF2	Table, Conf., Geo, Black, 60"L 36"D 29"H	\$ 347.50	\$ 521.25	BJD7	Desk, Executive, Graphite, 60"L 30"D 29"H	\$ 381.75	\$ 572.75
BCE1	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	\$ 228.00	\$ 342.00	BJD6	Desk, Executive, Mahogany, 60"L 30"D 29"H	\$ 420.50	\$ 630.75
BCE2	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	\$ 347.50	\$ 521.25	BWD2	Desk, Writing, Graphite, 48"L 24"D 30"H	\$ 250.75	\$ 376.25
BCB1	Table, Conf., Graphite, 42" Round 29"H	\$ 286.50	\$ 429.75	BL27	File, Lateral, Graphite, 36"L 20"D 29"H	\$ 327.50	\$ 491.25
BCB2	Table, Conf., Graphite, 72"L 36"D 29"H	\$ 386.25	\$ 579.50	BL26	File, Lateral, Mahogany, 36"L 20"D 29"H	\$ 352.00	\$ 528.00
BCB3	Table, Conf., Graphite, 96"L 36"D 29"H	\$ 475.75	\$ 713.75	BPO3	Kiosk, Black/Maple, 24"L 21"D 42"H	\$ 378.25	\$ 567.50
BCD1	Table, Conf., Gray, 42" Round 29"H	\$ 287.75	\$ 431.75	BPO1	Podium, Lecture, Cherry, 24"L 19"D 50"H	\$ 238.00	\$ 357.00
BCD2	Table, Conf., Gray, 72"L 36"D 29"H	\$ 386.25	\$ 579.50	BCP5	Table, Computer, Graphite, 36"L 30"D 42"H	\$ 251.00	\$ 376.50
BCD3	Table, Conf., Gray, 96"L 36"D 29"H	\$ 475.75	\$ 713.75	BCP3	Table, Training, Grey, 48"L 24"D 30"H	\$ 244.50	\$ 366.75
BCC8	Table, Conf., Mahogany, 120"L 42"W 29"H	\$ 525.50	\$ 788.25	Lamps			
BCC5	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"	\$ 297.50	\$ 446.25	BLA1	Lamp, Floor, Pewter, 58"H	\$ 124.25	\$ 186.50
BCC6	Table, Conf., Mahogany, 72"L 42"W 29"H	\$ 352.00	\$ 528.00	BLAE	Lamp, Lumalight, Orange, 15"L 13"D 90"H	\$ 250.75	\$ 376.25
BCC7	Table, Conf., Mahogany, 96"L 42"W 29"H	\$ 431.25	\$ 647.00	BLAF	Lamp, Lumalight, Red, 15"L 13"D 90"H	\$ 250.75	\$ 376.25
BCG1	Table, Conf., Manhattan, 42" Round 29"H	\$ 260.75	\$ 391.25	BLAD	Lamp, Lumalight, White, 15"L 13"D 90"H	\$ 250.75	\$ 376.25
Tables - Martini Bar				BLA2	Lamp, Parisian, Pewter, 28"H	\$ 122.50	\$ 183.75
BBRC	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	\$ 2,498.50	\$ 3,747.75				
BBR1	Table, Bar, Martini, 50"L 50"D 47"H	\$ 939.25	\$ 1,409.00				
Product Display							
BBC7	Bookcase, Graphite, 36"L 13"D 71"H	\$ 277.25	\$ 416.00				

[illegible]**Payment Enclosed**

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

Authorized Signature - Please Sign:

DATE _____

61-0909-03180

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Standard Exhibit System Order Form

D-1

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National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

Discount Deadline Date:

August 20, 2009

Go to below link to view images and information:
<http://ges.com/ecommerce/info/exhibitsstandard.pdf>

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
20x20 Exhibits			
DS2202	Exhibit System 2202, 20'x20' Island/Peninsula	\$ 11,587.75	\$ 17,381.75
DS2211	Exhibit System 2211, 20'x20' Island/Peninsula	\$ 18,204.00	\$ 27,306.00
DS2216	Exhibit System 2216, 20'x20' Island	\$ 18,281.00	\$ 27,421.50
DG5B2	Exhibit System 5105, 20'x20' Island	\$ 8,341.25	\$ 12,512.00
10x20 Exhibits			
DS1209	Exhibit System 1209, 10'x20' Inline	\$ 7,759.00	\$ 11,638.50
DS1215	Exhibit System 1215, 10'x20' Inline	\$ 10,464.25	\$ 15,696.50
DS1216	Exhibit System 1216, 10'x20' Inline	\$ 11,207.00	\$ 16,810.50
DG4B	Exhibit System 5104, 10'x20' Inline	\$ 5,610.00	\$ 8,415.00
10x10 Exhibits			
DS1101	Exhibit System 1101, 10'x10' Inline	\$ 5,093.00	\$ 7,639.50
DS1107	Exhibit System 1107, 10'x10' Corner	\$ 5,416.25	\$ 8,124.50
DS1114	Exhibit System 1114, 10'x10' Inline	\$ 4,049.25	\$ 6,074.00
DS1118	Exhibit System 1118, 10'x10' Inline	\$ 4,071.00	\$ 6,106.50
DS1119	Exhibit System 1119, 10'x10' Inline	\$ 4,039.00	\$ 6,058.50
DG2B	Exhibit System 5102, 10'x10' Inline	\$ 1,352.75	\$ 2,029.25
DG3B	Exhibit System 5103, 10'x10' Inline	\$ 2,551.50	\$ 3,827.25

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
6ft Table Display			
DG1B	Exhibit System 5101, 6' Tabletop Display	\$ 1,275.75	\$ 1,913.75
Accessories			
DGAB	Exhibit, Ad Board	\$ 441.25	\$ 662.00
DGLA	Exhibit, Armlight	\$ 65.25	\$ 98.00
DGCC	Exhibit, Counter, 1M Curved	\$ 609.00	\$ 913.50
DGC1	Exhibit, Counter, 1M x 1/2M x 40"H	\$ 307.75	\$ 461.75
DGC2	Exhibit, Counter, 2M x 1/2M x 40"H	\$ 421.75	\$ 632.75
DGLL	Exhibit, Light Box, Large 37"x85"	\$ 560.50	\$ 840.75
DGLM	Exhibit, Light Box, Medium 37"x56"	\$ 442.25	\$ 663.50
DGLS	Exhibit, Light Box, Small 37"x28"	\$ 273.00	\$ 409.50
DGPSW1M	Exhibit, Panel, Slatwall, 1M X 8'	\$ 386.00	\$ 579.00
DGWW	Exhibit, Panel, Wirewall, 1M	\$ 377.00	\$ 565.50
DGS	Exhibit, Shelf, 1M x 10" Deep	\$ 51.50	\$ 77.25

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

Please Indicate Choices

13 oz. Standard Carpet Colors (20x20 Exhibits, 10x20 Exhibits, and 10x10 Exhibits ONLY). Gray will be provided if no color is indicated below:

- ☐ Black
 ☐ Blue
 ☐ Blue Jay
☐ Burgundy
 ☐ Emerald Green
 ☐ Gray
☐ Pepper
 ☐ Red

Panel Type and Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, and Item #'s DGCC DGC1 DGC2 DGLL DGLM DGLS ONLY).

Gray Fabric Panel will be provided if no color is indicated below:

- ☐ Fabric: Black
 ☐ Fabric: Blue
☐ Fabric: Gray
 ☐ Laminate: Black
☐ Laminate: Oxford White
 ☐ Laminate: Prism Blue
☐ Laminate: Silver Gray

Trim Metal Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, and Item #'s DGCC DGC1 DGC2 DGLL DGLM DGLS ONLY).

Silver will be provided if no color is indicated below:

- ☐ Black
 ☐ Silver

Arm Light: ☐ White ☐ Black

Wirewall Panel: ☐ White ☐ Black

Plexi: ☐ Smoke ☐ Clear

Electrical or Utilities Under Carpet?

- ☐ Yes
 ☐ No

Table / Counter Skirt Color

(Item # DG1B Only). Gray will be provided if no color is indicated below:

- ☐ Beige
 ☐ Black
 ☐ Blue
☐ Burgundy
 ☐ Forest Green
 ☐ Gold
☐ Gray
 ☐ Mauve
 ☐ Purple
☐ Red
 ☐ Teal
 ☐ White

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 9.5%		C x 9.5% = D	\$
E.	Payment Enclosed		C + D = E	\$
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign:				X
			AUTHORIZED NAME - PLEASE PRINT	DATE

CUSTOM ID SIGN

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

STANDARD ID SIGN COPY

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>
For Custom Exhibits, please send a request to email gesed@ges.com

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Hardwall Exhibit System Order Form

Z-1

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National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

Discount Deadline Date:

August 20, 2009

Go to below link to view images and information:
<http://ges.com/ecomm/info/exhibitshardwall.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT		
SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
10x20 Hardwall Exhibits				Smoothwall Grid Accessories			
DS1206	Hardwall System 1206, 10'x20' Inline	\$ 5,597.00	\$ 8,395.50	DZHBG1M	Hardwall, Grid, Hang Bar, 1M	\$ 61.00	\$ 91.50
DS1210	Hardwall System 1210, 10'x20' Inline	\$ 5,597.00	\$ 8,395.50	DZHBG2M	Hardwall, Grid, Hang Bar, 2M	\$ 136.25	\$ 204.50
10x10 Hardwall Exhibits				DZGH4B	Hardwall, Grid, Hook 4"	\$ 6.70	\$ 10.05
DZS1	Hardwall System 5004, 10'x10' Inline	\$ 2,547.00	\$ 3,820.50	DZGH6B	Hardwall, Grid, Hook 6"	\$ 6.70	\$ 10.05
DZS2	Hardwall System 5006, 10'x10' Inline	\$ 2,547.00	\$ 3,820.50	DZGH8B	Hardwall, Grid, Hook 8"	\$ 6.70	\$ 10.05
DZS3	Hardwall System 5007, 10'x10' Inline	\$ 2,547.00	\$ 3,820.50	DZGW5BB	Hardwall, Grid, Waterfall, 5-Ball	\$ 27.00	\$ 40.50
DZS4	Hardwall System 5008, 10'x10' Inline	\$ 1,723.75	\$ 2,585.75	DZGW7BB	Hardwall, Grid, Waterfall, 7-Ball	\$ 27.00	\$ 40.50
DZS5	Hardwall System 5009, 10'x10' Inline	\$ 2,397.50	\$ 3,596.25	DZGWH	Hardwall, Grid, Waterfall, Hooks	\$ 32.50	\$ 48.75
Slatwall Accessories				Hardwall Accessories			
DZSH1M	Hardwall, Shelf, 1M x 10"	\$ 68.50	\$ 102.75	DZLA300B	Hardwall, Armight, Black 300W Halogen	\$ 88.25	\$ 132.50
DZHBSW1M	Hardwall, Slatwall, Hang Bar, 1M	\$ 61.00	\$ 91.50	DZLA300W	Hardwall, Armight, White 300W Halogen	\$ 88.25	\$ 132.50
DZHBSW2M	Hardwall, Slatwall, Hang Bar, 2M	\$ 136.25	\$ 204.50				
DZSWH4B	Hardwall, Slatwall, Hook 4"	\$ 6.70	\$ 10.05				
DZSWH6B	Hardwall, Slatwall, Hook 6"	\$ 6.70	\$ 10.05				
DZSWH8B	Hardwall, Slatwall, Hook 8"	\$ 6.70	\$ 10.05				
DZSWW5BB	Hardwall, Slatwall, Waterfall, 5-Ball	\$ 27.00	\$ 40.50				
DZSWW7BB	Hardwall, Slatwall, Waterfall, 7-Ball	\$ 27.00	\$ 40.50				
DZSWWH	Hardwall, Slatwall, Waterfall, Hooks	\$ 32.50	\$ 48.75				

Please Indicate Choices

13 oz. Standard Carpet Colors (10x20 Hardwall Exhibits, 10x10 Hardwall Exhibits ONLY). Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Blue Jay |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Emerald Green | <input type="checkbox"/> Gray |
| <input type="checkbox"/> Pepper | <input type="checkbox"/> Red | |

Electrical or Utilities Under Carpet?

- ☐ Yes ☐ No

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 9.5%		C x 9.5% = D	\$
E.	Payment Enclosed		C + D = E	\$
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign: X				
AUTHORIZED NAME - PLEASE PRINT				DATE

CUSTOM
ID SIGN

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STANDARD
ID SIGN COPY

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>
For Custom Exhibits, please send a request to email exhibitdesign@ges.com

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Digital File Submission Guide

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National Electrical Contractors Association

Washington State Convention and Trade Ctr.

September 13 - 15, 2009

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

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

Accepted Media

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

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

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

Optimal File Types and Resolution

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

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

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

Acceptable Software

Program	Version	File Extension	Description	Special Considerations
Adobe® Acrobat®	8.0	.pdf	Portable Document File	Convert to .pdf using high-quality or press-quality output settings
Adobe® Illustrator®	CS3 (13.0)	.ai or .eps	Vector Drawing	Avoid embedding bitmap images
Adobe® InDesign®	CS3 (5.0)	.indd	Page Layout	Include appropriate links / fonts / images
Adobe® Photoshop®	CS3 (10.0)	.tif, .psd or .eps	Bitmap Editing	File should be in a CMYK color space
CorelDRAW®	12.0	.cdr	Vector Drawing	Avoid embedding bitmap images
QuarkXPress®	7.0	.qxd	Page Layout	Include appropriate links / fonts / images

Page / Artwork Dimensions

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

Color Specifications & Proofs

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

Typefaces / Fonts

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

Still Have Questions?

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

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Graphics & Signage Order Form

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Washington State Convention and Trade Ctr.

September 13 - 15, 2009

Discount Deadline Date:

August 20, 2009

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
I1060	Sign, 10"x60"	\$ 92.00	\$ 138.00
I1114	Sign, 11"x14"	\$ 58.75	\$ 88.25
I1422	Sign, 14"x22"	\$ 70.25	\$ 105.50
I1444	Sign, 14"x44"	\$ 103.00	\$ 154.50
I2060	Sign, 20"x60"	\$ 149.75	\$ 224.75
I2228	Sign, 22"x28"	\$ 103.00	\$ 154.50
I2844	Sign, 28"x44"	\$ 134.50	\$ 201.75
I4060	Sign, 40"x60"	\$ 228.75	\$ 343.25
I4896	Sign, 48"x96"	\$ 259.00	\$ 388.50
I0711	Sign, 7"x11"	\$ 48.75	\$ 73.25
I0744	Sign, 7"x44"	\$ 58.75	\$ 88.25
IEB	Easel Back	\$ 9.95	\$ 14.95

All standard signs are digitally produced on white foamcore. Standard sign price includes text/copy placement in a color specified herein on a single side.**CUSTOM SIGNS****GES maintains fully-equipped graphics shops that offer:**

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

For custom work quotation, please contact us at:<http://www.ges.com/graphics/quote/>**File submission requirements and guidelines for custom signage are contained within the page titled "Digital File Submission Guide."****Please Indicate Choice****Background Color**

(For Graphics & Signage ONLY).

White will be provided if no color is indicated below:

<input type="checkbox"/> Black	<input type="checkbox"/> Green	<input type="checkbox"/> White
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow

Copy Color

(For Graphics & Signage ONLY).

Black will be provided if no color is indicated below:

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

Indicate Physical Alignment (For Graphics & Signage ONLY).

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

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3 % = B	\$
C.	Subtotal		A + B = C	\$
D.	Sales Tax: 9.5%		C x 9.5 % = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.**Authorized Signature - Please Sign:** X

AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

COMPLETE COPY**Please Print. Attach a layout to this form if necessary.****NEED ASSISTANCE?**Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



Installation & Dismantling Order Form

L-1**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

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

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**National Electrical Contractors Association**

Washington State Convention and Trade Ctr.

