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Additional Vendor forms included in Exhibitor Kit

Lead Retrieval (LAT Conference Services)
Electrical Order Form (Ed Helms)
Floral Order Form (Jeren Tropicals, Inc)
Audio Visual Order Form (PSAV)
Telephone & Internet Order Form (Westin Diplomat)
UPS Freight Trade Show Services
Accent Specialty Furniture
Dear Exhibitor:

Vista Convention Services South is pleased to have been selected as the Official Service Contractor for this event. We recognize that your participation in this event is a vital part of your firm’s marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention’s policies, space assignments, display limitations, and event schedules should be directed to:

Jennifer Tredwell,
National Comprehensive Cancer Network
275 Commerce Drive, Suite 300
Fort Washington, PA 19034
Tel: (215) 690-0274
Fax: (215)690-0280
Email: tredwell@nccn.org

All questions regarding shipping, storage, furniture, booth cleaning and labor should be directed to:

Customer Service
Vista Convention Services South
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: rzuidewind@vistacs.com

All questions regarding electricity, flowers, telephone service and audio visual equipment for use in your booth should be directed to the appropriate support service contractor shown within.

Included in this service kit are order forms for various items you may require for your exhibit. The appropriate Vista South forms are to be returned to our office and the others to the specific contractor who is providing the service. Please review and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

6’ HIGH BLACK DRAPE BACKWALL
1 - 6’ BLACK DRAPE TABLE
1- WASTEBASKET
Or
6’ HIGH BLACK DRAPE BACKWALL
7” X 44” BOOTH SIGN.

36”HIGH BLACK SIDE DIVIDERS
2 - SIDE CHAIRS
7” X 44” BOOTH SIGN

36” HIGH BLACK SIDE DIVIDERS
EXHIBIT AREA INSTALLATION AND DISMANTLE

Exhibitor Set-Up Dates & Time:

Wednesday, March 14, 2012 from 1:00 PM to 8:00 PM

**All prefabricated displays must be set and empty crates tagged for storage by 6:00 PM on March 14, 2012.

Exhibit Dates & Times:

Thursday, March 15, 2012 from 7:00 AM to 5:00 PM
Friday, March 16, 2012 from 7:00 AM to 4:00 PM

Dismantle Dates & Times:

Friday, March 16, 2012 from 4:00 PM to 10:00 PM

**All exhibits must be dismantled and removed by 7:30 PM on Friday, March 16, 2012.

**FREIGHT NOT PICKED UP BY 7:30 PM FRIDAY, MARCH 16, 2012 WILL BE RE-ROUTED THROUGH THE HOUSE CARRIER - UPS FREIGHT TRADESHOW SERVICES.

Thank you.

Customer Service
Vista Convention Services South
**FULL PAYMENT MUST BE RECEIVED IN ADVANCE FOR ALL SERVICES**

Please complete the information requested 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 authorization to be on file with Vista Convention Services South. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by representative for this event.

**ORDER RECAP**

- *Standard Booth Furnishings and Accessories Order Form* $_________________
- *Additional Carpet Order Form* $_________________
- *Plush Booth Carpet Order Form* $_________________
- *VCS Modular Unit Order Forms* $_________________
- *Booth Cleaning Order Form* $_________________
- *Showcases Order Form* $_________________
- *Special Signs Order Form* $_________________
- *Suspended Sign Hanging Order Form* $_________________
- *Labor Order Form* $_________________
- *Estimated Material Handling Order Form* $_________________

**Note:** Items taxable in Florida.

*INDICATE PAYMENT METHOD:*

Charge to: MasterCard VISA American Express
Indicate: Personal Credit Card Company Credit Card

Account # ____________________________
Expiration Date ____________________________

**PURCHASING CARD:** VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _______

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

Cardholder’s Name ____________________________
(Print or Type)

Cardholder’s Address ____________________________
City ____________________________ State ______ Zip ______

Signature __________________________________________

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON REVERSE SIDE.

Company Name ____________________________

Street Address ____________________________
City ____________________________ State ______ Zip ______

Phone # ____________________________ Fax # ____________________________

Ordered by (Print or Type) ____________________________
E-Mail ____________________________ Title ____________________________

MAIL OR FAX TO VISTA - SOUTH
F/L/IC/WD HOTELS– 093088

4
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.
PAYMENT OPTIONS:
We offer three (3) convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services - South 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 - South 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: 305-673-1123 or e-mail us at RZUIDEWIND@VISTACS.COM
   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 - South must receive this form by MARCH 1, 2012.

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 - South 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 - South 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 - South.
Rental price includes delivery to and removal from your space.

<table>
<thead>
<tr>
<th>QTY.</th>
<th>SEATING</th>
<th>DISC RATES</th>
<th>STD. RATES</th>
<th>AMT.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Upholstered Arm Chair</td>
<td>$ 56.25</td>
<td>$ 72.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Side Chair</td>
<td>$ 41.75</td>
<td>$ 54.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Padded Stool</td>
<td>$ 78.50</td>
<td>$102.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ACCESSORIES</th>
<th>DISC RATES</th>
<th>STD. RATES</th>
<th>AMT.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Round Pedestal Table (30” h x 30”d)</td>
<td>$ 76.00</td>
<td>$ 98.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round Pedestal Table (42”h x 30”d)</td>
<td>$ 98.50</td>
<td>$128.00</td>
<td></td>
</tr>
</tbody>
</table>

| QTY. | Wastebasket (Biodegradable)                 | $ 18.75    | $ 24.50    |      |
|      | Easel                                        | $ 26.50    | $ 34.00    |      |
|      | 8’ Upright                                   | $ 23.75    | $ 30.75    |      |
|      | Crossbar                                     | $ 23.75    | $ 30.75    |      |
|      | Garment Rack                                 | $ 70.00    | $ 90.75    |      |
|      | Bag Stand                                    | $ 87.50    | $113.75    |      |
|      | Literature Rack                              | $ 87.50    | $113.75    |      |

<table>
<thead>
<tr>
<th>QTY.</th>
<th>MISC. ACCESSORIES</th>
<th>DISC RATES</th>
<th>STD. RATES</th>
<th>AMT.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’ x 6’ Tackboards</td>
<td>$130.00</td>
<td>$170.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4’ x 8’ Tackboards</td>
<td>$130.00</td>
<td>$170.00</td>
<td></td>
</tr>
</tbody>
</table>

Payment in full of rental charges including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.

