

# TOUCH THE FUTURE/TRANSITION AND SERID

ATLANTA HILTON DOWNTOWN  
OCTOBER 24-25, 2008



Dear Exhibitor:

We are proud to be named the Official Service Contractor for the **Touch the Future/Transition and SERID Trade Show**, being held at the **Atlanta Hilton Downtown, in Atlanta, Ga.** We look forward to working with you to create a memorable and successful exhibition.

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

**Remember, the discounted prices will only apply to those order forms received in our office by October 3, 2008 and accompanied by full payment. Add 10% to both labor and furniture standard rates for orders received at the show site.**

**Exhibit Equipment Packages:** Booth package will consist of 8' high purple/white/gold back wall drape, 3' high purple side rail drape, one 6' x 30" white skirted table, two contour chairs, one wastebasket, and 7"x44" ID sign. **This is a carpeted hall.** Additional furniture and accessories can be ordered through this exhibitor service manual.

### **Exhibit Installation**

Thursday	October 23, 2008
	Vehicle Move In:.....12:00 pm - 2:00 pm
	Exhibitors:.....3:00 pm - 7:00 pm
Friday	October 24, 2008.....7:00 am - 8:00 am

### **Exhibit Hours:**

Friday	October 24, 2008.....8:00 am - 5:00 pm
Saturday	October 25, 2008.....8:30 am - 11:30 am

### **Exhibit Hall Dismantle:**

Saturday	October 25, 2008.....12:00 pm - 4:00 pm
----------	---

All materials must be packed and ready to ship, with bills of lading turned into the Expo Plus Service Center, prior to your scheduled move out deadline. Exhibitors using carriers other than ABF Freight Systems should notify their carriers to Check in no later than **4:00 pm on Saturday, October 25, 2008** for outbound shipments. Carriers must pick up freight by **5:00 pm on Saturday, October 25, 2008**; otherwise freight will be shipped with the Official Show Carriers.

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

Sincerely,  
Expo Plus  
Customer Service Department

Discount Deadline Date: October 3, 2008

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

SHOW INFORMATION

# TOUCH THE FUTURE/TRANSITION AND SERID

ATLANTA HILTON DOWNTOWN  
OCTOBER 24-25, 2008



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

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

X

**CREDIT CARD**  
 For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor and material handling. Please complete the information requested below:

**IF YOU ARE GOING TO UTILIZE THE SERVICES OF EXPO PLUS, THIS FORM MUST BE COMPLETED AND RETURNED. PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED.**

### CREDIT CARD CHARGE AUTHORIZATION

PROVIDE EXPIRATION DATE

<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DISCOVER ACCOUNT NUMBER												EXPIRATION DATE:	
<input type="checkbox"/> Corporate <input type="checkbox"/> Personal													
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE CITY										STATE	ZIP	COUNTRY	
CARDHOLDER'S SIGNATURE						CARDHOLDER'S NAME - PRINT							
X													

PLEASE SIGN

*To simplify payment, send one check payable to EXPO PLUS, Inc. for your entire order or note the amount to be charged to your credit card.*

Charge my credit card in the amount of \$

Check No.  Dated  In the amount of \$

Discount Deadline Date: October 3, 2008  
 All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

METHOD OF PAYMENT

# TOUCH THE FUTURE/TRANSITION AND SERID

ATLANTA HILTON DOWNTOWN  
OCTOBER 24-25, 2008



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

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

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

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

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

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

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

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

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

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

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

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

Discount Deadline Date: October 3, 2008

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

# TOUCH THE FUTURE/TRANSITION AND SERID

ATLANTA HILTON DOWNTOWN  
OCTOBER 24-25, 2008



SHIPPING INSTRUCTIONS

## **BILL OF LADING**

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

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

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

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

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

## **VAN SHIPMENTS**

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

## **INSURANCE**

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

## **SHIPPING LABELS**

Shipping Labels are enclosed. **Use them as they will expedite handling.** If additional labels are needed, write to the Expo Plus address listed above.