September 13 - 15, 2009

Discount Deadline Date:**August 20, 2009**Go to below link to view images and information:
<http://ges.com/ecom/info/landD.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Straight Time	\$ 73.50	\$ 92.00	\$ 110.25
Over Time	\$ 128.75	\$ 161.00	\$ 193.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Over Time: All other times Monday through Friday. All day Saturday & Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site: Rate applies to orders placed at show site

Please Indicate Service☐ **GES Supervised (OK to Proceed)****Please complete "Key Information" form (L-2)**

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

LOCATION OF BOOTH/DIMENSION OF BOOTH: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:☐ Pop-Up ☐ Two Story ☐ Custom☐ Other: _____**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	3% PSP	SUBTOTAL	9.5% TAX	GRAND TOTAL	
	AM PM	AM PM								\$	
	AM PM	AM PM								\$	
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.							A.	Total Labor Ordered		\$	
							B.	25% (\$50.00) GES Supervision		\$	
Authorized Signature - Please Sign:								C.	Payment Enclosed		\$
X			AUTHORIZED NAME - PLEASE PRINT			DATE					

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

NEED ASSISTANCE?Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



Key Information\Supervised Labor Checklist

L-2

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

**MANDATORY
FORM***

National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

Form Deadline Date:
August 20, 2009

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Number of Crates _____ Shipped By _____ Date _____
Number of Fiber Cases _____ Color _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Set-up Information for GES Installation

<input type="checkbox"/> Set-up Drawings/Instructions Attached	<input type="checkbox"/> Rental Carpet Color _____
<input type="checkbox"/> Set-up Drawings With Exhibit	<input type="checkbox"/> Own Carpet Color _____
<input type="checkbox"/> Case/Crate Number _____	<input type="checkbox"/> Padding _____
<input type="checkbox"/> Number of Workers required for set up _____	Approximate Time for set-up _____
<input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____	Special Equipment Required _____
<input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Description _____
<input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	Description _____

Did You Order ---

Electrical	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Under Carpet	<input type="checkbox"/> Yes <input type="checkbox"/> No
Electrical Drawings	<input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor	<input type="checkbox"/> With the Exhibit	
Booth Cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Items	_____
Furniture	<input type="checkbox"/> Yes <input type="checkbox"/> No		_____
A/V Furniture	<input type="checkbox"/> Yes <input type="checkbox"/> No		_____
Telephone	<input type="checkbox"/> Yes <input type="checkbox"/> No		_____

Tear-down Information for GES Dismantle

<input type="checkbox"/> Tear-down Drawings/Instructions Attached	<input type="checkbox"/> Rental Carpet Color _____
<input type="checkbox"/> Tear-down Drawings With Exhibit	<input type="checkbox"/> Own Carpet Color _____
<input type="checkbox"/> Case/Crate Number _____	<input type="checkbox"/> Padding _____
<input type="checkbox"/> Number of Workers required for set up _____	Approximate Time for tear-down _____
<input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____	Special Equipment Required _____
<input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Description _____
<input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	Description _____

Outbound Freight Information

Outbound Freight Charges _____
☐ PrePaid ☐ Collect (for non-GES Logistics Shipments only)
☐ Bill To _____
☐ GES Storage _____
Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Consigned To _____
Address _____
City/State/Zip _____
Second Consignee _____
Address _____
City/State/Zip _____
Exhibitor completed and attached GES' Outbound Material Handling Form, attached: ☐ Yes ☐ No
Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form, attached: ☐ Yes ☐ No

Emergency Contact Information / Showsite Contact

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

*This Form must be returned to GES for
your orders to be processed.

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

Authorized Signature - Please Sign: X

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

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



In-Booth Forklift & Labor Order Form

T-1**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

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

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**National Electrical Contractors Association**

Washington State Convention and Trade Ctr.

September 13 - 15, 2009

Discount Deadline Date:

August 20, 2009

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

**PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.
TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.**

- In-booth forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. **Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Forklift w/Operator Per Hour*	Discount	Regular	Show Site
Straight Time	\$ 150.00	\$ 187.50	\$ 225.00
Over Time	\$ 210.00	\$ 262.50	\$ 315.00

Additional Worker Per Hour	Discount	Regular	Show Site
Straight Time	\$ 73.00	\$ 92.00	\$ 110.25
Over Time	\$ 128.75	\$ 161.00	\$ 193.00

*Rates include taxes for equipment used.

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Over Time: All other times Monday through Friday. All day Saturday & Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site: Rate applies to orders placed at show site

Please Indicate Service☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation **and** dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Uncrating | <input type="checkbox"/> Unskidding | <input type="checkbox"/> Positioning |
| <input type="checkbox"/> Leveling | <input type="checkbox"/> Dismantling | <input type="checkbox"/> Recrating |
| <input type="checkbox"/> Reskidding | | |

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL	3% PSP	SUBTOTAL	9.5% TAX	GRAND TOTAL
	AM PM	AM PM								\$
	AM PM	AM PM								\$
	AM PM	AM PM								\$
	AM PM	AM PM								\$
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.									Payment Enclosed	\$

Authorized Signature - Please Sign:

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

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

NEED ASSISTANCE?Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



Hanging Sign / Truss Labor Information

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

National Electrical Contractors Association

Washington State Convention and Trade Ctr.

September 13 - 15, 2009

Hanging Signs

GES is responsible for assembly, installation, and removal of all hanging signs.

If you wish your representative to be present during the assembly, installation, and removal of your sign, *please check the appropriate box on the Hanging Sign / Truss Labor Order Form (H-2).*

Remember:

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

Truss & Hoists

GES is responsible for assembly, installation, and removal of all trusses

If you wish your representative to be present during the assembly, installation, and removal of your truss, please check the appropriate box on the *Hanging Sign / Truss Labor Order Form (H-2).*

Remember:

1. All trusses must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by GES.

Please complete and return the

Hanging Sign / Truss Labor Order Form (H-2) by August 20, 2009.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

Shipping Instructions

All "OK to Proceed" hanging signs should be received in advance at the GES Warehouse by September 07, 2009.

Please ship all hanging signs in a separate container with the special sign label provided after this form on H-1a. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted.

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



Hanging Sign / Truss Labor Order Form

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

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

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**National Electrical Contractors Association**

Washington State Convention and Trade Ctr.

September 13 - 15, 2009

Discount Deadline Date:

August 20, 2009

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. **Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Lift w/Crew Per Hour*	Discount	Regular	Show Site
Straight Time	\$ 397.50	\$ 497.00	\$ 596.25
Overtime	\$ 516.75	\$ 646.00	\$ 775.25

Additional Worker Per Hour	Discount	Regular	Show Site
Straight Time	\$ 88.00	\$ 110.00	\$ 132.00
Overtime	\$ 154.00	\$ 192.50	\$ 231.00

*Rates include taxes for equipment used.

Please Indicate Service☐ **GES Supervised (OK to Proceed)**

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

• Indicate workers needed for installation **and** dismantling

• GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Type of Sign (Select one sign type per order)☐ Banner ☐ Structural Signage ☐ Systems**Shape of Sign** (Select one sign type per order)☐ Square ☐ Rectangle ☐ Triangle☐ Circle ☐ Other _____**Dimensions & Weight of Sign**

Width _____ Length _____ Height _____ Weight _____ lbs

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.**Overtime:** All other times Monday through Friday. All day Saturday & Sunday & Holidays.**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.**Show Site Rate:** Rate applies to orders placed at show site

_____ Structural Pick Points: # of Pounds _____ at each point

Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations _____ Feet

Is Your Sign Electrical? if yes, order requirements on the Electrical Services Order Form in this manual.

☐ Yes☐ No**Does Your Sign Require Assembly?** If yes, GES will assemble your sign prior to hanging. See Hanging Sign/Truss Information.☐ Yes☐ No

Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

LOCATION OF SIGN / DIMENSION OF TRUSS: Use the H-3: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

Place Order Here

TOTAL # OF HOURS	X	TOTAL # OF LIFT W/CREW	X	LABOR RATE	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	9.5% TAX	=	GRAND TOTAL
														\$
														\$
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.										A.		Total Labor Ordered		\$
Authorized Signature - Please Sign:										B.		25% (\$50.00) GES Supervision		\$
X										C.		Payment Enclosed		\$

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

NEED ASSISTANCE?Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com

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

H-1a

H	RUSH!
	HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

National Electrical Contractors Association

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
4060 Lind Avenue SW
Renton, WA 98057
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, Aug 7, 2009 - Monday, Sep 7, 2009

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces

GES.

H	RUSH!
	HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

National Electrical Contractors Association

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
4060 Lind Avenue SW
Renton, WA 98057
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, Aug 7, 2009 - Monday, Sep 7, 2009

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces

GES.



Cleaning Order Form

J-1**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

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

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**National Electrical Contractors Association**

Washington State Convention and Trade Ctr.

September 13 - 15, 2009

Discount Deadline Date:

August 20, 2009

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
-------	-------------	----------------	---------------

Vacuuming*Includes emptying your wastebasket nightly.*

JVOPEN	Before Show Open Only (per sq. ft.)	\$ 0.44	\$ 0.66
JV	Duration of Show (per sq. ft. per day)	\$ 0.32	\$ 0.48
JVN	Per Day (per sq. ft. per day)	\$ 0.42	\$ 0.63

Porter service*GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.*

JP0	Porter Service, 0-500 Sq.Ft., Per Day	\$ 107.75	\$ 161.75
JP05	Porter Service, 501-1500 Sq.Ft., Per Day	\$ 133.25	\$ 200.00
JP15	Porter Service, 1501-3000 Sq.Ft., Per Day	\$ 162.00	\$ 243.00

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

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth, 100 square feet minimum.**Cancellation Policy:** Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.**PORTER SERVICE LABOR RATES ARE AS FOLLOWS:**

Worker per Hour	Per Hour Discount	Per Hour Regular	Per Hour Show Site
Straight Time	\$ 39.00	\$ 48.75	\$ 58.50
Over Time	\$ 68.25	\$ 85.25	\$ 102.50

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (1/2) hour increments.

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Over Time: All other times Monday through Friday. All day Saturday & Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site: Rate applies to orders placed at show site

Please Indicate Service**Calculate Total Square Footage**

Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?☐ Yes ☐ No**Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:**

_____	_____	_____
_____	_____	_____
_____	_____	_____

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

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	TOTAL PRICE
JV	Vacuuming Duration			3	\$
JVN	Vacuuming Per Day				\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	TOTAL PRICE
JVOPEN	Vacuuming Before Show Only			\$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS	TOTAL PRICE
	Porter service			\$

DESCRIPTION	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	=	TOTAL PRICE
Porter Service Labor							\$
A.	Total All items Ordered						\$
B.	Petroleum Surcharge Assessment: 3%					A x 3% = B	\$
C.	Payment Enclosed					A + B = C	\$

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.**Authorized Signature - Please Sign:** X

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

NEED ASSISTANCE?Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



Payment & Credit Card Charge Authorization

G-2

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

**MANDATORY
FORM***

National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

Form Deadline Date:
August 20, 2009

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

Payment Policy

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

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

Method of Payment — GES Exposition Services accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$50.00 fee for returned NSF checks.*

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

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

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

Bank wire transfer payment information:

Beneficiary: GES Exposition Services
c/o Bank of America
1655 Grant Street
Concord, CA 94520 USA
Telephone # 800.729.9473 Option #1
Account #: 7188-1-01819
ABA Routing #: 0260-0959-3
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

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

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

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

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

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

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

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

• GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

**PLEASE
SIGN**

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Credit Card Charge Authorization

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

Account Number	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card

**PROVIDE
EXPIRATION
DATE**

EXPIRATION DATE

- ☐ MasterCard
☐ VISA
☐ American Express

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

**PLEASE
SIGN**

X

CARDHOLDER'S SIGNATURE

DATE

Calculation of Orders

TOTAL

Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Hardwall Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Hanging Sign Labor	\$
Cleaning	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank GES Exposition Services, Inc. Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

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

Charge my credit card in the amount of: \$

Enclosed is a check in the amount of: \$

Check Number: Dated:

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

***This form must be returned to GES for your orders to be processed.**

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



3rd Party Billing Request

G-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

Form Deadline Date:

August 20, 2009

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

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

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

Exhibiting Firm		
EXHIBITING FIRM		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

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

- | | |
|---|--|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Rental Carpet |
| <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> Signs |
| <input type="checkbox"/> I & D Labor | <input type="checkbox"/> In-Booth Forklift Labor |
| <input type="checkbox"/> Material Handling In & Out | <input type="checkbox"/> Transportation Charges |
| <input type="checkbox"/> Other (Please Specify) _____ | |

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

PLEASE
SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Exhibiting Firm Credit Card Charge Authorization

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

Account Number	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card
- - -		
PROVIDE EXPIRATION DATE	EXPIRATION DATE	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express
CARDHOLDER'S NAME PLEASE PRINT		
CARDHOLDER'S BILLING ADDRESS CITY		
STATE	ZIP	COUNTRY
PLEASE SIGN	X	
CARDHOLDER'S SIGNATURE		DATE

Third Party		
THIRD PARTY		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

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

- | | |
|---|--|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Rental Carpet |
| <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> Signs |
| <input type="checkbox"/> I & D Labor | <input type="checkbox"/> In-Booth Forklift Labor |
| <input type="checkbox"/> Material Handling In & Out | <input type="checkbox"/> Transportation Charges |
| <input type="checkbox"/> Other (Please Specify) _____ | |

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

PLEASE
SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Third Party Credit Card Charge Authorization

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

Account Number	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card
- - -		
PROVIDE EXPIRATION DATE	EXPIRATION DATE	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express
CARDHOLDER'S NAME PLEASE PRINT		
CARDHOLDER'S BILLING ADDRESS CITY		
STATE	ZIP	COUNTRY
PLEASE SIGN	X	
CARDHOLDER'S SIGNATURE		DATE

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com



H-3

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

**MANDATORY
FORM***

National Electrical Contractors Association

Washington State Convention and Trade Ctr.
September 13 - 15, 2009

Form Deadline Date:
August 20, 2009

[illegible]

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

- ☐ Hanging Signs - Form H-2
☐ Pegboard / Tackboard - Form A-1
☐ Special Colored Drape - Form A-1
☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form D-1
☐ Hardwall Exhibit Systems (if exhibit size is smaller than booth size) - Form Z-1
☐ Pad and Carpet (if you are not carpeting your entire booth) - Form C-1
☐ Installation & Dismantling Order Form - L-1

To use this grid:

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

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

A blank sheet of white graph paper featuring a uniform grid of small squares. The grid consists of 10 columns and 10 rows, creating a total of 100 square units. The lines are thin and black, forming a clean, unobstructed pattern suitable for drawing or calculation.

Indicate
Adjacent
Booth or
Aisle Number:

Indicate
Adjacent
Booth or
Aisle Number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

*This form must be returned to GES for your orders to be processed.

NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

61-0909-03180

Save time with GES ONLINE at: www.ges.com

ADDITIONAL SERVICE ORDER FORMS

ELECTRICAL ORDER FORM

MAIL OR FAX TO



ELECTRICAL EXHIBITION SERVICES
 5931 4th Ave. South, Seattle, WA 98108
 Ph: (206) 781-2411 Fax (206) 781-2270
 Email: seattle@edlen.com

Questions? Visit www.edlen.com

COMPANY:		BTH #	
EVENT:	Nat'l Electrical Contractors Assn 09 Annl Expo		
FACILITY:	Washington State Convention & Trade Center		
DATES:	September 13-15, 2009	EVENT#	099045SE

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

120 VOLT	QUANTITY (For Show Hours Only)	QUANTITY (For 24 hrs/day Add 50%)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
0 - 500 WATTS (5 AMPS)	_____	_____	70.00	105.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	106.00	159.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	120.00	180.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	140.00	210.00	_____

208 VOLT SINGLE PHASE

15 AMPS	_____	_____	170.00	255.00	_____
20 AMPS	_____	_____	190.00	285.00	_____
30 AMPS	_____	_____	240.00	360.00	_____
60 AMPS	_____	_____	420.00	630.00	_____
100 AMPS	_____	_____	567.00	850.50	_____

208 VOLT THREE PHASE

15 AMPS	_____	_____	240.00	360.00	_____
20 AMPS	_____	_____	300.00	450.00	_____
30 AMPS	_____	_____	380.00	570.00	_____
60 AMPS	_____	_____	550.00	825.00	_____
100 AMPS	_____	_____	851.00	1,276.00	_____

TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.**LIGHTING EQUIPMENT** (Including current consumed) Include drawing showing light location.

300 WATT ARM LIGHT 1	_____	_____	82.00	123.00	_____
150 WATT POLE LIGHT 2	_____	_____	56.00	84.00	_____
300 WATT POLE LIGHT 2	_____	_____	70.00	105.00	_____
1000 WATT QUARTZ LIGHT 3	_____	_____	Quote	Quote	_____

1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.

MATERIAL (Electricity not included)

15' & 25' EXTENSION CORDS	_____	20.00	_____
MULTI OUTLET STRIP	_____	20.00	_____

LABOR

ST (Mon - Fri 8:00 am - 4:30 pm, excluding Holidays)	_____	80.00	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Saturday & Sunday)	_____	120.00	_____
DT (All day on Holidays)	_____	160.00	_____

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

DEADLINE DATE OF:
August 30, 2009

Avoid Duplication !!

If you fax this form with credit card info,
 do not mail the original form or send
 another form of payment.

ON LINE ORDERING

This show may be available on line.
 Visit www.edlen.com. Use the event #
 above as your password.

ISLAND BOOTHS

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

208V & HIGHER VOLTAGES

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

DEDICATED OUTLETS

Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICES

Electricity will be turned on within 30
 minutes of show opening and off within
 30 minutes of show closing, show days only.
 If you require power at any other time order
 24 hour power at 1.5 times the outlet rate.

**SEE REVERSE SIDE FOR ADDITIONAL
 TERMS AND CONDITIONS**

FOR OFFICE USE ONLY

DATE RECEIVED	
PAYMENT METHOD	
AMOUNT RECEIVED	
RECEIVED BY:	

SALES TAX IS DUE ON ALL ORDERS UNLESS TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER	Sub Total	_____
	Add 9.5% State Sales Tax	_____
	Total Payments	_____

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

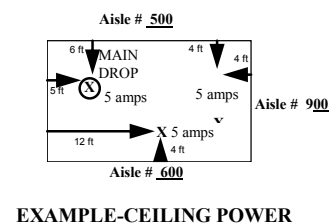
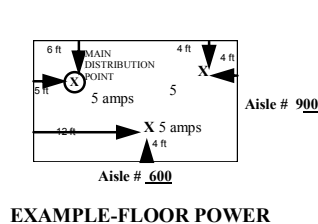
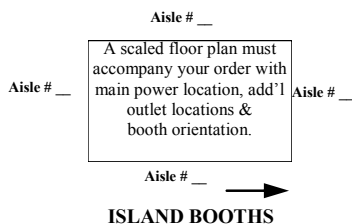
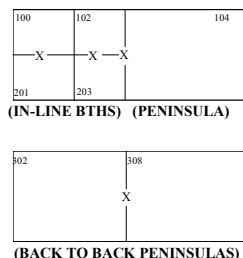
COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		ST:	ZIP:
SIGNATURE:		PRINT NAME:		Country:	
EMAIL ADDRESS:					
PAID BY: CK AMX VISA MC DISC DINER				EXP DATE:	
CARD HOLDER SIGN:		PRINT NAME:			
CREDIT CARD BILLING ADDRESS (if different from address above)					
ADDRESS:		CITY:		ST:	ZIP:

VERY IMPORTANT TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If a floor plan showing main power location is not submitted prior to Edlen's move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. A minimum labor charge of (1) hour per electrician will apply for all installation work and connection of high voltage services. The removal of this work will be charged a minimum of 1/2 hour or half the total time of installation, whichever is greater. Labor to disconnect motor tails and other high voltage services will begin upon show closing. There will be a minimum 1/2 labor charge at the corresponding labor rates to make the disconnection. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor's booth space. This material is provided on a rental basis **ONLY** and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

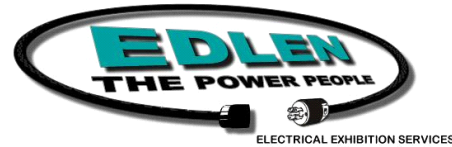
COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

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



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

ELECTRICAL LABOR ORDER FORM



IMPORTANT!!

**THE REVERSE SIDE OF THIS
FORM MUST BE COMPLETED AND
RETURNED WITH ELECTRICAL
ORDER FORM**

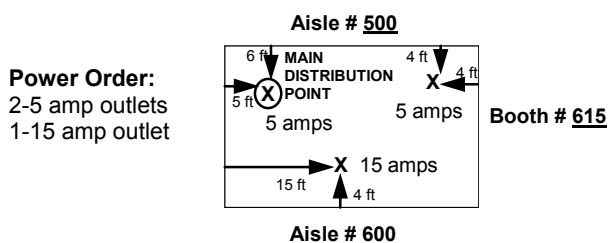
Step 1 Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

WORK REQUIRED	IMPORTANT RULES AND INFORMATION
<ol style="list-style-type: none"> 1. Electrical distribution under carpet and flooring. 2. Electrical distribution overhead and/or through booth structure. 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. 4. Wiring of overhead signs. 5. Conductor (for installation of electrical signs and/or rotators). 	<ol style="list-style-type: none"> 1. Please be advised that whenever possible, Edlen requests an authorized supervisor to accompany our electrician to the labor desk when they have completed their work in your booth, in order to sign out the electrician. 2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms. 3. When an electrician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested. 4. If lift equipment is required to hang special lighting, signs, etc., the exhibitor will be charged an hourly rate for the lift and its operator. 5. Time must be allowed for the electrician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.

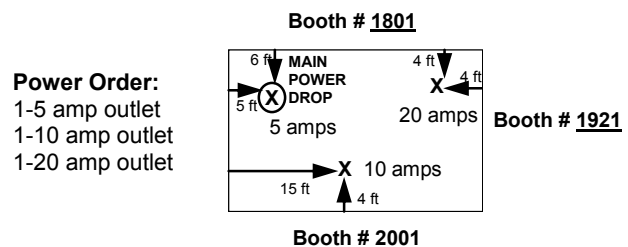
Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at www.edlen.com. Most power comes overhead at the WSCTC. Floor power is available in select locations only.

You must order a separate outlet for each outlet location on your floor plan. Example:



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

REVERSE SIDE MUST BE COMPLETED

ELECTRICAL LABOR ORDER FORM

Mail or Fax Order to:



5931 Fourth Avenue South
Seattle, WA 98108
Ph (206) 781-2411 Fax (206) 781-2270
seattle@edlen.com www.edlen.com

Company:		Bth#
Contact:		
Phone:	Fax:	
Event:	Nat'l Electrical Contractors Assn 09 Annl Expo	
Facility:	Washington State Convention & Trade Center	
Dates	September 13-15, 2009	Event # 099045SE

BE SURE TO COMPLETE COMPANY INFORMATION ABOVE

Step 3 If none of the work listed on the reverse of this form is required in your booth, please sign below and return with the Electrical Order Form.

I have read the "Work Required" list on the front of this form. My booth does not require electrical labor.

Authorized Signature _____

_____ Date

Step 4 Complete the credit card information below. No labor is performed without this information. The credit card information is a guarantee for services rendered. It may be exchanged for cash, a company check or a different credit card in settling final charges before the close of the show.

Credit Card Information: ☐ Master Card ☐ Visa ☐ American Express ☐ Diners Club ☐ Discover

Credit Card # _____ Expiration Date _____

Authorized Signature: _____ Print Name: _____

Step 5 Exhibitors requiring distribution under carpet or flooring should complete the "Authorized to Proceed-Without Supervision" below. **This allows Edlen to distribute your electrical services on the floor prior to your arrival, expediting your carpet installation, freight move-in and booth installation.** If you or your representative prefer to be present during electrical distribution, complete step 6 below.

AUTHORIZED TO PROCEED-WITHOUT SUPERVISION, per the attached floor plan. Edlen will proceed on straight time whenever possible, however, Edlen must follow event installation schedules which may require overtime installation.

Authorized Signature: _____ Print Name: _____

Estimated date and time of booth installation: Date: _____ Time: _____

Step 6 Authorized to Proceed With Supervision, **per the attached floor plan.** Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules. Please be advised that all supervised labor will be provided on a first-come, first-served basis. You must check in at the Edlen Service Desk at least one hour prior to the time you request below to confirm your labor call.

I or my representative wish to be present during electrical distribution.

Estimated Date: _____ Time: _____ # of electricians: _____ Please come to the Edlen Service Desk at least one hour prior to requested date and time to confirm labor call.

Name of Supervisor: _____ Authorized Signature: _____

I & D House: _____ Telephone Number: _____

Step 7 If you require any additional electrical work in your booth, please provide us with a production schedule or complete the section below. This will assist us in accommodating labor requirements. Example:

Day <u>Monday</u>	Date <u>1/5</u>	# of electricians <u>2</u>	Time <u>8am</u>	Work requested <u>Hang track lights</u>
Day <u>Monday</u>	Date <u>1/5</u>	# of electricians <u>1</u>	Time <u>2pm</u>	Work requested <u>Hook up 208 volt service</u>
Day <u>Tuesday</u>	Date <u>1/6</u>	# of electricians <u>4</u>	Time <u>8am</u>	Work requested <u>Hang and power up static lighting</u>

Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____

Please be advised that labor will not be automatically dispatched according to production schedule. A representative must come to Edlen's Service Desk at least one hour prior to each individual labor call to confirm that booth is ready for such labor.

AIR & WATER ORDER FORM

Questions? Visit www.edlen.com



ELECTRICAL EXHIBITION SERVICES
5931 4th Avenue So., Seattle, WA 98108
Ph: (206) 781-2411 Fax: (206) 781-2270
Email: seattle@edlen.com

COMPANY:				BTH #	
EVENT:	Nat'l Electrical Contractors Assn 09 Annl Expo				
FACILITY:	Washington State Convention & Trade Center				
DATES:	September 13-15, 2009		EVENT#	099045SE	

COMPRESSED AIR: 90-100 LBS. Psi - Complete CFM (cubic ft per minute) requirements	Advance Price	Regular Price	Total
Service charge for 1st outlet at rear of booth	\$200.00	\$300.00	=
Each additional outlet within the same booth	\$100.00	\$150.00	=
CFM requirements. Multiply your total CFM requirements by the rate listed. There is a 5 CFM minimum charge. This charge is \$30 at advance price and \$45 at the regular rate.	\$6.00/cfm	\$9.00/cfm	=

Note: Air services are not available on the 6th Floor. Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment.

WATER LINE:

Service charge for 1st outlet at rear of booth	\$110.00	\$165.00	=
Each additional outlet within the same booth	\$55.00	\$82.50	=
Number of connections required: _____ Size of connection required: _____			

Note: Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

DRAINS LINE:

Service charge for 1st outlet at rear of booth	\$100.00	\$150.00	=
Each additional outlet within the same booth	\$50.00	\$75.00	=
Number of connections required: _____ Size of connection required: _____			

Note: Drain services are not available on the 6th floor. Time and material charges will apply when pumps are required to drain services

FILL & DRAINS (Labor required)

0 - 99 Gallons	\$80.00	\$120.00	=
100 - 199 Gallons	\$120.00	\$180.00	=
200 - 399 Gallons	\$240.00	\$360.00	=
Each additional 100 Gallons	\$25.00	\$37.50	=

Note: If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it. Edlen is not responsible for sediment or the color or taste of the water.

MISCELLANEOUS REQUIREMENTS (Call for a quote)

	\$ _____	\$ _____	= _____
	\$ _____	\$ _____	= _____

LABOR (Additional Labor Charges may be assessed for Non-Standard Services)

Straight time: Monday - Friday, 8:00 am to 4:30 pm, except holidays	\$80.00	=
Overtime: Monday - Friday, 4:30 pm to 8:00 am, all day Saturday & Sunday	\$120.00	=
Double time: Holidays	\$160.00	=

FOR OFFICE USE ONLY		SALES TAX IS DUE ON ALL ORDERS UNLESS TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER		Sub Total			
DATE RECEIVED				Add 9.5% State Sales Tax			
PAYMENT METHOD				Total Payments			
AMOUNT RECEIVED				All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.			
RECEIPTED BY:				For Advance Price to apply payment must be received 14 days prior to show opening.			
				Deadline Date: August 30, 2009			
				By signing below I agree to the additional terms and conditions on back of form.			
COMPANY NAME:				PHONE:		FAX:	
ADDRESS:				CITY:		ST: ZIP:	
SIGNATURE:				PRINT NAME:		Country:	
EMAIL ADDRESS:							
PAID BY: CK AMX VISA MC DISC DINER						EXP DATE:	
CARD HOLDER SIGN:				PRINT NAME:			
CREDIT CARD BILLING ADDRESS (If different from address above)							
ADDRESS:				CITY:		ST: ZIP:	

IMPORTANT TERMS/CONDITIONS AND REGULATIONS

1. Order (with payment) must be received a minimum of 14 days prior to the scheduled event opening for advanced payment rates. Orders faxed or mailed without payment will not guarantee advance rates, payment must be received as well. Orders received less than 14 days prior to scheduled event opening will be charged at the regular rates.
2. In the event that the totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will dropped to one location in the booth. Edlen will make every attempt to deliver this services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether its under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. There is a minimum labor charge to provide each of the services listed on the front of this form. Please read "Labor Instructions" box located on the front of the form. Labor charges are based upon current wage rates and are noted on the front of the form.
6. Water and Drain services located more than 25 feet from the facilities closest distribution point will be charged additional footage on a per footage basis. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
7. In some instances a pump is required to drain services out of an exhibitors booth. When this occurs, time & material charges will apply. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers are to make all service connections. Requests for additional connections are charged at the additional outlet rate. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Airline size is dictated by the CFM requirements. Standard airlines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours please call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. (4oz.) Call for price quote when available.
15. All equipment using water must have inlet and outlet properly tagged.
16. All equipment must comply with state and local codes.
17. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
18. For gas cylinders or any other special requirements call Edlen for a quote at the number below. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
19. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
20. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
21. Credit will not be given for connections installed and not used.
22. Payment in full for all plumbing services provided must be made in full prior to close of the event.
23. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
24. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
25. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

For Further Information please visit our web site at www.edlen.com



SERVICE ORDER

- ☐ Telecommunications
- ☐ Internet
- ☐ Networking

Mail to: CCPI
800 Convention Place Seattle,
WA 98101
On-Line: www.ccpi.net/wsctc
Fax to: (206) 505-5498 Phone:
(888) 381-8924

Name of Event: _____ Dates of Event: _____ Booth/Room #(s): _____
Exhibiting Firm Name: _____ Ordered By: _____
Address: _____ City, State, Zip: _____
Telephone: (_____) _____ Fax: (_____) _____ E-mail: _____