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

Company Name
Street Address
City
State Zip
Ordered by (Print or Type)
Signature

MAIL OR FAX TO VISTA SOUTH  B/O-HOTELS  073108
**STANDARD CARPET**

Price includes installation & taping front edge. No guarantee of color match when ordering multiple carpets.

<table>
<thead>
<tr>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’x 10’.........</td>
<td>$117.95</td>
<td>$153.50</td>
</tr>
<tr>
<td>10’x 20’........</td>
<td>$236.90</td>
<td>$306.95</td>
</tr>
<tr>
<td>10’x 30’........</td>
<td>$353.30</td>
<td>$459.90</td>
</tr>
<tr>
<td>10’x 40’........</td>
<td>$471.25</td>
<td>$613.40</td>
</tr>
<tr>
<td>10’x 50’........</td>
<td>$588.90</td>
<td>$766.60</td>
</tr>
</tbody>
</table>

**CIRCLE COLOR:**  
Blue - Burgundy - Gray - Teal - Red - Purple - Mauve - Black - Hunter Green - Gold

**CARPET PADDING INDICATE OVERALL DIMENSION**

<table>
<thead>
<tr>
<th>Length</th>
<th>Width</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ft.x</td>
<td>ft.</td>
<td>$1.05sq. ft. - $1.35sq. ft.</td>
</tr>
</tbody>
</table>

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.

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

ALL CHARGES SUBJECT TO SALES TAX (6%)  
FULL PAYMENT MUST ACCOMPANY ORDER. PLEASE TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTAL

Company Name______________________________________________________Booth #_________________________
Street Address______________________________________________________Phone #_________________________
City_________________________________State_________ Zip___________Fax#____________________________
Ordered by (Print or Type)______________________________________E-Mail_______________________________
Signature____________________________________________ Title________________________________________

MAIL OR FAX BACK TO VISTA SOUTH
INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.

**PLUSH BOOTH CARPET - 28 OZ.**

Orders MUST be received by the Deadline Date above to guarantee delivery.

Carpet Size \( x \) = ________ (calculate to the next full foot, 200 square feet minimum)

<table>
<thead>
<tr>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>______ Square feet (200 square feet minimum)</td>
<td>$3.50 per sq. ft. _______</td>
</tr>
</tbody>
</table>

Please circle your selection:
- FRENCH BEIGE
- COLONY BLUE
- EMERALD GREEN
- CHARCOAL GRAY
- BLACK

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

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your Advance Order prior to Deadline Date to qualify for Discount Rates. All orders received after Deadline Date and placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to Show closing. No telephone orders accepted.

SUBJECT TO SALES TAX (6%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Phone #</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Ordered by (Print or Type)</td>
<td>E-Mail</td>
</tr>
<tr>
<td>Signature</td>
<td>Title</td>
</tr>
</tbody>
</table>

MAIL OR FAX TO VISTA-SOUTH
VCS MODULAR RENTAL UNITS

UNIT CONTAINS

- 5 Panels with Custom Header
- Graphic Panels
- Arm Lights (2)

Price $1,000.00

VCS TableTop

UNIT CONTAINS

- Lighted Header
- 6' Draped Table
- White Foamcore or Grey Velcro Panels 1-6' Header
- Custom Header
- Custom Graphics Available

Price $500.00

PAYMENT POLICY: Payment in full including applicable tax, must accompany your order. No telephone orders accepted. All charges payable in U.S. funds only. Check, Cash, Traveler’s Check, VISA, MasterCard and American Express are accepted.

SUBJECT TO SALES TAX (6%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name_________________________________________ Booth #__________________
Street Address_________________________________________ Phone #__________________
City________________________ State_________ Zip_________Fax#__________________
Ordered by (Print or Type)_____________________________ E-Mail__________________
Signature_____________________________________________ Title_____________________

MAIL OR FAX TO VISTA - SOUTH
VCS MODULAR RENTAL UNITS

**Unit contains**
- 8 Panels With Custom Headers
- Graphic Panels
- Arm Lights (4)

Price $1900.00

### OPTIONAL RENTAL ACCESSORIES

Note: All units include standard header copy
Unit does not include electrical outlet

Custom units and colors available. Please call for pricing.

**HEADER COPY:** White with Helvetica copy in black vinyl

<table>
<thead>
<tr>
<th>Counters (White Panels)</th>
<th>Qty</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lockable 1 M x 1 M x 8’ Room</td>
<td></td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>1 M (41” x 42” x 21”)</td>
<td></td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>2M (80” x 42” x 21”)</td>
<td></td>
<td>$300.00</td>
<td></td>
</tr>
<tr>
<td>1 - Shelf &amp; 2 - Brackets</td>
<td></td>
<td>$ 40.00</td>
<td></td>
</tr>
<tr>
<td>Locks</td>
<td></td>
<td>$ 30.00</td>
<td></td>
</tr>
<tr>
<td>Arm lights</td>
<td></td>
<td>$ 30.00</td>
<td></td>
</tr>
</tbody>
</table>

VCS Modular Rental Units ordered after the above specified deadline date will be charged an additional 30%.

**PAYMENT POLICY:** Payment in full including applicable tax, must accompany your order. No telephone orders accepted. All charges payable in U.S. funds only. Check, Cash, Traveler’s Check, VISA, MasterCard and American Express are accepted.

**SUBJECT TO SALES TAX (6%)**
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name__________________________________________________________ Booth #__________________
Street Address_______________________________________________ Phone #_______________________________
City_______________________________ State_________Zip____________Fax#______________________________
Ordered by (Print or Type)______________________________________E-Mail_______________________________
Signature__________________________________________________   Title__________________________________

MAIL OR FAX TO VISTA - SOUTH

D/B/O– F/L/IC/WD/D/ HOTELS/ CC 093008
EXHIBITOR
CLEANING NOTICE

Booth cleaning is not included in your booth package.