## **SMALL PACKAGES SHIPMENTS:**

Includes cartons received without documentation and delivery to the booth without guarantee of piece count and documentation. Includes Fed Ex and UPS shipments weighing less than 30 lbs. Small package fee is \$30.00 per shipment.

## **LABOR AND EQUIPMENT**

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

## **OUTGOING SHIPMENTS**

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

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

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

Discount Deadline Date: October 3, 2008

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

# TOUCH THE FUTURE/TRANSITION AND SERID

ATLANTA HILTON DOWNTOWN  
OCTOBER 24-25, 2008



## **ADVANCE SHIPMENTS TO WAREHOUSE**

Advance shipments will be accepted at the Expo Plus warehouse and allowed 21 days free storage, if delivered by the deadline date of October 22, 2008. These shipments should be consigned and the Bill of Lading made out as follows:

***Name of Exhibiting Company***

***Touch the Future/Transition and SERID***

***Expo Plus***

***1055 Research Center Dr.***

***Atlanta, GA. 30331***

## **RATES FOR ADVANCE SHIPMENTS RECEIVED AT THE WAREHOUSE**

Exhibitors who wish to have their materials arrive in advance can do so by shipping direct to our warehouse.

Materials will be unloaded at the warehouse, stored free for 21 days, delivered to the unloading docks at the exhibit site, unloaded, delivered to the exhibitors booth, picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$67.00 with a 200 lb. minimum.**

## **RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING**

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

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

## **OVERTIME CHARGES**

Shipments unloaded at the warehouse after 4:30 pm weekdays, anytime Saturday, Sunday or Holidays, after the deadline date for advanced shipments to warehouse, or after the show opens will be subject to overtime charges. Additionally, when freight must be moved into or out of the exhibit site after 4:30 pm weekdays, anytime Saturday, Sunday, or Holidays due to scheduling conflict beyond the control of Expo Plus, overtime charges will apply. This charge will equal **\$12.00 for every 100 lbs. of freight shipped with a minimum charge of \$24.00, and will be invoiced in addition to our regular drayage charges.**

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

Discount Deadline Date: October 3, 2008

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

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

**ADVANCE SHIPMENT**

**RUSH!**

**FROM:**

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

**TO:**

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

BOOTH NUMBER

# \_\_\_\_\_

**TOUCH THE FUTURE/TRANSITION AND SERID  
EXPO PLUS**

1055 Research Center Dr.  
Atlanta, GA. 30331

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:  
October 22, 2008**

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



**ADVANCE SHIPMENT**

**RUSH!**

**FROM:**

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

**TO:**

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

BOOTH NUMBER

# \_\_\_\_\_

**TOUCH THE FUTURE/TRANSITION AND SERID  
EXPO PLUS**

1055 Research Center Dr.  
Atlanta, GA. 30331

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:  
October 22, 2008**

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



# TOUCH THE FUTURE/TRANSITION AND SERID

ATLANTA HILTON DOWNTOWN  
OCTOBER 24-25, 2008



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

### **CALCULATION OF ORDER**

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

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

#### **Advance Shipments to the Warehouse**

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

Shipping address: **Exhibiting Company**

**Touch the Future/Transition and SERID**  
**Expo Plus**  
**1055 Research Center Dr.**  
**Atlanta, GA. 30331**

#### **Shipments or Equipment Requiring Special Handling ADVANCE**

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

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

We will ship \_\_\_\_\_ shipments @ \$30.00 - **Advance** = \$ \_\_\_\_\_

We will ship \_\_\_\_\_ shipments @ \$30.00 - **Exhibit Site** = \$ \_\_\_\_\_

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

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

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

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

Discount Deadline Date: October 3, 2008

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

MATERIAL HANDLING FORM

# TOUCH THE FUTURE/TRANSITION AND SERID

ATLANTA HILTON DOWNTOWN  
OCTOBER 24-25, 2008



**THIS FORM MUST BE COMPLETED BY ALL EXHIBITORS AND RETURNED TO EXPO PLUS.** Shipments will be received and handled in accordance with the information set forth on the enclosed shipping instructions and material handling rates.

### SHIPMENTS TO WAREHOUSE

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

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

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

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

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

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

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

Attach Separate Sheet for Multiple Shipments if Necessary.