FOR DISCOUNT RATE ORDER MUST BE RECEIVED WITH PAYMENT 14 DAYS PRIOR TO THE EVENT MOVE-IN DATE

A.	TELEPHONE SERVICES (Must dial 9 then the number)	QTY.	DISCOUNT	STANDARD	TOTAL
1.	Standard Voice Line - Includes line with telephone. For voice communication only, NOT FOR LAPTOP OR PC COMPUTERS. (Dial "9" required.)		\$225	\$275	
2.	Credit Card/Fax Line - Includes line with jack. (NO dial "9".) Check if Phone set is requested _____ Check if Dial "9" is requested _____		\$225	\$275	
3.	Do you want to call Long Distance? (Please circle one.) Yes No (LD will be billed to the authorized credit card below, at the close of the event.)		**	**	
4.	Optional Telephone Services - Video Conferencing, Multi-Line Phones, Conference Speakerphone, Voice Mail, and Call Waiting. (Call for Pricing.)		888-381-8924	888-381-8924	
5.	ISDN Line (Does not include connection equipment.)		\$595	\$695	
B.	INTERNET ACCESS SERVICES (Includes 1 line w/RJ11 jack, or cable drop with 10/100 Base T Shared Ethernet & RJ45 jack to your booth or room, 1 computer connection, and technical support.)	QTY.	DISCOUNT	STANDARD	TOTAL
1.	Shared T1 Ethernet Service with 1 Computer Connection		\$895	\$1095	
2.	Shared 512Kbps Ethernet Service with 1 Computer Connection		\$745	\$895	
3.	Shared 56Kbps Ethernet Service with 1 Computer Connection		\$395	\$495	
4.	Dedicated Ethernet Service (Scalable from 56Kbps to Full T1 - Call for Options and Pricing.)		888-381-8924	888-381-8924	
5.	Each Additional Ethernet Computer Connection		\$125	\$195	
6.	Internet Dial-Up Line (Up to 56Kbps) with 1 Computer Connection		\$395	\$495	
C.	MISCELLANEOUS SERVICES	QTY.	DISCOUNT	STANDARD	TOTAL
1.	Equipment Rental - PC's, Hubs, Routers, Switches, Faxes (Call for Pricing.)		888-381-8924	888-381-8924	
2.	Internal Networking - Room to room, per connection charge.		\$250	\$360	
3.	Misc. Labor, VLAN's, Technical Assistance, etc. (Call for Pricing.)		888-381-8924	888-381-8924	
			SUBTOTAL BEFORE SALES TAX \$		
WA State Sales Tax applies to ALL exhibitors without a completed Tax Exempt Form (PER RCW 82.04.070)			WASHINGTON STATE SALES TAX 8.8% \$		
			TOTAL AMOUNT DUE (US DOLLARS) \$		
PAYMENT OPTIONS					
Visa MC Amex Company Check Other I authorize CCPI to bill my credit card for the charges listed above and any additional charges incurred, including any long distance service changes. Credit Card Number: _____ Card Expiration Date: _____ (Must be valid through last day of event) Card Holder (Please Print) _____ Authorized Signature _____		SERVICE PLACEMENT Service will be brought to the rear of the booth. Any variation must be marked on this diagram. Please attach a second page with additional placement information if necessary. (If island booth, please attach a drawing.)		REAR LEFT RIGHT AISLE	
PLEASE COMPLETE SERVICE PLACEMENT DIAGRAM					

TERMS AND CONDITIONS

Telecommunications - Internet - Networking Service Order Form

1. CONDITION FOR PROCESSING SERVICE ORDER FORM:

- Payment (in US dollars) for ALL services must accompany Service Order Form, or service requested cannot be activated.
- Booth/room number(s) must be identified on Service Order Form.
- Placement of voice and data connections in a booth/room **must be marked on the service order form or accompanied by a floor plan provided by the client.** If not Convention Communications Provisioners, Inc. (CCPI) will place connections in the rear of booths that are in rows or in the center of island booths. A client requesting a longer line cord may purchase one from CCPI for \$1/foot.
- Incomplete Service Order Form will delay processing.

2. EQUIPMENT PROCEDURES:

- Clients requesting single line telephone, dial-up Internet or ISDN service will receive a standard RJ-11 jack as a part of the contract pricing. Clients requesting shared or dedicated Ethernet service will receive a standard RJ-45 jack as a part of the contract pricing.
- Clients are responsible for the protection, safe keeping and return of any equipment issued by or rented from CCPI.
- Lost, stolen or damaged equipment will be charged to the client at prevailing rates, including line cords provided by CCPI.
- Standard Voice Line - standard voice grade line is provided. These lines are **not** for connection to computers. (See 2.f below.)
- Special services for these high level transmissions are available only if made available by the Local Exchange Carrier and Long Distance Company.
- Internet connectivity through a Single-Line Phone connection is prohibited. If it is determined that a client is connecting to the Internet through a Single-Line Phone connection, that client's authorized credit card will be charged the prevailing rate for the Internet Dedicated Dial-up Connection on the Service Order Form.

3. PAYMENTS AND REFUNDS:

- Long distance charges (\$.50/min Domestic, \$3.00/min International) and charges for all toll calls made (i.e. Directory Assistance, 800 calls) will be billed at the close of the event by CCPI to the authorized credit card provided, and added to the client's invoice and statement.
- Charges for additional services provided after the initial order will be posted to the referenced credit card at the close of the event.
- Services installed but not used will not be refunded.
- The "Payment Options" section on the Service Order Form must be completed. By clicking the PLACE ORDER button or signing the Service Order Form, you authorize CCPI to charge the amount due as pre-payment for services, along with any additional charges incurred during the event, to the authorized credit card.
- There will be a \$50 service charge for any checks returned. If a check is returned for any reason, a cashier's check, money order, or valid credit card can only replace it. There will be a \$50 service charge added if the payment is wire transferred to CCPI.
- A monthly service change of 1.5% will be added to invoices 30 days past due.
- Refunds, after installation - NO REFUNDS
- There is a minimum \$100.00 charge to move an installed line. Time and material rates may apply and CCPI cannot guarantee operational service by event opening.
- There is a \$100.00 cancellation charge per telephone/data line when canceled less than 10 days prior to event start date. There is a \$250.00 cancellation charge on each canceled Ethernet or ISDN service. (If a T1 or any other line has been special ordered and installed for a client, client is responsible for complete cost of installation and set up fees)

4. CCPI CARRIER OF CHOICE PROVIDES LONG DISTANCE:

- All lines will be restricted from "976", "900", and "10-10" dialing unless otherwise requested in writing and approved by CCPI. A charge will be made for this.
- CCPI will provide a detailed listing of all calls made on the line at the clients request. L.D. rates are \$.50/min, Dom., \$3.00/min Intl. ISDN long distance charges will be billed at the prevailing rate at the end of the event by CCPI to the authorized credit card provided, and added to the client's invoice and statement.

5. ONLY CCPI PERSONNEL are authorized to modify system wiring or cabling. Material and equipment furnished for this service contract shall remain property of CCPI.

6. ALL CUSTOMER EQUIPMENT must comply with FCC regulations and must be configured to operate with "dial 9" service.

7. CLICKING ON THE PLACE ORDER BUTTON at the bottom of the Service Order Form or faxing/mailling a signed Service Order Form to CCPI constitutes authorization to proceed with work necessary to accomplish the services ordered and and arrange for the installation of ordered services. This includes arranging for disconnections or rearrangements of service and equipment as appropriate.

8. CLIENT CONTRACTING FOR services from CCPI agreed to indemnify and hold and save whole and harmless, CCPI, its employees and/or its subcontractors from and against any and all loss, damage or injury to person or property arising from or related to customer and its employees, guests, invitees, or agents use of telecommunications/Internet services from CCPI unless such loss, the sole negligence, gross negligence or willful misconduct of CCPI, its employees and/or its subcontractors cause damage or injury.

9. CCPI is not responsible for loss of communication services caused by local and/or long distance carriers.

10. CCPI DOES NOT GUARANTEE the safety or security of equipment, software, or proprietary information connected to or carried on lines installed by CCPI and/or its subcontractors. CCPI provides some firewall security, but client is responsible for providing their own firewall security and anti-virus protection.

11. CCPI PROVIDES LIMITED firewall security and no anti-virus protection on our network. Client is responsible for providing their own firewall security and anti-virus software. As is consistent with other service providers, CCPI is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. Client may be held liable for any damages to equipment, software or proprietary information, or any damages due to loss of services and/or any damages incurred in "fixing" the network; if the origin of a security breach or intrusion is traced to their device. **CCPI STRONGLY ADVISES EVERY CLIENT TO INSTALL FIREWALL SECURITY AND ANTI-VIRUS PROTECTION ON THEIR DEVICE PRIOR TO CONNECTING TO THE CCPI NETWORK.**

12. CCPI OBLIGATIONS UNDER this Agreement are subject to, and CCPI and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services. Also, any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civic disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisitions, shortages of equipment or supplies, unavailability of transportation, act or omissions of anyone other than CCPI, its representatives, agents, subcontractors, or employees, or any other cause beyond CCPI's reasonable control. In no event shall CCPI be liable to the Client or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.

13. INTERNET SERVICE PROVIDERS (ISP'S) for Internet services will be CCPI's selected provider(s).

14. INTERNET CLIENT HAS FULL, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s), and/or CCPI. Subscribers agree to indemnify and hold and save whole and harmless Internet Service Providers(s) and CCPI from any/all problems, and damages resulting from translation of services.

15. COMMUNICATION SERVICES ARE TO BE ordered by each client separately, and are not to be shared with other customers. Any client sharing communication services without written authorization from CCPI, shall be charged for that service on a full and complete second Service Order Form, with any additional charges billed to the authorized credit card at the close of the event.

ORDER ON-LINE AT www.ccpi.net/wsctc

National Electrical Contractors Association

Washington State Convention and Trade Center
September 13 – 15, 2009



Please Fax or Send Orders To:

International Wholesale Florist

14106 6th Ave. SW Seattle, WA 98166

Phone: 206-623-2828 / Fax: 206-623-5530

IWF@tradeshowflorist.net or www.Tradeshowflorist.net

Company _____				Booth Number _____				Install Date _____				AM / PM _____					
Street Address _____						City _____				State _____				ZIP _____			
Phone _____				Fax _____				Email _____				Purchase Order Number _____					
Ordered by: SIGNATURE X _____								Ordered by: Print Name _____									
<input type="checkbox"/> Check		<input type="checkbox"/> Discover		<input type="checkbox"/> American Express		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/> Visa		<input type="checkbox"/> Mastercard		<input type="checkbox"/> Corporate		<input type="checkbox"/> Personal		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Cardholder Signature _____						Cardholder Print Name _____						Expiration Date _____					

Flowers and plants say it best! Add color and personality to your booth with floral arrangements and plants. These final touches will compliment your exhibit, adding brightness & elegance and attracting greater attendance to your booth. Let our floral designers enhance your display with beautiful arrangements tailored to your specifications.

For orders received
one week prior
to the date of show

Green Plant Rental

Qty.		Advanced Price	Show Price	TOTAL
_____	3' Plant.....	30.00	33.00	_____
_____	4' Plant.....	40.00	45.00	_____
_____	5' Plant.....	50.00	55.00	_____
_____	6' Plant.....	60.00	65.00	_____
_____	7' Plant.....	75.00	80.00	_____
_____	Boston Fern (6" Pot).....	18.00	22.00	_____
_____	Boston Fern (10" Pot).....	25.00	28.00	_____

(If not specifically requested, the green plants will be from a selection of Ficus, Schefflera, Palm, Dracaena, Spathiphyllum & others)

Blooming Plant Rental

Qty.		Advanced Price	Show Price	TOTAL
_____	Chrysanthemum ~ Yellow ~ White ~ Other _____	18.00	22.00	_____
_____	Azalea (Sept. – May) ~ Red ~ Pink ~ Other _____	22.00	25.00	_____
_____	Reiger Begonia ~ Red ~ Yellow ~ Other _____	22.00	25.00	_____
_____	Bromeliad ~ Red ~ Pink ~ Other _____	25.00	30.00	_____

Fresh Flower Designs

(Unless otherwise specified all arrangements will be designed in a vase with a traditional & colorful all round style)

Qty.		Advanced Price	Show Price	TOTAL
_____	Arrangements, Small (approx. 1 ft. to 1 ½ ft.).....	35.00	40.00	_____
_____	Arrangements, Medium (approx. 1 ½ ft. to 2 ft.).....	50.00	55.00	_____
_____	Arrangements, Large (approx. 2 ft. to 3 ft.).....	70.00	75.00	_____
_____	Arrangements, Exotic Tropical, Medium (approx. 1 ½ ft. to 2 ft.).....	50.00	55.00	_____
_____	Arrangements, Exotic Tropical, Showy (approx. 2 ½ ft. to 3 1/2 ft.).....	75.00	80.00	_____

CUSTOMER REQUESTS: (preferences as to colors, style, flower & plant types, containers, location, or dimensions, etc.)

Payment Policy: All orders must be paid in full prior to delivery unless accompanied by a credit card.

Rental Policy: Rental items are the responsibility of the Exhibitor. Unless other arrangements have been made all items to be left in booth at end of show. All prices include installation, servicing, container, & removal. Substitutions (same size, different plant) may be necessary due to availability and at the discretion of IWF.

Cancellation Policy: Items canceled within three days of the show will be charged at 50% of original order.

Subtotal _____

Delivery (\$5.00) _____

9% Sales Tax _____
(Per Washington Law, Delivery is Taxed)

GRAND TOTAL _____



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

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NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact



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NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact

ELECTRICAL ORDER FORM

MAIL OR FAX TO

Questions? Visit www.edlen.com

ELECTRICAL EXHIBITION SERVICES
 5931 4th Ave. South, Seattle, WA 98108
 Ph: (206) 781-2411 Fax (206) 781-2270
 Email: seattle@edlen.com

COMPANY:**BTH #****EVENT:** Nat'l Electrical Contractors Assn 09 Annl Expo**FACILITY:** Washington State Convention & Trade Center**DATES:** September 13-15, 2009**EVENT#** 099045SE**ELECTRICAL OUTLETS** Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

120 VOLT	QUANTITY (For Show Hours Only)	QUANTITY (For 24 hrs/day Add 50%)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
0 - 500 WATTS (5 AMPS)	_____	_____	70.00	105.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	106.00	159.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	120.00	180.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	140.00	210.00	_____

208 VOLT SINGLE PHASE

15 AMPS	_____	_____	170.00	255.00	_____
20 AMPS	_____	_____	190.00	285.00	_____
30 AMPS	_____	_____	240.00	360.00	_____
60 AMPS	_____	_____	420.00	630.00	_____
100 AMPS	_____	_____	567.00	850.50	_____

208 VOLT THREE PHASE

15 AMPS	_____	_____	240.00	360.00	_____
20 AMPS	_____	_____	300.00	450.00	_____
30 AMPS	_____	_____	380.00	570.00	_____
60 AMPS	_____	_____	550.00	825.00	_____
100 AMPS	_____	_____	851.00	1,276.00	_____

TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.**LIGHTING EQUIPMENT** (Including current consumed) Include drawing showing light location.

300 WATT ARM LIGHT 1	_____	_____	82.00	123.00	_____
150 WATT POLE LIGHT 2	_____	_____	56.00	84.00	_____
300 WATT POLE LIGHT 2	_____	_____	70.00	105.00	_____
1000 WATT QUARTZ LIGHT 3	_____	_____	Quote	Quote	_____

1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.

MATERIAL (Electricity not included)

15' & 25' EXTENSION CORDS	_____	20.00	_____
MULTI OUTLET STRIP	_____	20.00	_____

LABOR

ST (Mon - Fri 8:00 am - 4:30 pm, excluding Holidays)	_____	80.00	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Saturday & Sunday)	_____	120.00	_____
DT (All day on Holidays)	_____	160.00	_____

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

DEADLINE DATE OF:
August 30, 2009

Avoid Duplication !!

