

Your Best Resource in the Fight Against Cancer

EXHIBITOR CONFIRMATION AND SHOW SERVICES INFORMATION
NCCN 1st Annual Forum: Innovative Diagnostics & Therapeutics in Cancer Care™
NCCN 3rd Annual Congress: Hematologic Malignancies™
September 4 - 6, 2008

Thank you for registering as an exhibitor at the National Comprehensive Cancer Network 1st Annual Forum: Innovative Diagnostics & Therapeutics in Cancer Care™ and the National Comprehensive Cancer Network 3rd Annual Congress: Hematologic Malignancies™.

Below is information for your reference and action.

FORUM AND CONGRESS BROCHURE

For the most up-to-date information and agendas, please visit www.nccn.org.

LOCATION

The New York Marriott at the Brooklyn Bridge
333 Adams Street
New York, New York 11201
www.marriott.com/hotels/travel/nycbk-new-york-marriott-at-the-brooklyn-bridge/

Please see attached page for directions to the hotel.

ACCOMMODATIONS

NCCN has reserved a block of rooms for the evenings of 9/4 and 9/5 at the rate of \$239, plus taxes per night, for this forum and congress at the New York Marriott at the Brooklyn Bridge. Please call 800.228.9290 or 718.246.7000 to make your reservation by **August 3, 2008** indicating that you are with the National Comprehensive Cancer Network (NCCN) group.

You may also visit www.nycvisit.com to research alternate New York hotels.

EXHIBITOR REGISTRATION FORM

The Exhibitor Registration Form is to be completed and returned for your two (2) complimentary exhibitor registrations. They provide access to the exhibit area as well as sessions at the forum and congress. Please see attached exhibitor registration form and submit by: **Friday, August 1, 2008**.

Please visit www.nccn.org for registration of additional attendees.

RULES AND REGULATIONS

EXHIBIT DATE AND HOURS*

Wednesday, September 3, 2008

1:00 – 6:00 PM Exhibit Set-Up and Exhibitor Registration –
Grand Ballroom Salons F, G, H, & I – 2nd floor

Thursday, September 4, 2008

7:00 – 7:30 AM Exhibit Set-Up and General Registration –
Grand Ballroom Salons F, G, H, & I – 2nd floor

7:30 AM – 2:15 PM Exhibit

Friday, September 5, 2008

7:30 AM – 3:00 PM Exhibit

4:30 – 6:15 PM Exhibit and Program Reception

6:15 – 7:30 PM Exhibit Dismantle

To help increase booth traffic, breakfasts, lunches, breaks, and reception will be held in the exhibit area.

*Times subject to change.

INSTALLATION/DISMANTLING

Exhibitors may move into the Exhibit area to set up your table on **Wednesday, September 3, 2008**, starting at 1:00 PM. All exhibits must be fully installed by 7:30 AM on **Thursday, September 4, 2008**. After this hour, no installation will be permitted.

Dismantle is scheduled from 6:15 – 7:30 PM, **Friday, September 5, 2008**.

All exhibit areas must be completely cleared by 7:30 PM on **Friday, September 5, 2008**.

BOOTH STAFFING

Each Exhibitor is required to keep at least one attendant in the booth during official NCCN congress hours. NCCN accepts no responsibility for booths or items within exhibit booths.

ENDORSEMENT

NCCN's acceptance of an Exhibit does not constitute an endorsement of that organization's products or services. NCCN reserves the right to determine the eligibility of all exhibit space applicants and individual products to be displayed.

CONFERENCE CANCELLATION

In the event fire, strikes, government regulations or other causes prevent the scheduled opening or continuance of this conference, obligation for payment of the exhibiting fee shall be terminated. NCCN and the New York Marriott at the

Brooklyn Bridge shall determine an equitable basis for the refund of such portion of expenditures and commitments already made.

FIRE AND SAFETY REGULATIONS

As an Exhibitor, you must comply with safety, fire and health ordinances that apply to the City of New York, State of New York. All displays, exhibit materials and equipment must be reasonably located and protected by safety guards and fireproofing to prevent fire hazards and accidents. Electrical wiring must conform to all federal, state and municipal government requirements and to National Electrical Code Safety Rules.