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

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

Discount Deadline Date: October 3, 2008

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

## **TOUCH THE FUTURE/TRANSITION AND SERID**

**ATLANTA HILTON DOWNTOWN  
OCTOBER 24-25, 2008**



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

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

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

It is agreed that if Expo Plus or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Expo Plus, its subcontractors or their employees.

7. Expo Plus and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials, which may make it impossible or impractical to exhibit same.
8. Claims for loss or damage must be submitted to Expo Plus by the close of the show. No suit or action shall be brought against Expo Plus or its subcontractors more than one year after the cause of action.

**Discount Deadline Date: October 3, 2008**

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

**TOUCH THE FUTURE/TRANSITION AND SERID**

ATLANTA HILTON DOWNTOWN  
OCTOBER 24-25, 2008



MOBILE VEHICLES

All vehicles being placed on the show floor must follow these instructions.

- \* Vehicle must have less than an 1/8 of a tank of gas.
- \* Battery must be disconnected
- \* Gas cap must be locked or taped shut.
- \* Visqueen must be ordered to be placed under the vehicle.
- \* Expo Plus employee must be present to spot vehicle into the exhibit hall (flat rate \$25.00 per standard car or truck)

**PLEASE RETURN THIS FORM TO EXPO PLUS**

Company Name: \_\_\_\_\_

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

Type/Size of Vehicle: \_\_\_\_\_

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

Onsite Contact Number: \_\_\_\_\_

**Expo Plus will contact you to schedule a time for the vehicle to be delivered. These times must be followed or the vehicle may not be allowed on the show floor.**

Discount Deadline Date: October 3, 2008

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

# TOUCH THE FUTURE/TRANSITION AND SERID

ATLANTA HILTON DOWNTOWN  
OCTOBER 24-25, 2008



FURNITURE & ACCESSORIES

## SEATING

Qty.		Discount Rates	Standard Rates
_____	Gray Padded Side Chair	\$50.00	\$63.00
_____	Gray Padded Arm Chair	\$53.00	\$66.00
_____	Gray Padded Counter Stool	\$58.00	\$73.00
_____	Gray Plastic Contour Chair	\$36.00	\$45.00

## ACCESSORIES

Qty.		Discount Rates	Standard Rates
_____	Rectang. 24"x36"x30"H Table	\$50.00	\$63.00
_____	White Pedestal Table 30"D x 30"H	\$101.00	\$126.00
_____	White Pedestal Table 30"D x 40"H	\$105.00	\$131.00
_____	Square Table 24"x24"x30"H	\$62.00	\$78.00
_____	Wastebasket	\$9.00	\$11.00
_____	Adjustable Tripod Easel	\$31.00	\$39.00
_____	Chrome 22"x28" Sign Frame	\$64.00	\$80.00
_____	Black Aisle Stanchion	\$30.00	\$38.00
_____	Black Plastic Chain (per ft.)	\$3.00	\$4.00
_____	4'x8' Poster Board	\$92.00	\$115.00
_____	Bag Rack	\$69.00	\$86.00
_____	Uprights, Bases, Crossbars	\$8.00	\$10.00

## SPECIAL DRAPE

(Masking Drape)

_____	8' H. Masking/per ft.	\$9.00	\$13.00
_____	3' H. Masking/per ft.	\$6.00	\$9.00

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

### CANCELLATION POLICY:

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

## DRAPED DISPLAY TABLES

Qty.		Discount Rates	Standard Rates
_____	4' Table - 30" high	\$66.00	\$83.00
_____	4' Table - 42" high	\$74.00	\$93.00
_____	6' Table - 30" high	\$77.00	\$96.00
_____	6' Table - 42" high	\$85.00	\$106.00
_____	8' Table - 30" high	\$91.00	\$101.00
_____	8' Table - 42" high	\$99.00	\$124.00
<input type="checkbox"/>	Optional 4th Side Draped 30":	\$30.00	\$38.00
<input type="checkbox"/>	Optional 4th Side Draped 42":	\$34.00	\$43.00

Show colors will be given when color is not selected.