To order cleaning, please fill out the enclosed cleaning order form or see your Customer Service representative at the vista service desk when you arrive at the show site.

Thank You.
INDICATE YOUR REQUIREMENTS:

☐ Daily - Vacuuming ........................................................................................................ $.32 per sq. ft.
☐ Once - Vacuuming before initial opening ........................................................................ $.37 per sq. ft.
☐ Shampoo - One Time .................................................................................................... $.47 per sq. ft.

SIZE OF BOOTH _____ x _____ = _____ SQ. FT. x RATE: _____ x NO. OF DAYS: _____ = $_____

MINIMUM CHARGE: 100 SQ. FT. PER DAY

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All Charges payable in U.S. funds only. Check, Cash, Traveler’s Checks, VISA, MasterCard, and American Express are accepted.

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

ALL CHARGES SUBJECT TO FL SALES TAX 6%
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name________________________________________  Booth #____________________________
Street Address_________________________________________  Phone #____________________________
City______________________  State___________  Zip___________  Fax#____________________________
Ordered by (Print or Type)_________________________________  E-Mail____________________________
Signature________________________________________  Title_____________________________________
Rental price includes delivery to and removal from your booth space.

**SHOWCASES**

- **FULL VISION**
- **HALF VISION**
- **QUARTER VISION**
- **REGULAR WALL CASE 84” HIGH**
- **SEE - THRU WALL CASE 84”**

The above Counter Cases are 38” High - 20” Deep, Light and Locks, (Electrical Outlet NOT included)

Both cases 18” Deep, Adjustable Glass Shelves, Glass Sliding Doors & Light, Walnut Finish (Electrical Outlet NOT included)

**INDICATE YOUR REQUIREMENTS:**

**PLEASE NOTE:** ALL SHOWCASE ORDERS RECEIVED AFTER DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 30%.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>QUANTITY</th>
<th>PRICE EACH</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>6’ FULL VISION</td>
<td></td>
<td>$ 396.75</td>
<td>$</td>
</tr>
<tr>
<td>6’ HALF VISION</td>
<td></td>
<td>$ 396.75</td>
<td>$</td>
</tr>
<tr>
<td>6’ QUARTER VISION</td>
<td></td>
<td>$ 396.75</td>
<td>$</td>
</tr>
<tr>
<td>6’ REGULAR WALL CASE</td>
<td></td>
<td>$ 447.75</td>
<td>$</td>
</tr>
<tr>
<td>6’ SEE - THRU WALL CASE</td>
<td></td>
<td>$ 566.50</td>
<td>$</td>
</tr>
</tbody>
</table>

**Important:** To ensure that your selection will be available you must place your order before the deadline date. No guarantee on choice after deadline date. Vista is not liable for contents, damages or breakage after cases have been delivered.

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your order. Invoices must be settled at the Service Desk prior to Show closing. No telephone orders accepted. All Charges Payable in U.S. Funds only. Check, Cash, Travelers Checks, VISA, MasterCard, and American Express are accepted.

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

SUBJECT TO 6% SALES TAX
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name____________________________________________________Booth __________________________
Street Address_____________________________________________________Phone#__________________________
City________________________________State_______Zip_______________Fax #____________________________
Ordered by (Print or Type)___________________________________________E-Mail__________________________
Signature___________________________________________________   Title______________________________
A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services no later than the Deadline Date shown below. No extensions or exceptions will be granted after the published deadline.

2. The Non-Official Contractor must provide Vista Convention Services with an original “Certificate of Insurance”. This certificate must be received no later than the Deadline Date shown below. No extensions or exceptions will be granted after the published deadline.

3. Failure to provide Vista Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services. Non-Official Contractors will be able to provide supervision only.

4. All representatives of the Non-Official Contractors must obtain an “EXHIBIT CREW” badge at Vista Convention Services Labor Desk.

NOTIFICATION DEADLINE DATE: See below.

Exhibiting Firm: ___________________________________________________ Booth #:________________

Authorized Name & Title:______________________________________________________________

Authorized Signature:________________________________________________________________

Full Name of Non-Official Contractor:__________________________________________

Complete Address:______________________________________________________________________

City, State:_________________________________________________ Zip Code:___________________

Phone Number:________________________ Fax Number:________________________

Non-Official Contractor “Show Site” Representative:______________________________

Type of Service to Be Performed:____________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Retain one copy for your files.

DEADLINE DATE: THURSDAY, MARCH 1, 2012
Vista Convention Services has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, forklift, cleaning, and installation and dismantling of decorations.

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the official contractors.

1. Each representative of a Non-Official Contractor must physically pick up, in person, an "EXHIBIT CREW" badge at the Vista Convention Services Labor Desk. If a representative of a Non-Official Contractor does not have any identification that verifies his/her employment by a Non-Official Contractor, he/she must be accompanied to the Vista Convention Services Labor Desk by a representative who does have verifying identification.

2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.

3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.

4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition etc.

IMPORTANT! It is the responsibility of each Exhibiting Firm using a Non-Official Contractor to complete and return the following forms to Vista Convention Services no later than the Deadline Date shown below.

► "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located in this Exhibitor Service Manual.

► Liability "Certificate of Insurance" form which names Vista Convention Services as additionally insured for each Non-Official Contractor firm being used. (Note: The exhibitor-appointed contractor must maintain at least $1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.)

ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM VISTA CONVENTION SERVICES IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO VISTA CONVENTION SERVICES BY THE DEADLINE DATE SHOWN BELOW.

It is the responsibility of the exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this exposition.

DEADLINE DATE: THURSDAY, MARCH 1, 2012
You may arrange for a third party to handle your display and be billed for services. Vista Convention Services will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.