AUXILIARY AIDS OR SERVICES

In compliance with the Americans with Disabilities Act, the NCCN wishes to ensure that no individual with a disability is excluded, denied services or otherwise treated differently from other individuals. Each Exhibitor shall be responsible for compliance within its exhibit space, including the provision of auxiliary aids and services needed.

DAMAGE TO FUNCTION SPACE

National Comprehensive Cancer Network (NCCN) requires that all exhibitors are responsible to pay for any damage to the function space that occurs while the exhibitor is using it. The exhibitor will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than the exhibitor.

LIABILITY

Each exhibitor assumes the entire responsibility and hereby agrees to protect, defend, indemnify and save NCCN and the New York Marriott at the Brooklyn Bridge, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the New York Marriott at the Brooklyn Bridge and its employees and agents.

INSURANCE

Each party agrees that it will, to the extent applicable, carry and maintain at its own cost and expense the following insurance coverages (or will legally qualify to self-insure for such coverages), except that National Comprehensive Cancer Network (NCCN) need not carry item (c) below:

- a) Comprehensive general liability insurance, including contractual liability for personal injury, bodily injury, property damage, and completed operations liability with a combined single limit of not less than \$1,000,000 each occurrence.
- b) Automobile liability insurance, including all owned, non-owned, and hired vehicles used in conjunction with the performance of the Agreement for bodily injury or property damage with a combined single limit of not less than \$1,000,000 each occurrence.
- c) Liquor liability insurance with a combined single limit of not less than \$1,000,000 each occurrence.

EXHIBITOR SERVICES

MATERIAL HANDLING

The Exhibitor is responsible for all material handling charges. Vista Convention Services will handle all the drayage from the drayage area to the Exhibitor's area; remove crates and empty cartons; return them at the end of the show; deliver packed goods to the loading dock of the hotel; and load the items onto transport vehicles. Please see the attached forms.

SHIPPING

The Exhibitor agrees to ship, at his own risk and expense, all articles to be exhibited and agrees to conform to the rules for shipping as contained in the Shipping Instructions form, included at the end of this document. Please see the shipping form for arrival dates.

ELECTRICAL AND AUDIO VISUAL REQUIREMENTS

Electrical and audiovisual requirements, including internet access will be handled through the New York Marriott at the Brooklyn Bridge. The forms for ordering these services are included at the end of this document.

All Electrical and Audio Visual orders must be submitted to the hotel by: **Wednesday, August 20, 2008.**

FURNITURE AND FLOOR COVERINGS

An 8' draped table will be provided as part of the standard set up. Two chairs will be provided and one trash can. The Exhibit area is fully carpeted.

BUSINESS CENTER

NCCN does not operate a business center. Services such as copying, faxing, etc. may be purchased through the New York Marriott at the Brooklyn Bridge office, located on the main level of the hotel.

RETURN SHIPPING

Outbound Shipments

At the close of the show, it is the exhibitors' responsibility to:

1. Obtain a Material Handling Agreement (MHA) from Vista Convention Services.
2. Arrange with carrier of your choice to pick-up your freight from show site by the designated time.
3. Re-pack and label each container being shipped (old shipping labels should be removed).
4. Complete and return the Material Handling Agreement (MHA) to Vista Convention Services, Inc.

A Material Handling Agreement must be completed for **each** shipment. Therefore, if you are shipping out freight to (2) different locations, Vista must have an MHA for both locations. If freight is found on the show floor and Vista Convention Services, Inc. does not have a completed Material Handling Agreement, Vista Convention Services, Inc. will declare it **FORCED FREIGHT** and it will be returned C.O.D. to the address present on the outside of the packages. Vista Convention Services, Inc. assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at \$50.00 per 100 pounds/CWT.

LIMITS OF LIABILITY

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.

3. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
4. Our liability shall be limited to the specific loss or damage to the specific article, which is lost or damaged. In any event, our maximum liability shall be limited to \$.25 per lost or damaged. In any event, our maximum liability shall be limited to \$.25 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less. Exhibitors must file claims before the close of the show.
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Metropolitan Exposition Services Inc. by an exhibitor and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.

DRAWINGS

Exhibitors conducting drawings should notify Jennifer Tredwell at tredwell@nccn.org. All requests for drawings must be submitted by: **Friday, August 8, 2008.**

DATES TO REMEMBER

Friday, July 25, 2008	Cancellation Clause Takes Effect
Friday, August 1, 2008	Deadline for Submission of Exhibitor Registration Forms
Sunday, August 3, 2008	Deadline for reserving rooms within the NCCN room block at The New York Marriott at the Brooklyn Bridge
Friday, August 8, 2008	Notify Jennifer Tredwell at tredwell@nccn.org of intent to conduct a booth drawing
Wednesday, August 20, 2008	Electrical and Audio Visual Orders Due
Tuesday, August 5, 2008 – Thursday, August 28, 2008	Advanced Warehouse Shipping
Wednesday, September 3, 2008	1:00 – 6:00 PM Exhibit Set-Up and Exhibitor Registration
Thursday, September 4, 2008	7:00 – 7:30 AM Exhibit Set-Up and General Registration 7:30 AM – 2:15 PM Exhibit
Friday, September 5, 2008	7:30 AM – 3:00 PM Exhibit 4:30 – 6:15 PM Exhibit and Program Reception 6:15 – 7:30 PM Exhibit Dismantle

Please direct any questions to Jennifer Tredwell at 215-690-0274 or tredwell@nccn.org

National Comprehensive Cancer Network

EXHIBITOR REGISTRATION FORM

NCCN 1st Annual Forum: Innovative Diagnostics & Therapeutics in Cancer Care™

NCCN 3rd Annual Congress: Hematologic Malignancies™

September 4 - 6, 2008

How to Register

Please fax this form by **Friday, August 1, 2008**, to Diane McPherson at 215-690-0283
or mail to: NCCN, 275 Commerce Drive, Suite 300, Fort Washington, PA 19034

Name of First Complimentary Exhibitor Registration (*please print*)*:

Title: _____

Organization/Institutional Affiliations: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail Address: _____

Name of Second Complimentary Exhibitor Registration (*please print*)*:

Title: _____

Organization/Institutional Affiliations: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail Address: _____

*All fields must be completed for registration software purposes.

Directions to the New York Marriott at the Brooklyn Bridge

**333 Adams Street
Brooklyn, NY 11201**

From Manhattan:

Brooklyn Bridge leads directly onto Adams Street. Stay on Adams Street until you see the Marriott Hotel on the left, directly across from the Court House.

From Queens and Long Island:

Brooklyn-Queens Expressway to Tillary Street/Manhattan Bridge Exit Right on Tillary Street (approximately 5 blocks), then left on Adams Street. Hotel is 3 blocks down.

From Staten Island:

I-278 to the Brooklyn-Queens Expressway, exit East on Atlantic Avenue, then left on Boreum Place.

From the Bronx & Westchester:

Tri-boro, Whitestone, Throggs Neck Bridge to Brooklyn-Queens Expressway to Flatbush Avenue exit. Right on Tillary Street, then left on Adams Street.

OR

Follow directions from Manhattan... You can also call the hotel's directions hot line at this number 718-222-6770.

From Kennedy Airport

Belt Pkwy west to Brooklyn/Queens Expressway(I-278) east, exit at Atlantic Avenue, turn right at light. Continue 4 lights to Boerum Place and turn left. Hotel is 5 blocks ahead on the right.

From LaGuardia Airport

Take Grand Central Parkway west to Brooklyn/Queens Expressway (I-278) to Tillary Street/Manhattan Bridge exit. Make left turn at Adams Street. Proceed to second light. Hotel is on the left.