If you fax this form with credit card info,
 do not mail the original form or send
 another form of payment.

ON LINE ORDERING

This show may be available on line.
 Visit www.edlen.com. Use the event #
 above as your password.

ISLAND BOOTHS

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

208V & HIGHER VOLTAGES

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

DEDICATED OUTLETS

Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICES

Electricity will be turned on within 30
 minutes of show opening and off within
 30 minutes of show closing, show days only.
 If you require power at any other time order
 24 hour power at 1.5 times the outlet rate.

**SEE REVERSE SIDE FOR ADDITIONAL
 TERMS AND CONDITIONS**

FOR OFFICE USE ONLY

DATE RECEIVED	_____
PAYMENT METHOD	_____
AMOUNT RECEIVED	_____
RECEIVED BY:	_____

**SALES TAX IS DUE ON ALL
 ORDERS UNLESS TAX
 EXEMPTION CERTIFICATE
 ACCOMPANIES ORDER**

Sub Total

Add 9.5% State Sales Tax

Total Payments

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

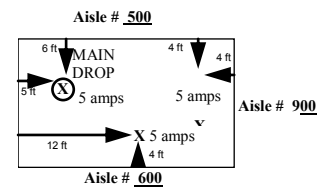
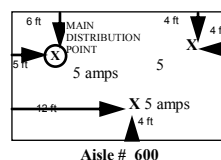
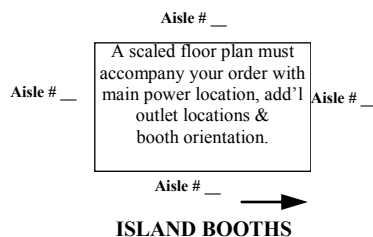
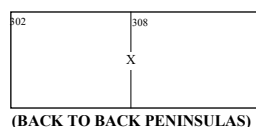
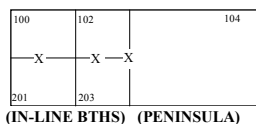
COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		ST:	ZIP:
SIGNATURE:		PRINT NAME:		Country:	
EMAIL ADDRESS:					
PAID BY: CK AMX VISA MC DISC DINER				EXP DATE:	
CARD HOLDER SIGN:				PRINT NAME:	
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS:		CITY:		ST:	ZIP:

VERY IMPORTANT TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If a floor plan showing main power location is not submitted prior to Edlen's move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. A minimum labor charge of (1) hour per electrician will apply for all installation work and connection of high voltage services. The removal of this work will be charged a minimum of 1/2 hour or half the total time of installation, whichever is greater. Labor to disconnect motor tails and other high voltage services will begin upon show closing. There will be a minimum 1/2 labor charge at the corresponding labor rates to make the disconnection. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor's booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

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



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**



CCPI, A Smart City Company
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
888-446-6911 • 702-943-6001 (Fax)



Company Name		Booth / Room	Show Name:
Billing Name		<small>If a show directory is published, do you want your company name and assigned numbers listed?</small> <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: / / To / /
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY):	
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Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

Important! Important! Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at <https://www.ccpi.net>**. Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,095	\$ 1,370	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 450	\$ 565	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,495	\$ 6,870	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Voice Services: PBX Service – Dial "9" for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 415	\$ 520	
4. Voice Services: Dedicated Line (Direct line do not dial "9")					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only) upon request	CC / TLD				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
8. Move - In / On - Site order fee (if ordering service after show move-in has started).			(20%) x (Base Price)		
9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.			x (number of lines)		
			SUBTOTAL		
Unused portions of deposits returned with final billing.			ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%		
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: 2009 - 020 -
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ORDER ON LINE: <https://www.ccpi.net/order/online.asp>

Terms and Conditions / Payment Options

<p>1. Smart City is the exclusive provider and installer of all Voice, Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), and all other data and telecommunications related cabling.</p> <p>2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals.</p> <p>3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.</p> <p>4. Incentive Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.</p> <p>5. Internet / Network – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.</p> <p>6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.</p> <p>7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.</p> <p>8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.</p> <p>9. Wireless Specific: (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.</p> <p>10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.</p>	<p>11. Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.</p> <p>12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.</p> <p>13. CANCELLATION – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. 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(s) installed and not used.</p> <p>14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.</p> <p>15. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.</p> <p>16. Equipment Management: (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.</p> <p>17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 91-1782072.</p> <p>18. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)</p> <p>19. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.</p> <p>20. Long Distance (International Calls) and Line Restrictions: (a) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.</p> <p>21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.</p> <p>22. Prices are based upon current rates and are subject to change without notice.</p>
<p>(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.</p>	
<p>23. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</p> <p>24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: CCPI.</p> <p>25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.</p>	<p>Mail or Fax Completed Orders with Payment and Floor Plan To</p> <p style="text-align: center;">CCPI / SMART CITY 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001</p>

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2009 - 020 -	

ORDER ON LINE: <https://www.ccpi.net/order/online.asp>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: **Washington State CTC (020) - WA**

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: **2009 - 020 -**

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated: _____ Security Updates Last Performed: _____
Date Date

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: Washington State CTC (020) - WA

Show: _____

Company Name:

Booth / Room #:

Customer / Ref #: 2009 - 020 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle#		Adjacent Booth or Aisle#										
Adjacent Booth or Aisle#												

Adjacent Booth or Aisle#

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

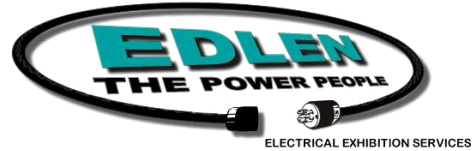
T = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service “I”, Hubs “H”, Patch Cables “PC” and / or Computers “C”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

ELECTRICAL LABOR ORDER FORM



IMPORTANT!!

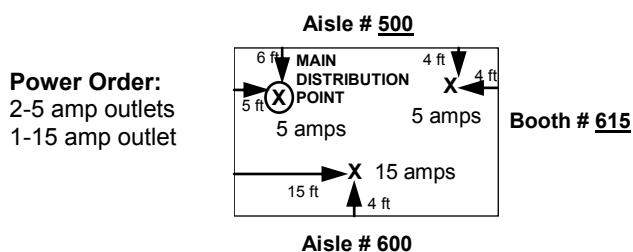
**THE REVERSE SIDE OF THIS
FORM MUST BE COMPLETED AND
RETURNED WITH ELECTRICAL
ORDER FORM**

Step 1 Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

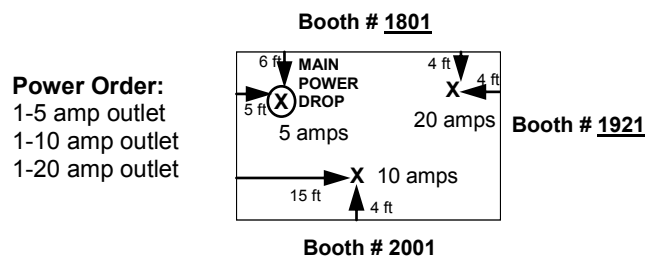
WORK REQUIRED	IMPORTANT RULES AND INFORMATION
<ol style="list-style-type: none"> 1. Electrical distribution under carpet and flooring. 2. Electrical distribution overhead and/or through booth structure. 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. 4. Wiring of overhead signs. 5. Condor (for installation of electrical signs and/or rotators). 	<ol style="list-style-type: none"> 1. Please be advised that whenever possible, Edlen requests an authorized supervisor to accompany our electrician to the labor desk when they have completed their work in your booth, in order to sign out the electrician. 2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms. 3. When an electrician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested. 4. If lift equipment is required to hang special lighting, signs, etc., the exhibitor will be charged an hourly rate for the lift and its operator. 5. Time must be allowed for the electrician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.

Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at www.edlen.com. Most power comes overhead at the WSC TC. Floor power is available in select locations only.
You must order a separate outlet for each outlet location on your floor plan. Example:



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

REVERSE SIDE MUST BE COMPLETED

OFFICIAL
SHOW CARRIER!

...Without Fail!

As a **NECA 2009 Exhibitor**, you have the opportunity to enjoy fast service and save money by using **ADCOM WORLDWIDE-DCA Tradeshow Logistics!**

We offer the following services for your convenience:

- Next Day Service
- 2 Day Service
- Deferred Economy Service
- International Brokerage/
Transportation
- Easy shipment processing
- Automatic Proof of Delivery by email
- Easy shipment processing
- Simplified billing
- Pre-printed Bills of Lading
- Address labels supplied at no cost
- 24-hour Customer Service

For more information on ADCOM-DCA's services, to request a quote, or to book a shipment, visit us at www.adcomworldwide.com/tradeshows/

To have a representative contact you directly, please complete the information below and fax to 1.703.684.3925: *(check one)*

☐ Email ☐ Fax ☐ Phone

Company: _____

Contact: _____ Booth #: _____

Address: _____

City: _____ St/Prov: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____

Email: _____

ADCOM WORLDWIDE of Washington DC

Phone 1.703.684.1900 or 1.800.486.7447 • Fax 1.703.684.3925

www.adcomworldwide.com • Email: NECAExhibitors@adcomworldwide.com

The Official NECA Event Planning Firm

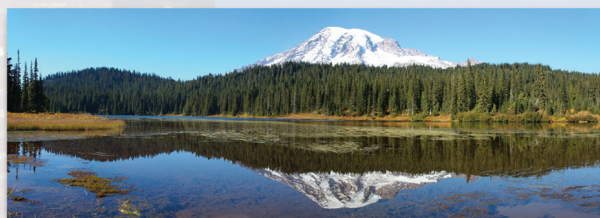
Since, 2009, the award-winning special events team, **Precision Meetings & Events** has had the privilege to work with NECA. In September 2009, allow us to work for you to produce your special event in the magnificent city of Seattle.

It is our responsibility to provide absolute guest satisfaction and your corporate success when you select **Precision Meetings & Events** for your reception, hospitality function or product introduction. With a dozen years of experience working with NECA under our belt, we have the knowledge to make your event an outstanding success.

It is our philosophy and business custom to become your strategic partner. From event concept development through the execution and event follow up... we become part of your team.



NECA
2009 SEATTLE
SEPTEMBER 12-15



Precision Meetings & Events total meeting and event design, coordination and production includes...

- Site selection and negotiation
- Budget Preparation
- Entertainment selection and coordination
- On-site coordination and management
- Transportation management
- Décor and stage design
- Catering negotiation and coordination

Our Commitment

- To analyze your corporate goals and objectives
- To fully coordinate and execute events with flawless perfection
- To save you valuable time
- To worry more than you do

Our Goal

- Provide a return on your trade show investment
- Maximize your impact
- Create events conducive to networking and developing sales leads

Practiced... Polished... Perfected.

While specializing in innovative, creative, and upscale programming, **Precision Meetings & Events** offers highly personalized service. Please call Nichelle Santos at 703.739.4480 to discuss a proposal for your event at the 55th Annual NECA Show.



Meetings & Events

301 North Fairfax Street, Suite 104 | Alexandria, Virginia 22314
Phone 703.739.4480 | Fax 703.739.4481 | www.teamprecision.com

When NECA Exhibitors need help in Seattle they call the local experts.

For over 30 years, Seattle Hospitality has been that expert, planning, managing and executing unique and exciting events all over the world. We've made business a pleasure for thousands of clients, thrown over 4,000 parties, and led a variety tours for more than 400,000 guests. That translates into thousands of smiling faces and this is our ultimate reward.

Events



Experience Music Project

Innovative ideas are our passion and with the Northwest as our playground, the possibilities are endless!

- *offsite events*
- *entertainment*
- *creative give-aways*
- *theming and decor*
- *exhibitor booth enhancements*
- *teambuilding and activities*

Transportation



Floatplanes

We are the industry experts in transportation logistics. Moving people efficiently with the utmost comfort and ease is our specialty.

- *sedans*
- *limousines*
- *motorcoaches*
- *complex shuttle logistics*
- *floatplanes*
- *double-decker buses*
- *yachts*
- *ferries*
- *trolleys*

Signature Services



Kiana Lodge

Seattle Hospitality is dedicated to enhancing your program with our local expertise and vast network of resources. We know it's the little things that make all the difference. That's why we thrive on providing the extra touches that will create a fun, well-planned experience for everyone. From entertainment to full-scale decor, from custom tours to memorable events, Seattle Hospitality does it all.



To find the best kept secrets in Seattle contact . . .

Carol A. Riddle
National Account Executive
Direct Line: (206) 826-1313
carol@seattlehospitality.com



Seattle Hospitality Services · 1000 Dexter Ave N · Suite 502 · Seattle, Washington 98109
www.seattlehospitality.com



promotional
models



corporate
presenters



mobile
marketing

magicians



interpreters



booth
hostesses



event
marketing



spokes-
models

product
demonstrators



celebrity
look-a-likes

convention models + talent agency [**representing the best**]

toll free 1.866.238.9349 www.cmtagency.com



convention models + talent agency

Nationwide Service Order Form

1. Please print clearly the following information

Company Booth

Address

City State

Phone Fax

Contact Email

Event Name Event Location

Dates Requested :

Hours Requested :

.....

.....

.....

.....

2. Please indicate your interest with the number of people needed

☐ Booth Greeter \$300 - \$350

☐ Crowd Gatherer \$350 - \$400

☐ Product Demonstrator \$400 - \$700

☐ Corporate Presenter \$800 - \$2000

☐ Hospitality Hostess \$50 / hr with tradeshow booking

☐ Interpreter \$400 - \$1200
language

☐ Other Call for pricing
please specify

- Rate is on a per day basis except where specified. Ranges vary by experience of talent and client needs. A 20% Agency fee will be added to all invoices.
- Total payment must be received at least 7 days prior to an event in order to guarantee reservation.



FAX this order form to
404.233.8863

OR



CALL us toll free today at
1.866.238.9349

A credit card guarantee is required to confirm an order.

We accept: Check / American Express / Master Card / Visa / Discover



Please Fax or Send Orders To:

IWF International Wholesale Florist

14106 Ave. SW Seattle, WA 98166
 Phone: 206-623-2828 / Fax: 206-623-5530
 IWF@tradeshowflorist.net or www.Tradeshowflorist.net

Company				Booth Number				Install Date				AM / PM							
Street Address								City				State				ZIP			
Phone				Fax				Email				Purchase Order Number							
Ordered by: SIGNATURE X								Ordered by: Print Name											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Cardholder Signature								Cardholder Print Name				Expiration Date							

Flowers and plants say it best! Add color and personality to your booth with floral arrangements and plants. These final touches will compliment your exhibit, adding brightness & elegance and attracting greater attendance to your booth. Let our floral designers enhance your display with beautiful arrangements tailored to your specifications.

For orders received
 one week prior
 to the date of show.

Green Plant Rental

Qty.		Advanced Price	Show Price	TOTAL
_____	3' Plant.....	30.00	33.00	_____
_____	4' Plant.....	40.00	45.00	_____
_____	5' Plant.....	50.00	55.00	_____
_____	6' Plant.....	60.00	65.00	_____
_____	7' Plant.....	75.00	80.00	_____
_____	Boston Fern (6" Pot).....	18.00	22.00	_____
_____	Boston Fern (10" Pot).	25.00	28.00	_____

(If not specifically requested, the green plants will be from a selection of Ficus, Schefflera, Palm, Dracaena, Spathiphyllum & others)

Blooming Plant Rental

Qty.		Advanced Price	Show Price	TOTAL
_____	Chrysanthemum <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Other _____	18.00	22.00	_____
_____	Azalea (Sept. – May) <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Other _____	22.00	25.00	_____
_____	Reiger Begonia <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Other _____	22.00	25.00	_____
_____	Bromeliad <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Other _____	25.00	30.00	_____

Fresh Flower Designs

(Unless otherwise specified all arrangements will be designed in a vase with a traditional & colorful all round style)

Qty.		Advanced Price	Show Price	TOTAL
_____	Arrangements, Small (approx. 1 ft. to 1 ½ ft.).....	35.00	40.00	_____
_____	Arrangements, Medium (approx. 1 ½ ft. to 2 ft.).....	50.00	55.00	_____
_____	Arrangements, Large (approx. 2 ft. to 3 ft.).....	70.00	75.00	_____
_____	Arrangements, Exotic Tropical, Medium (approx. 1 ½ ft. to 2 ft.).....	50.00	55.00	_____
_____	Arrangements, Exotic Tropical, Showy (approx. 2 ½ ft. to 3 1/2 ft.).....	75.00	80.00	_____

CUSTOMER REQUESTS: (preferences as to colors, style, flower & plant types, containers, location, or dimensions, etc.)