<table>
<thead>
<tr>
<th>EXHIBITING COMPANY NAME:</th>
<th>BOOTH#</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT PERSON:</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td></td>
</tr>
</tbody>
</table>

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

- All Services
- Air Freight
- Audiovisual
- Booth Cleaning
- Material Handling/In and Out

THIRD PARTY’S CREDIT CARD CHARGE AUTHORIZATION (Information must be provided.)

- MasterCard
- Visa
- American Express
- Corporate

Expiration Date

Account Number

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _______________

Cardholder’s Signature

Name

Cardholder’s Billing Address

City

State

Zip

COUNTRY

THIRD PARTY NAME:

CONTACT PERSON:

SIGNATURE:

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form.

DISCOUNTED DEADLINE DATE: THURSDAY, MARCH 1, 2012
PRICES BASED ON BLOCK LETTERS, BLACK VINYL LETTERING ON WHITE SHOWCARD. 10 WORDS OR LESS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Vinyl Prices</th>
<th>Digital Printed Prices</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td>$30.00</td>
<td>$55.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7” x 44”</td>
<td>$35.00</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11” x 14”</td>
<td>$45.00</td>
<td>$70.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14” x 22”</td>
<td>$50.00</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22” x 28”</td>
<td>$75.00</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28” x 44”</td>
<td>$105.00</td>
<td>$130.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SALES TAX WILL BE ADDED TO ALL SIGN PRICES (6%)

1. Over 10 words add $2.35 per word
2. Colored showcard and each change in color in copy will be quoted upon request.
3. Easel back applied to sign add $7.50
4. PRICES WILL BE QUOTED ON ALL SPECIAL WORK (digital graphics, logo’s, special fonts, etc.)
5. NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT SHOW-SITE.
6. ORDERS AFTER DEADLINE ADD 20%

Vertical [ ] Horizontal [ ]

Color of Background

Color of Lettering

Please type desired copy below or attach a separate sheet

All advance order signs will be available for customer pick up at show-site service desk.

ORDERS CANNOT BE PROCESSED WITHOUT PAYMENT.

Company Name_____________________________ Booth #__________________________
Street Address____________________________ Phone #__________________________
City_________________ State________ Zip________ Fax#________________________
Ordered by (Print or Type)_________________ E-Mail____________________________
Signature_______________________________ Title_______________________________
VISTA Convention Services South reserves the right to assemble, install, and dismantle “Hanging Signs”, non-electrical with approved devices and type of cable to safely hang sign.

* All signs must be approved by Show Management, prior to hanging.
* All sign orders must be received in Advance of Deadline Date. All orders received after the deadline date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 25% surcharge.
* Complete plans must be provided and forwarded to VISTA - SOUTH together with the completed Suspended Sign Hanging Order Form.

RATES FOR HANGING NON-ELECTRICAL SIGNS:

If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis. There will be a minimum charge of 1 hr. per crew on Installation and 1 hr. minimum charge per crew on dismantle.

HIGH LIFT AND CREW - Three (3) man crew required

<table>
<thead>
<tr>
<th>Straight Time</th>
<th>$339.15 per hr. - 3 man crew and lift.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM - 4:30 PM Monday through Friday</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overtime</th>
<th>$425.20 per hr. - 3 man crew and lift.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 8:00 AM and after 4:30 PM Monday thru Friday, and all hours on Saturday and Sunday</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doubletime</th>
<th>$523.80 per hr. - 3 man crew and lift.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Holidays</td>
<td></td>
</tr>
</tbody>
</table>

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:

- TYPE OF SIGN:    ____Wood    ____Metal    ____Cloth Banner    ____Other
- SIZE OF SIGN: _____ Height    _____Length   _____Width   _____Weight
- SHAPE OF SIGN:   ____Square    ____Rectangle    ____Circle    ____Triangle   ____Other_______________________________
- NUMBER OF FEET FROM FLOOR TO TOP OF SIGN___________________________________________________________
- NUMBER OF FEET IN FROM FRONT OF BOOTH____________________________________________________________
- NUMBER OF FEET IN FROM LEFT EDGE OF SIGN________________________________________________________

PAYMENT POLICY: Invoices must be settled at the service desk prior to show closing. No telephone orders accepted. All charges Payable in U.S. funds only. Check, cash, traveler’s checks, VISA, MasterCard and American Express are accepted.

MAIL OR FAX TO VISTA - SOUTH
DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

LABOR RATES:

- **Straight Time:** $63.40 per hour
  - one hour minimum per worker
  - thereafter 1/2 hr. increments
  - **ST:** 8:00 AM to 3:30 PM
  - Monday through Friday

- **Overtime:** $95.10 per hour
  - one hour minimum per worker
  - thereafter 1/2 hr. increments
  - **OT:** After 3:30 PM until 8:00 AM
  - Monday through Friday
  - All day Saturday and Sunday.

- **Doubletime:** $127.00 per hour
  - one hour minimum per worker
  - thereafter 1/2 hr. increments
  - **DT:** All Holidays

ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%.

NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

- **PLAN A - EXHIBITOR’S SUPERVISION** - All work performed must be under the supervision of the Exhibitor.

- **PLAN B - VISTA CONVENTION SERVICES SUPERVISION** - Hourly rate plus 30% Supervision Charge/Minimum $30.00

Name of Carrier_______________________________________________________  # Crates__________   Cartons____________   Skids____________
Shipped to:     ____Warehouse    _____Showsite    _____Display Includes Carpet    _____Vista’s Rental Carpet

SET-UP DIAGRAMS MUST BE INCLUDED WITH LABOR ORDER PLAN B: VISTA SUPERVISION

After Dismantle Return Display To:
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
________________________________________________
VIA:___________________________________________________________

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor’s booths for reloading after the show.

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Company Name_________________________________________________________Booth _________________
Street Address______________________________________________Phone #____________________________
City__________________________________ State__________ Zip________Fax#_________________________
Ordered by (Print or Type)_______________________________E-Mail__________________________________
Signature________________________________________________Title ________________________________

MAIL OR FAX TO VISTA-SOUTH
D/B/O/CC 083009
EXHIBIT LABOR JURISDICTIONS

Union exhibit labor claims jurisdiction for the installing, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than full time company personnel. Labor may be employed by completion of labor forms enclosed in the service kit. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any labor to assist you, it should be through the Official Contractor.