By Subway

A, C, F to Jay Street/Borough Hall stop

2, 3, 4, 5 to Borough Hall stop

M, N, R to Court Street stop

Adams Street is a big, wide, divided street. The hotel is located directly across the street from the New York State Supreme Court building.

**Sales Department
Telephone 718-222-6520
Fax Number: 718-222-6535**



EXHIBITOR ORDER FORM Phone 718-222-6559 Sales Fax 718-222-6535

PLEASE COMPLETE BELOW:

CONFERENCE NAME: _____ CONFERENCE DATES: BOOTH #: _____

EXHIBITOR: _____ ON-SITE CONTACT: _____

BILLING ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE: _____ TELEPHONE: _____ FAX: _____

EQUIPMENT				
QTY	NAME	PRICE EACH	# OF DAYS	TOTAL
	20" VHS Combo Unit (not computer compatible)	\$ 125.00	X _____	
	TV/VCR Combo	\$ 230.00	X _____	
	19" Flat Panel	\$ 350.00	X _____	
	42" Plasma Display	\$ 600.00	X _____	
	LCD Projector	\$500.00	X _____	
	Laptop / Desktop Computers	\$350.00	X _____	
	DID Line- Direct access from Outside (internet)	\$100.00	X _____	
	STSN LINE (High Speed Internet Access)	\$750.00 day rate \$250.00 hourly	X _____	
	Poly com Conference Phone	\$125.00 plus DID phone line.	X _____	
	Tri Pod Screen 6x6,7x7,8x8	\$50.00	X _____	
	Power Strip	\$20.00	X _____	
	25' Extension Cord	\$25.00	X _____	
	OTHER	CALL	X _____	

BILLING INFORMATION:	
CIRCLE ONE: VISA/MC/AMEX/GROUP MASTER/OTHER	SUBTOTAL/EQUIP: _____
CARD#: _____	20% SERVICE CHARGE: _____
EXP DATE: _____	SALES TAX 8.625%: _____
PRINT NAME ON CARD: _____	TOTAL: _____
CARD HOLDER SIGNATURE: _____	

Note: This order must be received by the N.Y. Marriott Brooklyn NOT LATER THAN 14 DAYS before opening day. To insure installation in time of show.

New York Marriott at the Brooklyn Bridge will not be responsible for voltage fluctuations or power failures beyond our control.

(MUST ACCOMPANY WITH A COPY OF THE FRONT AND BACK OF THE CREDIT CARD)



Your Company
On-Site Contact
Email address
Address
Phone
Credit Card No. Expiration Date
<small>COPY OF THE CREDIT CARD IS REQUIRED FOR THE SERVICE TO BE PROVIDED</small>
Name Imprinted on Credit Card
All checks can be mail to: Engineering Department, New York Marriott at the Brooklyn Bridge 333 Adams St. Brooklyn, NY 11201

<u>ELECTRICAL</u>
EVENT NAME _____
EVENT
MANAGER _____
BOOTH NAME & # _____
DATE/TIME OF EXHIBIT _____
INSTALL DATE _____
REMOVE DATE _____
<u>IMPORTANT</u> Note: This order must be received by the New York Marriott at the Brooklyn Bridge at least <u>10 days before the Function date.</u>
PMS ACCOUNT # (HOTEL USE) _____ CHARGE TO MASTER.

120 Volts (per day charge)

1,000 Watts (10A) _____ x \$110.00 each _____
 (This is recommended for 1 to 3 personal
 Computers with monitors or up to 10
 Laptops (Extension
 Cords and power strips are provided)

120 Volts Single phase (per day charge)

2,100 Watts (20A) _____ x \$ 180 each _____
 (Extension cords and power
 Strips are provided).

SPECIAL REQUIREMENTS

(A 17.75 % service charge is require for this
 Electric set up)

208 Volts Single Phase (per day charge)

05-15 AMPS _____ x \$ 250 each _____
 15-20 AMPS _____ x \$ 500 each _____
 20-50 AMPS _____ x \$ 750 each _____

208 Volts Three Phase (per day charge)

05-- 50 AMPS _____ x \$ 675 each _____
 50-100AMPS _____ x \$ 1,125 each _____
 100-150AMPS _____ x \$ 1,575 each _____
 150-200AMPS _____ x \$ 2,050 each _____

SPECIAL NOTICE

Electrical equipment and connections must comply with the City of New York
 Electrical Code (available upon request). The Hotel electricians will correct
 infractions at prevailing rates.