Payment Policy: All orders must be paid in full prior to delivery unless accompanied by a credit card.

Rental Policy: Rental items are the responsibility of the Exhibitor. Unless other arrangements have been made all items to be left in booth at end of show. All prices include installation, servicing, container, & removal. Substitutions (same size, different plant) may be necessary due to availability and at the discretion of IWF.

Cancellation Policy: Items canceled within three days of the show will be charged at 50% of original order.

Subtotal _____

Delivery (\$5.00) _____

9% Sales Tax _____
 (Per Washington Law, Delivery is Taxed)

GRAND TOTAL _____

R. D. SIMMONS, INC.

G. A. SIMMONS, CEO
R. D. SIMMONS, PRESIDENT

834 West Central Avenue
Davidsonville, MD 21035
Anne Arundel, County

BOOTH SECURITY

Phone (301) 261-4215

E-Mail: rdsiminc@aol.com

Facility: WSCTC City: Seattle State : Washington

Rate Per Man Hour: *Advance Order* (must be received ten days prior to start) \$ 38.00
On Site Order \$ 52.00

ASSOCIATION NAME: NECA 2009
SHOW NAME: Annual NECA Show
COMPANY NAME: _____
ADDRESS & PHONE: _____
BOOTH NUMBER: _____
BOOTH CONTACT (PRINT) _____
AUTHORIZING SIGNATURE: _____
GUARD SCHEDULE:

DATE	# GUARDS	TIME ON	TIME OFF	TOTAL HOURS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL HOURS _____ x RATE _____ = _____

SPECIAL REQUESTS: _____

Disclaimer:

Reasonable care will be used in the performance of said duties; however, R. D. SIMMONS, Inc., its agents, and employees expressly disclaim any and all liability for any foreseeable injury, damage, or loss to any person(s) or property caused while performing said duties.

Payment Terms: Payment is due in full at the time of contract. There is a five (5) hour minimum per guard scheduled.

Notice Required: Amendments to this schedule must be made within 24 hours of commencement of services: Cancellations made with less than 24 hours notice are subject to said five (5) hour Minimum per guard scheduled at the contracted hourly rate; additional guards ordered during the show will be subject to the prevailing hourly rate.

I ACCEPT ALL TERMS AFOREMENTIONED;

SIGNATURE _____

DATE: _____

2009 NECA ANNUAL CONVENTION & TRADESHOW HOTEL RATES

<u>HOTEL</u>	<u>EARLY RATES</u> Before Friday, July 24 2009	<u>REGULAR RATES</u> After Friday, July 24, 2009
Westin Seattle 1900 Fifth Ave. Seattle, WA 98101	\$239.00 S/D	\$259.00 S/D
Sheraton Hotel and Towers 1400 Sixth Ave. Seattle, WA 98101	\$235.00 S/D Club Level \$265.00 S/D	\$255.00 S/D Club Level \$285.00 S/D
Fairmont Hotel 411 University St Seattle, WA 98101	\$235.00S/D	\$255.00 S/D
Hilton Seattle 1301 6th & University St. Seattle, WA 98101	\$196.00 S/D Towers Club \$231.00 S/D	\$216.00 S/D Towers Club \$234.00
Crowne Plaza Seattle 1113 6th Ave. Seattle, WA 98191	\$184.00 S/D Towers Club \$214.00 S/D	\$204.00 S/D Towers Club \$ 234.00 S/D
Grand Hyatt Seattle 721 Pine St. Seattle, WA 98101	\$209.00 S/D	\$229.00 S/D
Hyatt at Olive 8 1816 8th Ave. Seattle, WA 98101	\$209.00 S/D	\$229.00 S/D

Board of Governors – Washington Convention & Trade Center
Saturday, September 12, 2009

Future Industry Leaders Reception – Washington Convention & Trade Center
Monday, September 14, 2009

NECA Show – Washington Convention & Trade Center
Sunday, September 12, 2009 – Tuesday, September 15, 2009

Opening Reception – Sheraton
Saturday, September 12, 2009

Closing Celebration – McCaw Hall
Tuesday, September 15, 2009- A Customized Performance of Cirque Dreams

Lifestyles Program— Washington Convention & Trade Center
Monday, September 14, 2009-Wine and Coffee Seminar and Tasting

Pre-Convention Workshops- Washington Convention & Trade Center
Friday, September 11, 2009 & Saturday, September 12, 2009

ELECTRI International Reception- Columbia Tower Club
Monday, September 14, 2009

Academy Reception- Columbia Tower Club
Monday, September 14, 2009

National Electrical Contractors Association / 108th Annual Convention
September 12-September 15, 2009 – Seattle – Washington State Convention and Trade Show
Housing Preference & Meeting Space Request

Hotel confirmations should be sent to:

Contact: _____ Exhibitor: _____
Address: _____ City/State: _____ Zip: _____
Phone: _____ Fax: _____ EMAIL: _____

Hotel Preferences: **You must list 3 different hotels**

1st. _____ 2nd. _____ 3rd. _____

Room & Suite Requirements: **Requested room blocks will be based on the previous year's rooms actualized**
Please indicate the number of rooms by type for each night: *See Schedule of Events for Accurate Blocking

ROOM TYPE	Wed 9/9	Thur 9/10	Fri 9/11	Sat 9/12	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	TOTAL
Standard Rooms									
One Bedroom Suite									
Two Bedroom Suite									

Is Hospitality and/or Meeting Space required?

☐ Yes

☐ No

Hospitality: ☐ How many people? _____
Dates: _____

Meeting Space: ☐ How many people? _____
Date/Time: _____

IMPORTANT HOUSING INSTRUCTIONS

Important Information

- Ø The Early Rate deadline for hotel rooms will be **Friday, July 24, 2009**. Room rates will increase after this date.
- Ø The Rooming List is due **Friday, July 24, 2009**.
- Ø All rooms **not guaranteed by a name** will be released for general sale after **Friday, July 24, 2009**.

Deposit Information

- Ø All housing requests must be accompanied by a credit card guarantee in the amount of the first night's room and tax or a deposit check made payable to CMR in the amount of \$300 per room or \$600 per suite. **When making reservations, please remember that nothing will be processed without a credit card guarantee or check deposit.**

Cancellation/Departure Change Policy

- Ø The deadline for room cancellations is **Friday, August 14, 2009**. Any cancellations made after this date may result in forfeiture of deposit or charge to credit card.
- Ø Hotels may implement an early departure fee, please check with the hotel upon arrival.

- * Mail form to: **NECA Housing c/o CMR, 33 New Montgomery St., Suite 1420, San Francisco, CA, 94105**
- 6 Or Fax form to: **(415) 979-2275**

(For Questions, e-mail **NECA2009Housing@cmrus.com** or call **(800) 368-6322** or **(415) 979-2291** (International)



Get Your Money's Worth!
FREE Advertising Opportunities
Available Only to NECA Show Exhibitors
WWW.NECACONVENTION.ORG

Exposure at the NECA Show means more than just exhibit space.

You can get year-round exposure for your company's product or service for little or no cost on the NECA Show's extensive, cutting edge web site **WWW.NECACONVENTION.ORG**. This site is redesigned each year and is heavily promoted through magazine advertising and direct mail and your company can reap the benefits!

The NECA Show site offers opportunities to post press releases, logos, product photos and hot links to company web sites. The site is available 24 hours, seven days a week to allow your customers and thousands of other qualified web surfers who visit the site each month to easily access all your vital information. Think of it as an additional mini-web page that promotes your products and services.

Here are some of the benefits of using this powerful marketing tool. Information on what you need to send us is included in the descriptions:

- **Enhanced Exhibitor Listings** - Each exhibitor's listing includes product category information, company description, sales contact information, and optional links to your company web site. Log onto <http://www.necafloorplan.org/exhibits/Seattle09/index.php?=Exhibitor.login> and take advantage of all the promotional tools available.
- **Product Press Release** - Think of these announcements as advertisements that work all year long. It is best if you send it as an attachment in Microsoft Word. Please be sure to clearly indicate what we are to use as the headline. NECA reserves the right to edit headlines and text. Send it to: aes@necanet.org Note: "Product Press Release" in the Subject line of your email.
- **Product Press Release & Photo** – On every press release, you will have the ability to display an image of the product. Please send photos no larger than 200 X 200 pixels. PLEASE SEND THE PHOTO & PRESS RELEASE TOGETHER. Send it to: aes@necanet.org Note: "Product Release & Photo" in the subject of your email.
- **NEW THIS YEAR! New & Featured Product Room Entry** – Each entry into the New & Featured Product Room will also be featured on the convention website with a photo; company name; product name; product description. So, be sure to send in a product photo with your entry form to take advantage of this advance publicity. Please send photos no larger than 200 X 200 pixels.

THE SOONER WE RECEIVE YOUR MATERIALS, THE MORE EXPOSURE IT WILL GET!

Questions??? Contact Katie at 301-215-4506 or katie@necanet.org

Thanks and we'll see you in Seattle!



Exhibitor Profile WEBSITE and Official Directory & Buyer's Guide Information Forms

Please follow the web link provided directing you to the on-line NECA Show site for developing your Exhibitor Profile to be used on the NECA Show Website and Official Directory & Buyer's Guide.

<http://www.necafloorplan.org/exhibits/Seattle09/index.php?=Exhibitor.login>

Enter the Exhibitor Login using the Primary Contact email address and Password. To reset your password, please enter the email address you registered with. A new password will be sent to you at that email address.

The Exhibitor Profile is considered complete when the Company, Contact, Web Profile, Print Profile for the Official Directory & Buyer's Guide, and Product Categories have been completed.

Please note that the Primary Contact information will be used for sales leads. All website requests will be directed to this contact.

Questions? Contact Julie Duda, NECA Exhibition Sales Manager
770-632-0044 ▪ exhibitsales@necanet.org

2009 Exhibitor Service Manual

**Pre & Post Attendee Registration
Mailing List Order Form**

Fax: 301-215-4553



Address:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Please check the following:

List will include Attendee name, Company, Address and are emailed in Excel Spreadsheet format.
Due to FCC restrictions, phone numbers are **NOT** available. The cost of the Attendee List is \$175.00 per 1,000 names. Please indicate your method of payment below.

- 1) ___ Domestic Attendees Only ___ International Attendees Only ___ Both
- 2) ___ Sort by Zip Code, then by Country ___ Sort Alphabetically by Last Name
- 3) ___ Pre-Registration ___ Post-Registration
- 4) Date the list is needed by: _____

Please allow one week from time of ordering; Pre-registration lists will be available starting the week of August 3, 2009; Post-Registration lists will be available starting the week of October 15, 2009.

CREDIT CARD INFORMATION (type or print clearly) Authorized amount \$ _____

Card Type _____ Card Number _____

Exp. Date _____ CV2 Security Code _____

Name on Card _____

Signature _____ Date _____

Payment by Mail: The NECA Show ▪ 3 Bethesda Metro Center, Suite 1100 ▪ Bethesda MD 20814

For Accounting Only: ☐ Paid ☐ Comp ☐ Date Received _____ ☐ Date Sent _____



Press at the NECA Show

NECA wants to help you make the most of your exhibit space, including publicizing your participation in the 2009 NECA Show to the media. We offer several opportunities for you to share your news with the press.

Post Your Releases on Our Website

Exhibitors can have their releases posted on www.necaconvention.org so attendees and media can get a preview of what you will have at your NECA Show booth. Email your release as a plain text or Word document to Adrienne Schmidt, aes@necanet.org, with the subject line "2009 Exhibitor Press Release." It will be posted on the "Press Releases" section of the event website within two business days. You can include a 200 x 200 pixel (max) JPEG image with your release.

Use the NECA 2009 Seattle logo in Your Booth Materials

Download the official NECA 2009 Seattle logo as a digital file from the NECA Press Room at <http://www.necanet.org/about/press/?fa=logogs>. The logo is at the bottom of the page.

Getting a Media List

Members of the press are given free registration to all educational events and the trade show. Please note, many reporters **do not** pre-register for the program. A list of invited media and registered media is available from Beth Margulies, beth.margulies@necanet.org. A complete list of registered media is also available upon request following the event.

On-site Press Room

Exhibitors can leave materials and press kits for reporters to pick up in the "Take One" area of the on-site Press Room. If you want to provide press kits for the Press Room, please prepare 15-20 kits and a cardstock table tent with your company name and booth number. These items **SHOULD NOT** be shipped to NECA prior to the event, but shipped with your booth materials.



NECA
2009 SEATTLE

CONVENTION & TRADE SHOW
SEPTEMBER 12-15, 2009
WASHINGTON STATE
CONVENTION & TRADE CENTER



PROGRESS AND PROFIT: A POWERFUL CONNECTION

**For more information
on the NECA Show:**
phone 301.215.4506 or visit
www.necaconvention.org





NECA 2009 SEATTLE

SEPT. 12-15 • WASHINGTON STATE CONVENTION & TRADE CENTER



NECA 2009 Seattle, the greatest electrical industry showcase of the year, is your best opportunity to see the latest tools and equipment, learn the newest techniques, and meet the people who can help your business succeed all year long.

Show Hours:

Sunday, Sept. 13 11:30 am-5:00 pm
Monday, Sept. 14 11:30 am-4:00 pm
Tuesday, Sept. 15 10:30 am-2:30 pm

For more information on the NECA Show: phone 301-215-4506 or visit www.necaconvention.org

EM09

Get into the NECA Show

FREE*

when you fill out this card. Fax it to
415.979.2275 by **August 21** or
bring it with you to Seattle.

**A \$250 value that includes 3 days on the show floor as well as a chance to see over 250 exhibitors and their latest tools and technology. Also included is the New and Featured Product Room and Technical Workshops.*

Please print:

NAME _____

TITLE _____

COMPANY _____

ADDRESS _____

ADDRESS LINE 2 _____

CITY, STATE, ZIP _____

PHONE _____

FAX _____

E-MAIL _____

NOTE: NO ONE UNDER 16 PERMITTED ON THE SHOW FLOOR EXCEPT ON MONDAY, SEPTEMBER 14 FROM 11:30 AM - 4 PM

My primary job function:

(Please check only one)

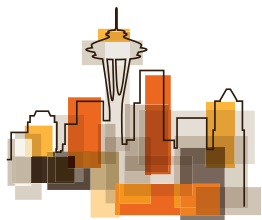
- A ☐ General Management
B ☐ Sales/Marketing
C ☐ Research/Development
D ☐ Designer
E ☐ Distributor
F ☐ Specifier
G ☐ Estimator
H ☐ Construction Management
I ☐ Construction Acquisition
J ☐ Plant/Facilities Engineering
K ☐ Union Officer
L ☐ Educator/Instructor
M ☐ Supervisor/Foreman
N ☐ Journeyman
O ☐ Apprentice
P ☐ Inspector
Q ☐ Writer/Reporter/Press
R ☐ Engineering Communication
S ☐ Other _____

Registration classifications:

(Please check only one)

- 1 ☐ NECA Member/Employee of NECA Member
7 ☐ Electrical Contractor (Non-Member)
8 ☐ Employee of Non-NECA Electrical Contractor
9 ☐ Wholesaler/Distributor
10 ☐ Manufacturer's Agent
11 ☐ Manufacturer Serv. Co.
12 ☐ Engineer/Architect
13 ☐ Utility/Co-op Executive
14 ☐ Government Employee
15 ☐ Labor Union Officer
16 ☐ Educator
17 ☐ Trade Association Executive
18 ☐ Press/Media Agent
19 ☐ Insurance Co. Rep.
20 ☐ Other _____

☐ Please send me information on educational opportunities at the NECA Show.