FREIGHT HANDLING JURISDICTION

VISTA CONVENTION SERVICES-SOUTH has the responsibility of receiving and handling all exhibits material and empty crates for a fee as published on the enclosed material handling rate sheet. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. VISTA CONVENTION SERVICES-SOUTH will not be responsible, however, for any materials they do not handle. VISTA CONVENTION SERVICES-SOUTH will have COMPLETE control of the loading docks at all times. If you wish to unload or load, you must report to the VISTA SOUTH Service Desk. Do not proceed to the docks until told to do so.

Vehicle must not be left unattended at the loading areas. Any unattended vehicles will be towed away at owner’s expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with VISTA CONVENTION SERVICES-SOUTH to store empty crates. Please refer to the MATERIAL HANDLING & SHIPPING INFORMATION in the Service Kit for the handling of empties.

GRATUITIES

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and VISTA CONVENTION SERVICES-SOUTH.

IN GENERAL

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to VISTA CONVENTION SERVICES-SOUTH and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or VISTA CONVENTION SERVICES-SOUTH.
Vista Convention Services South shall not be responsible for damage to uncrate materials, material improperly packed, or concealed damage.

Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor’s materials after same has been delivered to exhibitor’s booth.

Vista Convention Services South 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 to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

Vista Convention Services South 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.

Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damage, and in any event, Vista Convention Services South maximum liability shall be limited to $.30 per pound per article with a maximum of $50.00 per item, or $1,000.00 per shipment; whichever is less.

Vista Convention Services South 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 damage to an exhibitors’ materials which may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be constructed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

** Please be advised that overtime rates will be applied to your bill if move in and/or move out times for your event occur Monday thru Friday after 3:30 pm or all day on Saturday and Sunday. **

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize Vista Convention Services South, Inc. to handle our shipment(s) in accordance with the information above, the enclosed shipping information, shipping instructions, material handling service and rates and have read this order and agree to the terms and provisions hereof and acknowledge receipt of a copy. We agree that Vista South will provide its services as our agent, and not as bailee or shipper, and if any employee of Vista South shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Vista South relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Vista South as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Vista South for the full amount of the invoice for all such charges, and we further agree that any claim we may have against Vista South shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES SOUTH BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

Charge to: MasterCard VISA American Express Indicate: Personal Credit Card Company Credit Card

Account #

Expiration Date

If using MasterCard indicate the four numbers above your name ____________________

Show Name ______________________________________________________________________

Company Name ________________________ Booth # ________________________

Street Address ________________________ Phone # ________________________

City __________________________ State __________ Zip ______ Fax # ________________________

Ordered by (Print or Type) ________________________ E-Mail ________________________

Signature ________________________ Title ________________________
Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove shipment from booth for reloading onto outbound carriers.

**MATERIAL HANDLING SERVICE**  
**PLEASE NOTE:** 200LB MINIMUM FOR THIS SERVICE.

**A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS**
Includes shipments that can be unloaded at the dock with no additional handling required. All freight received at the warehouse and/or show site that must be moved *into or out of* your booth before 8:00 a.m. or after 3:30 p.m. on weekdays, or anytime on Saturday, Sunday or holidays, will be charged overtime.

<table>
<thead>
<tr>
<th>PRICE PER CWT (Minimum Charge 200 lbs.)</th>
<th>TOTAL CWT (1CWT= 100lbs.)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Rate</td>
<td>$ 90.15 per CWT</td>
<td>X</td>
</tr>
<tr>
<td>Showsite Rate</td>
<td>$ 94.50 per CWT</td>
<td>X</td>
</tr>
<tr>
<td>OT Rate</td>
<td>$ 118.15 per CWT</td>
<td>X</td>
</tr>
</tbody>
</table>

**B. CRATED SHIPMENTS REQUIRING SPECIAL HANDLING**
Includes shipments that are loaded and charged by cubic space and or packed in such a manner as to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). All freight received at the warehouse and/or show site that must be moved *into or out of* your booth before 8:00 a.m. or after 3:30 p.m. on weekdays, or anytime on Saturday, Sunday or holidays, will be charged overtime rate.

<table>
<thead>
<tr>
<th>PRICE PER CWT (Minimum Charge 200 lbs.)</th>
<th>TOTAL CWT (1CWT= 100lbs.)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Rate</td>
<td>$ 125.40 per CWT</td>
<td>X</td>
</tr>
<tr>
<td>Showsite Rate</td>
<td>$ 131.35 per CWT</td>
<td>X</td>
</tr>
<tr>
<td>OT Rate</td>
<td>$ 164.20 per CWT</td>
<td>X</td>
</tr>
</tbody>
</table>

**C. UNCRAITED, UNSKIDDED OR UNWRAPPED SHIPMENTS**
Includes shipments that are not in crates, cases, or boxes and/or unskidded machinery without proper lifting bars or hooks. All freight received at the warehouse and/or show site that must be moved *into or out of* your booth before 8:00 a.m. or after 3:30 p.m. on weekdays, or anytime on Saturday, Sunday or holidays, will be charged overtime. *(ADVANCE WAREHOUSE NOT AVAILABLE)*

<table>
<thead>
<tr>
<th>PRICE PER CWT (Minimum Charge 200 lbs.)</th>
<th>TOTAL CWT (1CWT= 100lbs.)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Showsite Rate</td>
<td>$ 131.35 per CWT</td>
<td>X</td>
</tr>
<tr>
<td>OT Rate</td>
<td>$ 164.20 per CWT</td>
<td>X</td>
</tr>
</tbody>
</table>

**DELIVERY AFTER DEADLINE DATE**

SHIPMENT RECEIVED AT THE WAREHOUSE AFTER 3:30 PM OR AFTER MARCH 7, 2012 AND ANY SHIPMENT RECEIVED AT SHOWSITE AFTER SHOW OPENING WILL BE CHARGED OVERTIME RATES.
SHIPPING INSTRUCTIONS

FREIGHT HANDLING SERVICES

Vista Convention Services South 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 South must have payment before forwarding freight.