Wiring Regulations based on the Electrical Code of the City of New York

All electrical apparatus and splices must be installed in a metal enclosure to prevent
 emission of sparks. All metal raceways, metal lighting fixtures, and metal housing of
 electrically powered equipment shall be grounded.

All extension cables shall be 3 wire SJ cords or the approved type and not more that
 10ft long. One of the wires with green colored insulation is to be used as a ground.
 The cable must be large enough for the load and have a grounded male plug.

Flexible cords and cables less than #14 Gauge wire will not be permitted. The use of
 lamp cords or similar devices is not permitted.

Labor not included for special power requirements. Labor will be charged at
 prevailing rates on a half-hour basis.

The New York Marriott at the Brooklyn Bridge will not be responsible for voltage
 fluctuations or power failures beyond our control.

** All Lighting production companies must be authorized by engineering prior to setup.*

Equipment _____

\$ _____ X _____ Days _____

Only for special requirement - \$ 17.75% service charge

8.375% Tax _____

Total _____

BILLING SUMMARY

Revised 01/27/2005

Please direct questions or payment to:
NEW YORK MARRIOTT AT THE BROOKLYN BRIDGE ENGINEERING DEPARTMENT
 333 Adams Street Brooklyn, NY 11201 PHONES: (718) 222-6561 FAX (718) 222-6563

Limits of Liability and Responsibility

1. Vista Convention Services South, Inc. shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. Vista Convention Services South, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Vista Convention Services South, Inc. to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South, Inc. maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services South, Inc. 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 any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services South, Inc. by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.



SwiftScan Handheld

RATES ARE FOR THE ENTIRE SHOW

<p>EXHIBITOR INFORMATION (Please write clearly)</p> <p>Company Name _____</p> <p>Billing Contact _____</p> <p>Billing Address _____</p> <p>Billing City, State, Zip _____</p> <p>Phone _____</p> <p>Fax _____</p> <p>Email Address _____</p>	<p>TRADESHOW INFORMATION</p> <p>National Comprehensive Cancer Network</p> <p>NCCN Hematologic Malignancies Congress</p> <p>September 4-6, 2008</p> <p>New York Marriott at the Brooklyn Bridge</p> <p>Onsite Contact _____</p> <p>Booth # _____ Onsite Cell# _____</p>
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LEAD RETRIEVAL SOLUTIONS:	IF ORDERED BY: 08/22/08	IF ORDERED AFTER: 08/22/08	ONSITE RENTAL	QTY	TOTAL PRICE
1. SwiftScan Handheld Battery operated wireless handheld system with built in scanner, display and qualifiers. Leads available online 24 hours after the show ends.	\$420.00	\$445.00	\$495.00		
2. SwiftScan Handheld-online Battery operated wireless handheld system with built in scanner, display and qualifiers. Leads available online instantly .	\$465.00	\$495.00	\$520.00		
OPTIONAL-- Custom Qualifying Questions	\$45.00	\$65.00	n/a		
OPTIONAL-- Booth Delivery & Setup*	\$65.00	\$75.00	\$95.00		
OPTIONAL--Printer	\$65.00	\$75.00	n/a		
OPTIONAL--Damage Waiver**	3% of rental	3% of rental	n/a		
OPTIONAL- Post Show Leads Backup***	\$35.00	\$45.00	\$55.00		

NOTES

Delivered units must be returned to the LAT Service Desk by exhibitor at the end of the event. LAT will email attendees within 1 week after the event.

*All equipment must be picked up from the LAT service desk unless delivery option is chosen.