NECA 2009 Seattle Sponsorship Application

All requests must be in writing, submitted on the official form provided. Fax transmissions of the sponsorship application form will be accepted. Sponsors will receive written confirmation of acceptance following receipt of the Sponsorship Application. Sponsorships are on a first-come, first-served basis; if the item you select is no longer available, you will be contacted to discuss alternative sponsorships. If you are interested in exclusive sponsorship or a customized package, please contact us immediately.

IDENTIFICATION INFORMATION

The following information will be listed when recognizing the sponsor in directories, general sessions and any other printed or video materials.

Company Name _____ Contact/Title _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email _____

Please supply a full-color digital file of your company logo for use in recognition materials when submitting this form.

SPONSORSHIP SELECTION *(Please list desired sponsorships)*

ACCEPTANCE AND PAYMENT METHOD

ACCEPTANCE We understand that this application becomes a binding contract upon acceptance by NECA and is subject to all the terms, conditions, rules and regulations that hereto constitute a part of, or are include in this application and contract. NECA reserves the right to reject any sponsorship application for any reason.

NOTE THE NEW PAYMENT SCHEDULE. Your 50% non-refundable, non-transferable deposit **MUST** accompany your completed application in order to be processed. The final 50% payment is due on or before July 15, 2009. If a Sponsorship is committed to after July 15, 2009, payment in full is expected with this application.

☐ Visa ☐ MasterCard ☐ American Express ☐ Check Enclosed (check # _____)

Credit Card # _____ Exp. Date _____ Card Verification # _____

Amount to Charge _____ Name on Card _____

Billing Address _____ City/State/Zip _____

Signature _____ Date _____



NECA
2009 SEATTLE
SEPTEMBER 12-15

SEND YOUR COMPLETED APPLICATION TO:

The NECA Show
3 Bethesda Metro Center,
Suite 1100
Bethesda, MD 20814
770-632-7922 fax

QUESTIONS?

Contact **Julie Duda** at
770-632-0044 or
exhibitsales@necanet.org

MAKE CHECKS PAYABLE TO NECA AND MAIL PAYMENTS TO:

NECA
PO Box 17033
Baltimore, MD 21297-1033

CONTRACT TERMS AND CONDITIONS

This Contract, properly executed by Sponsor, shall upon written acceptance by NECA, constitute a valid and binding Contract.

Term of Contract: In order for Sponsor to qualify for a sponsorship, Sponsor must occupy booth space at NECA 2009 Seattle pursuant to a fully executed Exhibit Space Contract executed by and between the parties. Sponsor agrees to abide by all Show rules and regulations. Sponsor is responsible for obtaining applicable permits or licenses required by law and shall abide by all federal, state and local laws. Sponsor is responsible for the payment of all taxes, fees and charges required by any legal authority associated with the Sponsorship. During the term hereof, Sponsor shall not under any circumstances, without the express prior written consent of NECA, promote or allow the promotion of any trade show or other exposition of any kind, other than the NECA Show, through the Materials (as hereinafter defined), or any other media or communication of any kind which may be displayed or distributed by or on behalf of Sponsor in or about the Building (including, without limitation, Sponsor's booth space).

Signs and Advertising: Any demonstrations, signs and/or solicitations shall be permitted only in areas designated in NECA's sole discretion. Distribution by Sponsor of any printed matter, samples or other articles shall be restricted to the areas designated in NECA's sole discretion and subject to NECA's prior written consent. Sponsor shall not have or operate any display or exhibit, which in the sole discretion of NECA, is the source of objectionable noises, odors, or has materials which are considered by NECA to be objectionable, including without limitation, signs, lights, and the costuming of personnel.

Location: Locations for Sponsorships are found throughout the building known as Washington State Convention and Trade Center. Various types of sponsorships are available. Locations may be determined, modified and/or removed by NECA for any reason, including, without limitation, to allow repairs or changes to the Building and to insure that the sponsorship and related materials do not interfere with safe operations of the Building.

Materials: Sponsor agrees to provide final art, in electronic format (the "Materials") by the deadline to be determined. All Materials must be in the form more particularly described in the Materials specifications /mechanical requirements of certain sponsorships. Sponsor is responsible for all production costs necessary to prepare the Materials to the required format. Materials received in any other form than listed in the Materials specifications/ mechanical requirements shall be considered incomplete, and NECA reserves the right to reject such Materials or to assess Sponsor any costs necessary to correct such Materials. Sponsor waives all proofing opportunities of corrected Materials. NECA may reject any content which it deems objectionable in its sole opinion. NECA makes no representations or warranties regarding the accuracy or currency of the Materials, and Sponsor will not hold NECA, its agents, employees, contractors and/or representatives, liable for any claims, causes of action, losses or damages of any kind or nature whatsoever in connection with the use of the Materials. **Waiver and Indemnity:** In consideration of the sponsorship, Sponsor agrees to indemnify and hold NECA, its members, agents, employees, affiliates, contractors, successors and assigns harmless from and against any claims, damages, actions, liabilities and/or losses in connection with the Sponsorship, publication and/or advertising placed by or on behalf of Sponsor. NECA, its agents, employees, contractors and representatives, shall not be responsible for any damage to the sponsorship once the same are installed, nor for any errors or omissions contained within the sponsorship. Furthermore, Sponsor agrees to waive and release any and all claims for liabilities, losses, damages, or injuries, including without limitation, loss of income, against NECA, its agents, employees, contractors and representatives, suffered by Sponsor in connection with the sponsorship or breach of this Contract by NECA, its agents, employees, partners, invitees, contractors, and/or representatives.

Default: Sponsor acknowledges and agrees that the total amount due and owing pursuant to the terms of this Contract shall be paid to NECA on the dates indicated in the Contract. Should Sponsor not strictly comply with the terms and conditions of this Contract, including without limitation, the failure to timely pay any monies due and owing to NECA, Sponsor acknowledges and agrees that NECA, in its sole discretion and in addition to any other rights hereunder or at law, may revoke Sponsor's sponsorship at the Show. Failure to pay according to the terms of this Contract may result also in termination of this Contract, reassignment of any locations previously assigned to Sponsor, and/or in Sponsor's name being deleted from all NECA's publications, promotions and/or advertisements. In the event of the occurrence of any default, then it is agreed and understood, and the parties contemplate that the damages to NECA arising from such breach shall include all expenses incurred, including without limitation, NECA's actual attorneys' fees and/or collection agency fees. Any default in the terms and conditions of the Exhibit Space Contract by Sponsor shall constitute a default under this Contract by Sponsor and any default by Sponsor under this Contract shall also constitute a default under the Exhibit Space Contract by Sponsor.

Insurance: Sponsor and its contractor(s) shall maintain Comprehensive General Liability Insurance and Personal Injury coverage at its sole cost and expense for all of its activities at the Show, and shall have NECA, its managing agent and any parties designated by NECA named as additional insured on all such policies. Policy limits shall be at least \$1,000,000 / \$1,000,000 Bodily Injury and Property Damage combined. Sponsor and its contractor(s) shall also maintain, at its sole cost and expense, Workers Compensation Insurance for employees participating in the Show, as required by law. Sponsor warrants that by signing this Contract it has complied specifically with the insurance requirements of the Contract. Evidence of insurance coverage in the form of a valid Certificate of Insurance specifying the above coverages, including activities at the Show must be provided to NECA at its request.

Cancellation: If the Show or any part thereof is prevented from being held, or is canceled by NECA or if the Sponsorship contracted for herein becomes unavailable because of war, fire, strike, government regulations, public catastrophe, act of God or the public enemy, or any other cause beyond NECA's control, NECA shall not be liable in anyway, nor be obligated to comply with the terms of this Contract. NECA shall determine and refund to Sponsor its proportionate share of the Sponsorship Fee received which remains after deducting expenses incurred by Owner and reasonable compensation to NECA, but in no case shall the amount of refund to Sponsor exceed the amount of the Sponsorship Fee paid. If Sponsor withdraws from participation in the Show or is requested by NECA to leave the Show, Sponsor shall be responsible for full payment of the Sponsorship Fee. No refunds will be given and no credit will be offered for participation in future shows. If Sponsor cancels the Sponsorship for any reason, Sponsor is held liable for full payment of the Sponsorship Fee. **Controlling Law:** This Contract shall be construed and enforced under the laws of the State of Maryland.

Miscellaneous: In the event any term or provision of this Contract shall to any extent be deemed invalid or unenforceable, the remainder of this Contract shall be valid and enforceable to the fullest extent permitted by law. The parties acknowledge and agree that this is the final understanding and Contract between the parties and supersedes any and all prior negotiations, understandings and Contracts relating to this matter.

NECA 2009

September 12th-15th, 2009

Washington State Convention & Trade Center, Seattle WA

Exhibitor Hospitality Menu & Order Form

Coffee Service

- Tully's Freshly Brewed Coffee
 - Tully's Freshly Brewed Decaf
 - Numi Organic Hot Tea
 - House Made Hot Chocolate
 - Iced Tea w/Sliced Lemons
- \$49.50++ per gallon**

Δ*Tully's Hosted Espresso Cart++

\$900 –first 4 hours

\$200 – each consecutive hour after

Service Includes: Espresso Machine, Attendant (first four consecutive hours), Unlimited Specialty Hot & Cold Coffee Drinks, Coffee, Milk, Syrups, Cups, Sleeves & Condiments.

(Limited Availability)

Δ Water bubbler

Daily Water Cooler Rental **\$150++**

Includes: Equipment and (1) 5-gal Water Jug

Additional 5-gal Water Jugs **\$50.00 each++**

Δ *Island Oasis Smoothie Bar++

\$225.00 per hour (4 hr. min.)

Service Includes: Equipment, Attendant, Unlimited Smoothie Drinks, Cups, Straws, & Spoons.

Variety of Flavors (Choose 2)

Δ* Popcorn Machine++

Tabletop Popcorn Machine-**\$450.00 per day**

First Popcorn Kit Included: Popcorn,

Popcorn Bag, Napkins, Latex Gloves, Scoop.

Dedicated Attendant included for first four consecutive hours. \$125/hr each additional hour.

Serves approx. 300 Servings Additional Kits \$100++

Δ *Otis Spunk-Meyer Cookie Oven++

Bake & Serve Hot Cookies from a tabletop oven

Oven Rental-**\$400.00 per day**

Rental Includes: Attendant for first 4 consecutive hours.

\$125/hr each additional hour. Oven, Baking and

Serving Supplies, plus one complimentary 20 lb case of cookies.

Cookies per 20 lb case (serves 200)- **\$180.00**

Flavors: Chocolate Chip, Double Chocolate Chip,

Oatmeal and White Chocolate Chip

Δ Ice Cream Novelties++

Ice Cream Freezer Rental- **\$100.00 per day**

Ice Cream Novelty Bars- **\$3.75++**

Haagen Daz Ice Cream Bars- **\$4.75++**

Frozen Fruit Bars-**\$3.75++**

++ Denotes a 18% service charge & a 9.5% state tax

Δ Items require electrical services to be coordinated by client with Edlen Electrical

* Requires an attendant for service for \$125.00 per hour with a 4 hr. min.

BEVERAGES

Soda
\$3.25++

Fruit Juices or Bottled Water
\$3.75++

Bag of Ice
\$10.00++(7lbs of Ice)

BAKERIES

Freshly Baked Cookies, Asst. Fruit Bars or Asst. Brownies
\$38.00++ per dozen

Asst. Bagels, Muffins, Scones, Danishes, Breakfast Breads or Croissants
\$38.00++ per dozen

SNACKS-2 dozen min. order

Bags of Chips, Pretzels & Popcorn
\$36.00++ each doz.

Bags of Trail Mix
\$45.00++ each doz.

Granola Bars
\$33.00++ each doz.

Power Bars
\$48.00++ each doz.

Candy Bars
\$36.00++- full size each doz.
\$30.00++lb- mini Hershey asst chocolates

DISPLAYS

Imported & Domestic Cheeses
\$6.50++pp – w/crackers & fruit
(min. 25ppl)

Basket of Vegetables w/ dip
\$5.50++pp
(min. 25ppl)

BOXED LUNCHES:

Albacore, Turkey, Ham, Roast Beef or Veg. Sandwiches
Lunch also Includes:
*Side of pasta salad, chips, Baby Belle Cheese Wedge Fruit & a cookie
\$21.00 ++per person
(minimum 10 lunches)
Choose up to three varieties



Mesina McMurray
Catering Sales Coordinator
McMurray-Mesina@aramark.com
(206) 694-5085
FAX: (206) 694-5398

NECA 2009
September 12th-15th, 2009
Washington State Convention & Trade Center, Seattle WA
Exhibitor Hospitality Menu & Order Form

Company Name _____ Email Address _____

Company Address _____ Suite _____

City _____ State _____ Zip _____

Company Phone (____) _____ Fax (____) _____

Name on Contract _____ Booth # _____

On Site Contact _____ Cell Phone #(____) _____

PLEASE NOTE: **Submit orders by August 28th, 2009.** Orders received after these dates are subject to product and staffing availability. A late fee of 10% will be added to all orders placed after the above due date.

Day/Date	Time	Quantity	Item Description

POLICIES

The Washington State Convention & Trade Center prohibits all food and beverage not approved of, or supplied by ARAMARK, the exclusive caterer of the Convention Center. F&B traffic promoters must be purchased through ARAMARK. Items dispensed are limited to products manufactured, processed or distributed by exhibiting company only. All items are limited to sample sizes and must be approved of prior to show. Booth deliveries are not billed on consumption. Items, used or not cannot be refused for a refund

We strongly recommend that all orders be placed in advance. On-site orders and re-orders require advance notice and are subject to product and staff availability. Payment is due prior to delivery by credit card or in advance by check

All prices are subject to an 18% service charge and a state sales tax, currently at 9.5% and are subject to change.

The Customer is required to pay for any electrical outlets that may be needed to support their food & beverage service. All orders must fit entirely within the exhibitor's booth. Please inform your catering contact if you plan on providing your own service table for food and beverage.

Service staff is available for your booth for an additional charge. Service staff is required when your service includes equipment, alcoholic beverages service, some fob services & all booth deliveries.

There will be a \$25.00 service charge for all orders of \$100 or less. There will be a \$50.00 fee for booth deliveries

Payment Policy: Full payment in advance is required on all exhibitor food and beverage services. Payment can be made by Company Check, Money Order, VISA, MasterCard or American Express (Credit Card charges may not exceed \$10,000.00) Credit card authorization form will be submitted upon receipt of catering order.