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

## UNDRAPED DISPLAY TABLES (24" wide)

(Covered with white vinyl)

Qty.		Discount Rates	Standard Rates
_____	4' Table - 30" high	\$36.00	\$53.00
_____	4' Table - 42" high	\$39.00	\$58.00
_____	6' Table - 30" high	\$47.00	\$66.00
_____	6' Table - 42" high	\$50.00	\$71.00
_____	8' Table - 30" high	\$61.00	\$71.00
_____	8' Table - 42" high	\$55.00	\$89.00

## TABLE RISERS DRAPED IN WHITE VINYL

Qty.		Discount Rates	Standard Rates
_____	4'L x 8"W x 8"H	\$34.00	\$43.00
_____	6'L x 8"W x 8"H	\$47.00	\$59.00
_____	8'L x 8"W x 8"H	\$59.00	\$63.00

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

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

Total All Items Ordered	\$ _____
Sales Tax 7%	\$ _____
<b>Total Payment Enclosed</b>	= \$ _____

**Note: Payment should include Sales and/or Use Taxes as indicated above. Please payments in US Funds.**

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

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

Discount Deadline Date: October 3, 2008

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

# TOUCH THE FUTURE/TRANSITION AND SERID

ATLANTA HILTON DOWNTOWN  
OCTOBER 24-25, 2008



CARPET

**DELUXE CARPET - 32 oz**

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

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

**Select Color** *Samples are available upon request.*

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

**Deluxe Carpet**

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

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

\_\_\_\_\_ @ \$2.80 per sq ft = \$ \_\_\_\_\_ **Note:** Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

**STANDARD CARPET - 16 oz.**

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

**Select Color**

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

Show colors will be given when color is not selected.

<u>Standard Carpet</u> (10' increments)	<u>Discount Rates</u>	<u>Standard Rates</u>
_____ 10' X 10'	<b>\$117.00</b>	\$146.00
_____ 10' X 20'	<b>\$220.00</b>	\$275.00
_____ 10' X 30'	<b>\$349.00</b>	\$436.00
<i>Prices above include taping front aisle edge only.</i>		
_____ ft of additional taping	<b>\$1.10 per ft.</b>	\$1.87 per ft.

**Special Size Standard Carpet**

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

<u>Discount Rates</u>	<u>Standard Rates</u>
_____ Total sq ft @ <b>\$ 1.80 per sq ft</b>	\$ 2.25 per sq ft

**Plastic Covering** (visqueen)

_____ Total sq ft @ <b>\$ .48 per sq ft</b>	\$ .60 per sq ft
---	------------------

**Padding**

1/2" Rebond Padding (includes installation)

_____ Total sq ft to next full ft @ <b>\$ .85 per sq ft</b>	\$ 1.05 per sq ft
---	-------------------

**Tape**

Double Face Tape (per roll)	<b>\$2200</b>	\$32.00
-----------------------------	---------------	---------

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

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

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

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

Total All Items Ordered	\$ _____
Sales Tax 7%	\$ _____
<b>Total Payment Enclosed</b>	<b>= \$ _____</b>

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

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: 404.699.0650 Fax: 404.699.9827

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

Discount Deadline Date: October 3, 2008

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

**TOUCH THE FUTURE/TRANSITION AND SERID**  
**ATLANTA HILTON DOWNTOWN**  
**OCTOBER 24-25, 2008**



**DISPLAY LABOR**

**DECORATOR HOURLY RATES** (One hour minimum per person)

**STRAIGHT TIME** 8:00 am to 4:30 pm Monday through Friday .....\$39.50 Per Person/Per Hour  
**OVERTIME** 4:30 pm to 8:00 am Monday through Friday, all day Saturday, Sunday, and holidays .....\$59.25 Per Person/Per Hour

**INSTALLATION LABOR**

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

**SUPERVISION BY Expo Plus**

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

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

Decorators:	_____	_____	_____	x	_____	=	_____	@	_____	=	_____	
	Date	Time	Day of Week		No. of People		Apprx. Hours		Total Hours		Hourly Rate	Total Estimated Cost