**Client not be responsible for any equipment damage if chosen.

***LAT will backup client's leads, as extra security, when terminal is returned at the end of the event.

	Subtotal	
	Sales Tax 8.375%:	
	TOTAL	

LAT = LAT Conference Services

<p><u>Submit Order Form and Payment To:</u></p> <p style="text-align: center;">Jeff J. Olszewski LAT Conference Services 7710 White Ash Street Orlando, FL 32819 USA 407-248-0046 407.233.1436, fax</p> <p style="text-align: center;">jeff@LATConferenceServices.com www.LATConferenceServices.com</p>	<p style="text-align: center;">**** Rental Payment is Due in Advance ****</p> <p>Rental Payment: ___ Visa/MC ___ AMEX ___ Check</p> <p>Card #: _____</p> <p>Expiration Date: _____ SEC #: _____</p> <p>Card Holder Name: _____</p> <p style="text-align: center;">Card holder & signature represents above company or companies.</p> <p>Authorized Signature: *** _____</p> <p style="text-align: center;">*** I authorize this credit card to be used as payment for this contract. ***</p>
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Rental rates are based on the entire show including setup day. Customer is responsible for all loss or damage to equipment. All orders are subject to LAT standard terms and conditions. A company representative **MUST** be present upon delivery and pick up or additional fee may apply. 100% cancellation fee may apply for orders cancelled up to 5 days before the show. Any items cancelled on-site will be charged 100% cancellation fee. Prices subject to availability. **Drayage/union/handling fees are not included.**

**NCCN Hematologic
Malignancies Congress**

September 4-6, 2008
New York Marriott at the
Brooklyn Bridge
Brooklyn, NY

VISTA
CONVENTION SERVICES

6804 Delilah Road
Pleasantville, NJ 08232
Phone: (609) 485-2421
Fax: (609) 485-2392

**MATERIAL
HANDLING ORDER
FORM**

DEADLINE DATE:

August 28, 2008

INSTRUCTIONS: ALL SHIPMENT(S) MUST ARRIVE PRE-PAID. COLLECT SHIPMENT(S) WILL BE REFUSED. Advanced shipments must arrive to our warehouse by the ADVANCED ORDER DEADLINE DATE (see above) . Late shipment's) will be subject to a 50% surcharge on the rates listed below.

- Crated and/or Skidded** 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** Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, and/or stacked shipments. **Fed Ex, DHL, UPS shipments are included in this category**
- Straight Time** Monday through Friday, 8:00 am—4:30 pm
- Overtime** Monday through Friday, 4:30 pm—8:00am; Saturday, Sunday and all holidays
- ST/ST** Freight handled on straight time into and out of the show
- ST/OT** Freight handled one way on straight time and one way on over time, either into or out of the show
- OT/OT** Fright Handled on overtime into and out of the show

ADVANCED SHIPMENTS TO VISTA'S WAREHOUSE

*Advanced shipments will be charged at the following rates in accordance to our move-in and move-out schedule.

	CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	\$132.04	\$264.08	\$178.24	\$356.48
ST/OT	\$198.19	\$396.38	\$267.49	\$534.98
OT/OT	\$264.08	\$528.16	\$264.08	\$712.96

DIRECT SHIPMENTS TO VENUE

*Direct shipments will be charged at the following rated in accordance with the move-in and move-out schedule.

*Trucks signing-in after 2:00 pm will be charged an OT rate.

	CRATED / SKIDDED		UNCRATED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	\$121.54	\$243.08	\$182.44	\$364.88	\$164.06	\$328.12
ST/OT	\$182.44	\$364.88	\$273.79	\$547.58	\$246.23	\$492.46
OT/OT	\$243.08	\$486.16	\$364.88	\$729.76	\$328.13	\$646.26

SMALL PACKAGE (Items that DO NOT ship out)- Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 pounds, per shipment, per delivery, inbound only. Only Federal Express, UPS, and DHL shipments can be considered as small packages.