SHIPPING TO THE ADVANCE WAREHOUSE

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

TO:    NCCN 17TH ANNUAL CONFERENCE—COMPANY NAME—BOOTH NUMBER
       C/O VISTA SOUTH—WAREHOUSE
       6901 NW 26TH AVENUE
       MIAMI, FL 33147

· To trace your shipment, please contact our office at (305) 673-1123.

· Shipments will be received beginning FEBRUARY 14, 2012.

· Shipments received after the deadline of March 7, 2012, will be charged an overtime rate.

· Advance warehouse receiving hours are Monday through Friday, 8:00 am to 3:30 pm. Carriers checking in after 3:30 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:    NCCN 17TH ANNUAL CONFERENCE—COMPANY NAME—BOOTH NUMBER
       C/O VISTA SOUTH
       WESTIN DIPLOMAT RESORT & SPA
       3555 SOUTH OCEAN DRIVE
       HOLLYWOOD, FL 33019

· Show site shipments will be received beginning March 13, 2012 at 7:00 AM. Shipments arriving at show site prior to this date and time may be REFUSED or charged an overtime rate.
SHIPPING OUTBOUND FROM SHOW SITE

- All outbound shipments must be accompanied by an official show bill of lading.
- You may obtain show bills of lading after reviewing your invoice at show site.
- When shipping to separate destinations, a separate bill of lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

  **Label each item as follows:**

  FROM:  
  (Your Company Name)

  BOOTH #:  

  SHOW NAME:  

  LOCATION:  

  TO:  
  (Shipping Address)

- Once your shipment is packed and labeled, return your show bill of lading to the Vista Convention Services South’s Service Desk. All bills of lading must be turned in no later than **5:00 pm on March 16, 2012**.

  **DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!**

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtimes charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **UPS Freight Trade Show Services**) must be checked in no later than **6:00 pm on March 16, 2012**.
ADVANCE WAREHOUSE SHIPMENTS ONLY
FROM:___________________________________________
___________________________________________
___________________________________________
TO:  NCCN 16TH ANNUAL CONFERENCE
EXHIBITING COMPANY___________________________
BOOTH #_________________
VISTA SOUTH—WAREHOUSE
6901 NW 26TH AVENUE
MIAMI, FL 33147

FOR ADVANCE SHIPMENTS ONLY
ON-SITE DIRECT SHIPMENTS ONLY

FROM: ____________________________________________  ____________________________________________  ____________________________________________

TO: NCCN 16TH ANNUAL CONFERENCE

EXHIBITING COMPANY: __________________________

BOOTH # __________________

THE WESTIN DIPLOMAT
C/O VISTA SOUTH
3555 SOUTH OCEAN DRIVE
HOLLYWOOD, FL 33019

FOR ON-SITE DIRECT SHIPMENTS ONLY
EXHIBITOR INFORMATION (Please write clearly)

Company Name ____________________________________
Billing Contact _____________________________________
Billing Address _____________________________________
City, State, Zip ______________________________________
Billing Phone _______________________________________
Fax ________________________________________________
Email Address _______________________________________

Delivery Contact _________________________________
Booth # ________________________________
Onsite Cell #: ________________________________

Lead Retrieval Solutions: If Ordered By: If Ordered After: QTY Total Price

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Swiftium Handheld-Online Battery operated wireless handheld system with built in scanner, display, qualifiers. Leads available to exhibitor online instantly.</td>
<td>$465.00</td>
<td>$490.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional-- Custom Qualifying Questions</td>
<td>$55.00</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional-- Booth Delivery &amp; Setup*</td>
<td>$65.00</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional-- Mini Printer</td>
<td>$55.00</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional-- Damage Waiver**</td>
<td>3% of rental</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional-- Post Show Leads Backup***</td>
<td>$35.00</td>
<td>$55.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**
Delivered units must be returned to the LAT Service Desk by exhibitor at the end of 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.

LAT = LAT Conference Services

Submit Order Form and Payment To:
Jeff J. Olszewski
LAT Conference Services
7710 White Ash Street
Orlando, FL 32819
(407) 248-0046
(407) 233-1436, fax
jeff@LATConferenceServices.com
LATConferenceServices.com

*** Rental Payment is Due in Advance ***
Rental Payment: ___ V/M C ___ AMEX ___ Check
Card #: ____________________ Exp.Date: ____________
SEC #: ____________________
Card Holder Name: ____________________
Card holder & signature represents above company or companies.
Authorized Signature: *** ______________________

*** I authorize this credit card to be used as payment for this contract. ***

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 10 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.
National Comprehensive Cancer Network
Lead Retrieval Custom Qualifying Questions

To achieve the best return on investment at the NCCN Annual Conference, you have the option of creating your own Custom Qualifying Questions for your equipment rental. Capture your potential customer’s interest in a specific product or service, or indicate next step of action by a specific member of your team by creating Custom Qualifying Questions.

The following are our standard Qualifying Questions that come with your equipment rental:

1. Email Catalog
2. Email Literature
3. Email Quote
4. Have Salesperson Call
5. Schedule Demo
6. Provide Samples
7. Immediate Need
8. Purchasing Manager
9. Has Final Say
10. Recommends

For an additional fee (see order form), you can create 10 of your very own questions. List your Custom Qualifying Questions below and include this page with your order form. Yes/No type questions of 30 characters or less.