**DISMANTLE LABOR**

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

**SUPERVISION BY Expo Plus**

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

**SUPERVISION BY EXHIBITOR PERSONNEL**

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

Decorators:	_____	_____	_____	X	_____	=	_____	@	_____	=	_____	
	Date	Time	Day of Week		No. of People		Apprx. Hours		Total Hours		Hourly Rate	Total Estimated Cost

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

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

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

**Discount Deadline Date: October 3, 2008**

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

# TOUCH THE FUTURE/TRANSITION AND SERID

ATLANTA HILTON DOWNTOWN  
OCTOBER 24-25, 2008



DISPLAY LABOR CONTINUED

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

### INBOUND SHIPPING INFORMATION

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

### SET-UP INFORMATION

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

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

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

### OUTBOUND SHIPPING INFORMATION

Ship To: \_\_\_\_\_ Method:  Common Carrier  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Carrier\*: (If Known) \_\_\_\_\_  
Freight Charges:  Prepaid  Bill to: \_\_\_\_\_  
 Collect \_\_\_\_\_  
\_\_\_\_\_

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

**Exhibitors clear of Hall - Saturday, October 25, 2008 by 5:00 pm**  
**Please note:** Expo Plus will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

### SPECIAL INSTRUCTIONS/COMMENTS

\_\_\_\_\_

### PLEASE PROVIDE AN EMERGENCY CONTACT

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

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

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

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

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

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

Discount Deadline Date: October 3, 2008

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

## **TOUCH THE FUTURE/TRANSITION AND SERID**

**ATLANTA HILTON DOWNTOWN  
OCTOBER 24-25, 2008**



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

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

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

Discount Deadline Date: October 3, 2008

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

DISPLAY LABOR LIMITS OF LIABILITY

# TOUCH THE FUTURE/TRANSITION AND SERID

ATLANTA HILTON DOWNTOWN  
OCTOBER 24-25, 2008



SPECIAL CLEANING & PORTER SERVICE

### VACUUMING and SHAMPOOING

We will require the following service(s) for our

Booth Number \_\_\_\_\_ which is \_\_\_\_\_ x \_\_\_\_\_ =  
\_\_\_\_\_ sq.feet.

**Vacuumping carpet/booth area**

**EVERY NIGHT\***

Minimum Charge: 100 sq. feet per Day

Cost per square foot per night is .....23¢

**BEFORE SHOW OPENS ONLY**

Minimum Charge: 100 sq. feet per 10'x10' booth

Cost per square foot is .....25¢

**Shampooing carpet**

**BEFORE SHOW OPENS ONLY**

Minimum Charge: 100 sq. feet per 10'x10' booth

Cost per square foot is .....76¢

*Mopping and Waxing available upon request. ....*

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

Per Application

Minimum Charge: 100 sq feet per 10'x10' booth

Cost per square foot is.....25¢

### PERIODIC PORTER SERVICE

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

**Every Show Day\***

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

Cost per day .....\$72.00

### PORTER SERVICE

Use for booth wipe down, ice removal, etc.

**We will require porter service.**

Please contact us at our booth prior to show opening.

### Rates Per Hour:

Mon.-Fri: 8:00 am to 4:30 pm .....\$34.00

Mon.-Fri: after 4:30 pm .....\$61.20

.....(1 hour minimum)

### CALCULATION OF ORDER

\*When ordering a daily service calculate 2 days.

Vacuumping \_\_\_\_\_ (sq ft) x \_\_\_\_\_ (rate) x \_\_\_\_\_ (number of days) = \$ \_\_\_\_\_

Shampooing \_\_\_\_\_ (sq ft) x \_\_\_\_\_ (rate) = \$ \_\_\_\_\_

Anti-Static Spray \_\_\_\_\_ (sq ft) x \_\_\_\_\_ (rate) = \$ \_\_\_\_\_

Periodic Porter Service \_\_\_\_\_ (rate) x \_\_\_\_\_ (number of days) = \$ \_\_\_\_\_

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

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

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

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

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

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

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

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

Discount Deadline Date: October 3, 2008

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