	<u>Warehouse Rate</u>	<u>Showsite Rate</u>
First Carton	\$58.28	\$47.48
Each additional carton	\$16.01 per carton	\$10.76 per carton

*** If small packages are shipped out, the prices will be changed to reflect the above round trip rates.**

Our shipment will be de delivered to _____ Vista Convention Services C/O Metropolitan Exposition
 _____ The NY Marriott @ The Brooklyn Bridge

We are shipping _____ lbs. @ \$_____ per 100 lbs., 200 lbs. min per shipment
 Estimate= \$ _____
 Late arrival surcharge add 30%= \$ _____
 Total Due= \$ _____

<p>NCCN Hematologic Malignancies Congress</p>	<p>VISTA CONVENTION SERVICES</p>	<p>PAYMENT POLICIES</p>
<p>September 4-6, 2008 New York Marriott at the Brooklyn Bridge Brooklyn, NY</p>	<p>6804 Delilah Road Pleasantville, NJ 08232 Phone: (609) 485-2421 Fax: (609) 485-2392</p>	<p>DEADLINE DATE: August 21, 2008</p>

PAYMENT OPTIONS

We offer three (3) convenient ways for you to pay for material handling and other services provided by Vista Convention Services in our role as the Official Contractors for this show.

1. All checks must be in U.S. funds drawn on a U.S. bank

2. Advance Payment by Company Check

Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, ***we require your signed Payment and Credit Card Authorization Form to be on file*** with Vista Convention Services in advance to guarantee payment. Please make all checks payable to Vista Convention Services - South.

3. Wire Transfer in U.S. Funds

For bank information please call: 609-485-2421

Wire transfers must be initiated and confirmed at least two weeks before move-in.

Wire transfers must include the show name, company name and booth number.

Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services - South will charge the following fees:

Domestic incoming wire transfer fee: \$25.00

International incoming wire transfer fee: \$35.00

4. Credit Card

Use MasterCard, Visa or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services must receive this form by **August 21, 2008**.

SHOW SITE ORDERS

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. ***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.*** Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

PAYMENT TERMS

To process your order for services and materials listed in the Exhibitor Service Manual, ***we require your signed Payment and Credit Card Charge Authorization Form to be on file*** with Vista Convention Services in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Pre payments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted ***NO telephone orders are accepted.***

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUND AFTER DEADLINE DATE.**

NOTE: All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services

<p>NCCN Hematologic Malignancies Congress</p>	<p>VISTA CONVENTION SERVICES</p>	<p>SHIPPING INSTRUCTIONS</p>
<p>September 4-6, 2008 New York Marriott at the Brooklyn Bridge Brooklyn, NY</p>	<p>6804 Delilah Road Pleasantville, NJ 08232 Phone: (609) 485-2421 Fax: (609) 485-2392</p>	<p>DEADLINE DATE: <i>August 28, 2008</i></p>

SHIPPING INSTRUCTIONS

FREIGHT HANDLING SERVICES

Vista Convention Services is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form. Vista Convention Services must have payment before forwarding freight.**

SHIPPING TO THE ADVANCE WAREHOUSE

All advance shipments to the warehouse should be addressed/labeled as follows:

**TO: SHOW NAME- COMPANY NAME- BOOTH NUMBER
VISTA CONVENTION SERVICES
C/O METROPOLITAN EXPOSITION SERVICES, Inc.
115 Moonachie Ave
Moonachie, NJ 07074**

- To trace your shipment, please contact our Warehouse at (201) 994-1300.
- Shipments will be received beginning **August 5, 2008**.
- Shipments received after the deadline of **August 28, 2008, will be charged an overtime rate.**
- Advance warehouse receiving hours are Monday through Friday, **8:00 am to 4:00 pm**.
Carriers checking in after **4:00 pm** Monday through Friday will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOW SITE

All direct shipments to show site should be addressed/labeled as follows:

**TO: SHOW NAME- COMPANY NAME- BOOTH NUMBER
C/O VISTA CONVENTION SERVICES
THE NY MARRIOTT @ THE BROOKLYN BRIDGE
333 ADAMS STREET
BROOKLYN, NY 11201**

Shipments arriving at show site prior to **September 3, 2008 at 1:00 pm** may be **REFUSED** or charged an overtime rate.