Mesina McMurray
Catering Sales Coordinator
McMurray-Mesina@aramark.com
(206) 694-5085
FAX: (206) 694-5398

Island Oasis Smoothie Bar



\$225.00 ++ per hour
4-hour minimum rental

Service Includes

Equipment
Dedicated Attendant
Unlimited Smoothie Drinks,
Cups, Straws, Spoons & Napkins

Smoothie Flavors

(choose two) *flavors based on availability

Strawberry
Pina Colada
Banana
Raspberry

Mango
Peach
Passion Fruit
Margarita

Lemonade
Sour Mix
Hurricane
Cappuccino

Wildberry
Papaya
Guava
Bloody Mary

Smoothie Machines will require electrical to be arranged by the client with Edlen Electrical

++denotes 18% service charge & 9.5% sales tax



Washington State
Convention &
Trade Center



Washington State Convention & Trade Center
800 Convention Place
Seattle, WA 98101

Office: (206) 694 – 5085
Fax: (206) 694 - 5398

Otis Spunk-Meyer Cookie Oven



*Bake and Serve hot cookies from a tabletop cookie oven.
Approximate size: 2' x 2'*

Oven Rental

\$400.00 ++ per day

Rental Includes

Dedicated Attendant**

One Case of Cookies (Choose One Flavor)
All Baking & Serving Supplies

Cookie Flavors

Double Chocolate Chip
White Chocolate Chip
Peanut Butter
Chocolate Chip
Oatmeal

Additional Cases of Cookies

\$180++ per 20 lb case

Serves approximately 200 cookies

***First four hours included in rental price, additional consecutive hours \$125.00++ per hour*

All Cookie Ovens will require electrical to be arranged by the client with Edlen Electrical.
Electrical Specifications: 120V, 11.3amps, 1,350 watts, 60Hz

++ Denotes 18% Service Charge & 9.5% State Tax



Washington State
Convention &
Trade Center



Washington State Convention & Trade Center
800 Convention Place
Seattle, WA 98101

Office: (206) 694 – 5085
Fax: (206) 694 - 5398



**AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

ARAMARK has the exclusive food and beverage rights within the Washington State Convention and Trade Center.
Organizations and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization.

GENERAL CONDITIONS:

1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting company.
2. All items are limited to SAMPLE SIZES and may be distributed from exhibit location only.
 - a) Non-alcoholic beverage samples, including energy drinks, are limited to maximum three (3) ounce containers.
3. Food items are limited to three(3) ounces or bite size portions.
4. Food and/or beverage items as traffic promoters (i.e., popcorn, coffee, bar service) **MUST** be purchased through ARAMARK.

CONVENTION NAME: _____

COMPANY NAME: _____

BOOTH/ROOM #: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP** _____

PHONE: _____ **FAX:** _____

PRODUCT TO BE SAMPLED: _____

PORTION SIZE: _____

PROPOSED METHOD OF DISTRIBUTION: _____

SERVICES REQUIRED: Appropriate Charges will be quoted after request has been received. **Please Note:** This is not an order form – an ARAMARK Sales Manager will contact you to obtain more information regarding the services you require.

STORAGE: Limited storage is available. Please call for fees and additional information

PLEASE COMPLETE THIS FORM IN IT'S ENTIRETY AND RETURN TO:

Washington State Convention and Trade Center
ATTN: Catering Sales Department
800 Convention Place
Seattle, WA 98101
(206) 694-5085 – Fax (206) 694-5398

Tully's Hosted Espresso Cart

\$225.00++ USD per hour with a 4-hour minimum.

Limited Availability. Based on first come first serve basis.

Service Includes:

Espresso Machine

Attendant

Unlimited Specialty Hot & Iced Coffee Drinks

Coffee, Milk, Syrups

Cups, Sleeves, Napkins & Condiments

Add Assorted Chocolate Dipped Biscotti

\$2.85++ USD



Cart #1 – 32" W x 70" L x 70" H



Cart #2 – 24" W x 80" L x 67" H

Cart Specifications:

Area required: 78" x 68" (includes working space for Attendant)

The signage that fits is as follows 41.5 inches wide by 26.5 inches in height. Signs can not be affix to carts with nails, staples, tape, velcro, or push pins.

Electrical Requirements: 30 amp, 208 volt, One Phase.

**The client must arrange all electrical service. Call Edlen Electrical at (206) 624 – 1184*

++ Denotes 18% Service Charge & 9.5% State Tax



Washington State
Convention &
Trade Center



Washington State Convention & Trade Center
800 Convention Place
Seattle, WA 98101

Office: (206) 694 – 5085

Fax: (206) 694 - 5398



Submit order to:
ExpoBadge, Inc.
1150 E. Stanford Ct., Anaheim CA 92805
Fax 714-634-9016 Phone: 800-490-9941

Defining the Lead...

**LEAD RETRIEVAL ORDER FORM
NECA 2009**

September 12 – 15, 2009

Seattle Convention Center – Seattle, WA

ORDER ONLINE CLICK HERE - <https://www.expobadge.com/OMQA/?OrderCode=582521>

ExpoBadge Lead Retrieval Equipment Equipment Descriptions on page 2 of order form	Discount Deadline: August 12, 2009	From August 13, 2009	Quantity	Total
PRINTER OPTIONS: <i>All options require electricity <1 amp, 110V:</i>				
ExpoBadge Lead Print:	\$245.00	\$275.00		
Wireless: ExpoBadge Lead Print	\$325.00	\$375.00		
ExpoBadge All-in-One	\$360.00	\$390.00		
Wireless: ExpoBadge All-in-One	\$440.00	\$490.00		
ExpoBadge Network	\$655.00	\$685.00		
Additional Network Scanners	\$105.00	\$135.00		
HANDHELD SCANNERS: <i>Battery operated scanners; no electricity required.</i>				
ExpoBadge Mobile e-Lead	\$225.00	\$255.00		
ExpoBadge Mobile e-Lead+	\$290.00	\$330.00		
ExpoBadge Extras				
Delivery, Setup, and Training	\$95.00	\$125.00		
Personalized Action Codes: see attached template	\$65.00	\$95.00		
Paper: Additional Roll	\$17.00	\$22.00		
USB Flash Drive: not compatible with Lead Print options	\$100.00	\$125.00		
Federal Tax ID # 20-8676699			Grand Total:	

Company _____	Booth _____
Contact _____	Onsite Phone _____
Address _____	
City _____	State/Zip _____
Phone _____	Fax _____
Email: _____	

Payment: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Check (Payable to ExpoBadge)	
Card Number _____	Exp. Date _____
Name on Card _____	Security Code _____
Signature* _____	
<small>Terms and Conditions: *Signature denotes acceptance of all Terms and Conditions and is required prior to processing All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$1,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge Elite data card. All cancellations must be submitted in writing <u>2 weeks</u> prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.</small>	



ExpoBadge®

Defining the Lead...

ExpoBadge, Inc. has more than 20 years of experience providing exhibitors and show management with lead retrieval services, session tracking, and systems integration. Our state of the art equipment offers up to the minute information to make every show a sales success.

Printer Options

ExpoBadge Lead Print
Wireless Option Available



The **ExpoBadge Lead Print (EBLP)** is a scanner attached to a printer. With the EBLP, you will receive an instant easy-to-read paper copy of your leads. Use your printout to write additional notes or attach to an order form. This model is also available as a wireless model, allowing you to move freely around your booth.

Leads Format

Paper Only



ExpoBadge All-In-One
Wireless Option Available



The **ExpoBadge All-In-One (AIO)** is an upgrade from the EBLP. With the AIO, in addition to getting your leads via paper, you will also receive your leads **electronically**. After the show closes, you will receive an email allowing you direct access to your leads file in multiple formats. A wireless model is also available.

Paper and Electronic



ExpoBadge Network



The **ExpoBadge Network (EBN)** is our most advanced printer option. The EBN is a printer with two scanners connected **wirelessly** to a single printer. This allows you the flexibility for multiple sales people to capture leads in your booth. Similar to the AIO, you will receive a paper and electronic copy of your leads. Additional handheld scanners may be added to this configuration.

Paper and Electronic



Handheld Scanners
ExpoBadge Mobile eLead



The **ExpoBadge Mobile eLead (EBME)** is a small handheld battery operated scanner that conveniently fits in your pocket. The EBME stores your leads and sends them wirelessly in real time to MyExpoBadge secure web portal. This **Instant Leads** technology allows you to access your leads file from your email address to view your leads at your convenience.

Electronic



ExpoBadge Mobile eLead+



The **ExpoBadge Mobile eLead+ (EBME+)** is a small handheld battery operated scanner that combines a graphic display and keyboard to create the smallest full featured bar code lead retrieval terminal in the industry. Similar to the EBME, **Instant Leads** technology delivers your leads wirelessly to MyExpoBadge secure web portal for immediate, convenient access.

Electronic



ExpoBadge Extras

Delivery, Set-up and Training: ExpoBadge will deliver and set-up your lead retrieval equipment and provide complete training.

Personalized Action Codes: Personalize your action codes to meet your specific sales needs! Customize your qualifiers by filling out attached template or order online.

Supplies: can be ordered before the show or purchased onsite. * USB Flash Drive *Thermal Printer Paper

Personalized Action Codes

Personalize your action codes to meet your specific sales needs!

ExpoBadge offers each exhibitor a complimentary list of standard action codes. Or for an additional fee you can personalize your action codes. By scanning a personalized or standard barcode after each attendee badge, you are better able to qualify your leads.

To order personalized codes, purchase online at

<https://www.expobadge.com/OMQA/?OrderCode=582521>

Or fill out template below and select Personalized Action Codes on your order form.

To view the complimentary standard action codes provided, go to

www.ExpoBadge.com.

Customization Template:

Please list personalized action codes below. Your codes will be ready with your equipment at our service desk. **Maximum 35 characters per code. Type or print legibly.**

Company Name _____

Show Name _____

Booth Number _____

1 _____

11 _____

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19 _____

10 _____

20 _____



Submit order to:
ExpoBadge, Inc.

1150 E. Stanford Ct., Anaheim CA 92805
Fax 714-634-9016 Phone: 800-490-9941

Defining the Lead...

LEAD RETRIEVAL ORDER FORM NECA 2009

September 12 – 15, 2009

Seattle Convention Center – Seattle, WA

ORDER ONLINE - <https://www.expobadge.com/OMQA/?OrderCode=582581>

ExpoBadge Lead Retrieval Equipment Equipment Descriptions on page 2 of order form	Discount Deadline: August 12, 2009	Regular Pricing: August 13, 2009	Quantity	Total
PRINTER OPTIONS: <i>All options require electricity <1 amp, 110V:</i>				
ExpoBadge Lead Print:	\$245	\$275		
<i>Wireless:</i> ExpoBadge Lead Print	\$325	\$375		
ExpoBadge All-in-One	\$360	\$390		
<i>Wireless:</i> ExpoBadge All-in-One	\$440	\$490		
ExpoBadge Network	\$655	\$685		
Additional Network Scanners	\$105	\$135		
HANDHELD SCANNERS: <i>Battery operated scanners; no electricity required.</i>				
ExpoBadge Mobile e-Lead+	\$290	\$330		
ExpoBadge Select	\$310	\$350		
ExpoBadge Ultra	\$330	\$370		
ExpoBadge MobileFreeLink with Scanner	\$550	\$580		
ExpoBadge Extras				
Delivery, Setup, and Training	\$95	\$125		
Personalized Action Codes: see attached template	\$65	\$95		
Paper: Additional Roll	\$17	\$22		
USB Flash Drive: <i>not compatible with Lead Print options</i>	\$100	\$125		
	Federal Tax ID	# 20-8676699	Total	

Company _____	Booth _____
Contact _____	Onsite Phone _____
Address _____	
City _____	State/Zip _____
Phone _____	Fax _____
Email: _____	

Payment: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Check (Payable to ExpoBadge, Inc.)	
Card Number _____	Exp. Date _____
Name on Card _____	Security Code _____
Signature* _____	

Terms and Conditions: *Signature denotes acceptance of all Terms and Conditions and is required prior to processing
All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$1,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge Elite data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

Printer Options

ExpoBadge Lead Print
Wireless Option Available



The **ExpoBadge Lead Print (EBLP)** is a scanner attached to a printer. With the EBLP, you will receive an instant easy-to-read paper copy of your leads. Use your printout to write additional notes or attach to an order form. This model is also available as a wireless model, allowing you to move freely around your booth.

Leads Format

Paper Only



ExpoBadge All-In-One
Wireless Option Available



The **ExpoBadge All-In-One (AIO)** is an upgrade from the EBLP. With the AIO, in addition to getting your leads via paper, you will also receive your leads **electronically**. After the show closes, you will receive an email allowing you direct access to your leads file in multiple formats. A wireless model is also available.

Paper and Electronic



ExpoBadge Network



The **ExpoBadge Network (EBN)** is our most advanced printer option. The EBN is a printer with two scanners connected **wirelessly** to a single printer. This allows you the flexibility for multiple sales people to capture leads in your booth. Similar to the AIO, you will receive a paper and electronic copy of your leads. Additional handheld scanners may be added to this configuration.

Paper and Electronic



Handheld Scanners
ExpoBadge Mobile eLead+



The **ExpoBadge Mobile eLead+ (EBME+)** is a small handheld battery operated scanner that combines a graphic display and keyboard to create the smallest full featured bar code lead retrieval terminal in the industry. Similar to the EBME, **Instant Leads™** technology delivers your leads wirelessly to MyExpoBadge secure web portal for immediate, convenient access.

Electronic



ExpoBadge Select



The **ExpoBadge Select** offer a large color display and allows for free form notes and custom programming. Leads delivered electronically via the MYExpoBadge web portal at the close of the show.

Electronic



ExpoBadge Ultra



The **ExpoBadge Ultra** offers exhibitors the most versatile lead device in the industry. Voice notes, images, and free form notes can be attached to any lead! **Instant Leads™** technology delivers your leads immediately to the MyExpoBadge portal.

Electronic



ExpoBadge Extras

Delivery, Set-up and Training: ExpoBadge will deliver and set-up your lead retrieval equipment and provide complete training.

Personalized Action Codes: Personalize your action codes to meet your specific sales needs! Customize your qualifiers by filling out attached template or order online.

Supplies: can be ordered before the show or purchased onsite. * USB Flash Drive *Thermal Printer Paper



Defining the Lead...

PERSONALIZED ACTION CODES

Personalize your action codes to meet your specific sales needs!

ExpoBadge offers each exhibitor a complimentary list of standard action codes.

Or for an additional fee you can personalize your action codes. By scanning a personalized or standard barcode after each attendee badge, you are better able to qualify your leads.

To order personalized codes, purchase online at <https://www.expobadge.com/OMQA/?OrderCode=582521>

Or fill out template below and select Personalized Action Codes on your order form.

Please list personalized action codes below. Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code. Type or print legibly.

Standard Action Codes:	Company Name: _____
<input type="checkbox"/> ADD TO MAILING LIST	Show Name: _____
<input type="checkbox"/> CURRENT CUSTOMER	Booth Number: _____
<input type="checkbox"/> DISTRIBUTOR	1 _____
<input type="checkbox"/> HAS PURCHASING AUTHORITY	2 _____
<input type="checkbox"/> HAVE SALES REP CALL	3 _____
<input type="checkbox"/> HOT LEAD!	4 _____
<input type="checkbox"/> INQUIRY ONLY	5 _____
<input type="checkbox"/> INTERESTED BUYER	6 _____
<input type="checkbox"/> OEM	7 _____
<input type="checkbox"/> PRODUCT A	8 _____
<input type="checkbox"/> PRODUCT B	9 _____
<input type="checkbox"/> PRODUCT C	10 _____
<input type="checkbox"/> PRODUCT D	11 _____
<input type="checkbox"/> PRODUCT E	12 _____
<input type="checkbox"/> PRODUCT F	13 _____
<input type="checkbox"/> SCHEDULE DEMONSTRATION	14 _____
<input type="checkbox"/> SEND LITERATURE	15 _____
<input type="checkbox"/> SEND PRICING INFO	16 _____
<input type="checkbox"/> VAR	17 _____
<input type="checkbox"/> WANTS PRESENTATION	18 _____
	19 _____
	20 _____