1. ______________________________________________ 6. ______________________________________________
2. ______________________________________________ 7. ______________________________________________
3. ______________________________________________ 8. ______________________________________________
4. ______________________________________________ 9. ______________________________________________
5. ______________________________________________ 10. ______________________________________________

Company Name ________________________________  Booth # ________________________________
Contact ________________________________ Phone # ________________________________
Edíedral Electric
Special Event Power & Lighting

17850 NE 5th Avenue – Miami, Florida 33162-1008 – www.eddhelms.com
c/o The Westin Diplomat Resort & Spa, 3555 S. Ocean Drive, Hollywood, FL 33019
Telephone: (954) 527-2515 - Fax: (954) 458-9067
Direct Contact: Linda Klawans - Phone: (954) 602-8946 – Email: lklawans@eddhelms.com

NCCN 17TH ANNUAL CONFERENCE
MARCH 14-16, 2012
WESTIN DIPLOMAT RESORT & SPA, HOLLYWOOD, FLORIDA

ELECTRICAL SERVICE INSTRUCTION AND INFORMATION FORM

Order Online at www.eddhelms.com – Click on “Tradeshows & Events Online Ordering” then Click on the box “On-Line Order Trade Shows.”

Enter Event ID# 661ZXSC

You can create a Login and Password or place your order as a “guest.”

Order must be placed online no later than FEBRUARY 29, 2012 to secure the advanced rate. The standard rate will apply to all orders received after that date. Be sure you complete the online order through to the end and you receive an email confirmation. If you receive an email stating “Not Processed”, your order did not process.

- Island Booths, 208V & higher and any special requests for the location of outlets, other than the rear of the booth, will require labor & material charges. A detailed layout on a grid or CAD drawing in PDF format showing special locations and orientation must be emailed to complete your order. Send to lklawans@eddhelms.com;
- If you are tax exempt in the State of Florida, you must submit a copy of your Annual Resale Certificate or tax will be charged;
- For questions and/or further information, please contact us at the number listed above.

Thank you.
# Exhibitor Audio Visual Order Form

**VIDEO EQUIPMENT**

<table>
<thead>
<tr>
<th>Qty</th>
<th>DAILY RATE</th>
<th>Days Used</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advanced</td>
<td>On Site</td>
<td></td>
</tr>
<tr>
<td>1/2&quot; VHS Player with &quot;end of tape&quot; Repeat</td>
<td>$70.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td>$75.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Sony BetaSP Player/Recorder</td>
<td>$475.00</td>
<td>$570.00</td>
<td></td>
</tr>
<tr>
<td>International 1/2&quot; VHS: Multi-standard (PAL / SECAM)</td>
<td>$180.00</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>20&quot; VHS-Combo Unit (NOT for computer use)</td>
<td>$110.00</td>
<td>$125.00</td>
<td></td>
</tr>
<tr>
<td>27&quot; Color monitor (Not for computer use)</td>
<td>$120.00</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td>32&quot; Color monitor (Not for computer use)</td>
<td>$240.00</td>
<td>$270.00</td>
<td></td>
</tr>
<tr>
<td>42&quot;/54&quot; Rolling Cart - w / black skirt</td>
<td>$22.00</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Tripod Projection Screens (6', 7' or 8')</td>
<td>$75.00</td>
<td>$80.00</td>
<td></td>
</tr>
</tbody>
</table>

**CUSTOMER INFORMATION**

<table>
<thead>
<tr>
<th>Firm Name:</th>
<th>Address:</th>
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</table>

**AUDIO EQUIPMENT**

<table>
<thead>
<tr>
<th>Qty</th>
<th>DAILY RATE</th>
<th>Days Used</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advanced</td>
<td>On Site</td>
<td></td>
</tr>
<tr>
<td>CD Player or Cassette recorder / player</td>
<td>$70.00</td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td>Wired microphone: handheld or lavaliere (circle one)</td>
<td>$30.00</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>Wireless microphone: handheld or lavaliere (circle one)</td>
<td>$150.00</td>
<td>$180.00</td>
<td></td>
</tr>
<tr>
<td>Powered speaker with stand</td>
<td>$75.00</td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td>Sound system with (2) powered speakers, (2) stands and</td>
<td>$275.00</td>
<td>$375.00</td>
<td></td>
</tr>
<tr>
<td>(1) wired microphone: handheld or lavaliere (circle one)</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Sound system with (2) powered speakers, (2) stands and</td>
<td>$400.00</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>(1) wireless microphone: handheld or lavaliere (circle one)</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**COMPUTER DISPLAY EQUIPMENT**

<table>
<thead>
<tr>
<th>Qty</th>
<th>DAILY RATE</th>
<th>Days Used</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advanced</td>
<td>On Site</td>
<td></td>
</tr>
<tr>
<td>21&quot; Multisync XGA Computer Monitor (includes interface)</td>
<td>$275.00</td>
<td>$330.00</td>
<td></td>
</tr>
<tr>
<td>18&quot; Flat screen monitor</td>
<td>$175.00</td>
<td>$330.00</td>
<td></td>
</tr>
<tr>
<td>21&quot; Flat screen monitor</td>
<td>$200.00</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>32&quot; XGA plasma monitor (1024 x 768)</td>
<td>$300.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td>42&quot; XGA plasma monitor (1024 x 768)</td>
<td>$450.00</td>
<td>$550.00</td>
<td></td>
</tr>
<tr>
<td>50&quot; SXGA plasma monitor (1280 x 1024)</td>
<td>$550.00</td>
<td>$650.00</td>
<td></td>
</tr>
<tr>
<td>61&quot; SXGA plasma monitor (1280 x 1024)</td>
<td>$600.00</td>
<td>$700.00</td>
<td></td>
</tr>
<tr>
<td>Plasma stand (Cobra) for 42&quot; &amp; 50&quot; plasma monitors</td>
<td>$100.00</td>
<td>$125.00</td>
<td></td>
</tr>
<tr>
<td>LCD projector (small venue)</td>
<td>$695.00</td>
<td>$795.00</td>
<td></td>
</tr>
<tr>
<td>Windows Laptop</td>
<td>$295.00</td>
<td>$325.00</td>
<td></td>
</tr>
</tbody>
</table>

**LED VIDEO SOLUTIONS**

- We offer a wide range of LED monitors and cube walls configured to your specifications 2x2, 3x3, 4x4, etc.
- Call for Quote

**RENTAL TOTALS**

**DELIVERY INFORMATION**

**METHOD OF PAYMENT**

- American Express
- Visa
- MasterCard
- Check

**RETURN FOR PROCESSING**

- PRESENTATION SERVICES
- a part of the Audio Visual Services Corporation
- at the Westin Diplomat Resort & Spa
- 3555 South Ocean Drive
- Hollywood, FL 33019
- Phone: (954) 602-8900
- Fax: (954) 456-3179
- E-MAIL: presentations@westin.com

**SERVICE CHARGE = MIN $75.00 OR 22% (Whichever is greater)**

**SUBTOTAL**

**SALES TAX: (6% of line 3)**

**TOTAL DUE**

**On-Site Contact:**

** Booth #: Room #**

**Delivery Date:**

**Time:**

**Component #: Job #:**

**Card Number:**

| Cardholder's Name (as it appears on the card): |

| Cardholders Signature: |

Copy & fax front and back of credit card

**Event Name:**

**Event Dates:**

**Event Room:**
Credit Card Consent Form

I authorize Presentation Services to charge my card in the amount of $______________

Type of card: (circle)       American Express           VISA          Mastercard

Credit Card Number:______________________________________________________

Exp Date:______________________________ Security Code _______________________

Customer PO (if required or Purchase card used #):____________________________

Cardholder’s Name: _____________________________________________________

Cardholder’s Phone Number: ______________________________________________

Cardholder’s email address: ____________________________________ ___________

Cardholder’s Billing Address: ______________________________________________

State and Zip Code:  ____________________ __________________________

Customer Name to be Invoiced:___________________________

Invoice/Order Number(s): __________________________________________ _______

I, (please print)______________________________________________, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the above order and any additional amounts incurred as a result of all show site changes by my representatives.

Signature____________________________________________Date______________

Cancellation Policy

A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 % fee applicable to equipment and tax only.

B) Cancellations received on the day of the scheduled delivery or “no-shows” are subject to pay the full amount of the order to include installation, drayage and tax.

______________________________________________________________

PSAV office use only: Location #___________Approval Code___________________________
Show Name: __________________________________________________________

Location: _____________________________________________________________

<table>
<thead>
<tr>
<th>Quantity</th>
<th>2’ – 3’ GREEN PLANT</th>
<th>$34.00</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>4’ – 5’ GREEN PLANT</td>
<td>$44.00</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>6’ – 7’ GREEN PLANT</td>
<td>$64.00</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>8’ – 9’ GREEN PLANT</td>
<td>$94.00</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>POTTED MUMS: Choose Color</td>
<td>$24.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White____</td>
<td>Yellow_____</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bronze____</td>
<td>Lavender_____</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>SEASONAL FLOWERING PLANT</td>
<td>$24.00</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>BROMELIAD</td>
<td>$34.00</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>ORCHID PLANT</td>
<td>$44.00</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>BOSTON FERN</td>
<td>$24.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FLORAL ARRANGEMENTS: CHECK ONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$50.00____</td>
<td>$75.00_____</td>
<td>$100.00_____</td>
</tr>
<tr>
<td></td>
<td>TROPICAL_____</td>
<td>SEASONAL_____</td>
<td>HEIGHT_____</td>
</tr>
</tbody>
</table>

Sales Tax 6% ________

PLEASE CALL OUR DESIGNER FOR ADDITIONAL BOOTH DÉCOR.

Total ________

Delivery Date ____________ Show Date ____________ Removal Date ___________

Exhibitor Name __________________________________________ Booth # ___________

Address ______________________________________________________________________________________

City __________________________ State ______________________ Zip ____________

Contact Name __________________________ Phone ________________ Fax ________________

Payment Method: Check ____ Visa ____ Master Card ____ American Express ____ Discover ____

Name of Card Holder (Sign) __________________________ (Print) __________________________

Card Number __________________________ Expiration Date __________________________

RENTAL POLICIES: All Material and Plants are made available on a rental basis. Items missing from booth upon pick up are the responsibility of the exhibitor and will be additionally charged. The availability of such items is subject to season and geography. Availability and color of plants are not guaranteed if not ordered seven (7) days prior to show date. Orders are not valid until confirmed via fax by Jeren Tropicals, Inc. Price includes Delivery, Plants, Containers and Removal. (ALL ORDERS ARE TO BE PAID IN FULL BEFORE DELIVERY).

PLEASE FAX OR EMAIL YOUR ORDER. THANK YOU FOR YOUR BUSINESS!
**Group Internet & Telecom Request Form**

**TECHNOLOGY SERVICES ORDER**
MAIL OR FAX WITH PAYMENT TO:
ATTN: IT Services Dept
The Westin Diplomat
Resort & Spa
3555 South Ocean Drive
Hollywood, FL 33019
FAX: (954) 602-8860

![Image](27x693 to 351x774)

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<table>
<thead>
<tr>
<th>EVENT NAME:</th>
<th>INSTALLATION DATE / TIME</th>
<th>REMOVAL DATE / TIME</th>
<th>MTG RM / Booth #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>STREET ADDRESS:</th>
<th>CITY:</th>
<th>STATE:</th>
<th>ZIP</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ORDERED BY:</th>
<th>PRINT NAME:</th>
<th>TELEPHONE:</th>
<th>FAX:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-MAIL ADDRESS:</th>
<th>ON-SITE TECHNICAL CONTACT (NAME):</th>
</tr>
</thead>
</table>

FULL PAYMENT MUST BE RECEIVED SEVEN (7) CALENDAR DAYS PRIOR TO YOUR GROUP EVENT. NO CREDITS WILL BE ISSUED ON ETHERNET DROPS INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE. PRICES DO NOT INCLUDE 6% SALES TAX.

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### INTERNET and TELECOM SERVICES REQUIRED

<table>
<thead>
<tr>
<th>QTY</th>
<th>RATE</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Ethernet Drop/Wireless with One IP address
- Ordering service requires at least one 10/100BaseT Ethernet drop (the physical CAT5 cable to your location/booth). Multiple devices on the Internet require add’l IP addresses, even devices behind routers.

<table>
<thead>
<tr>
<th>QTY</th>
<th>RATE</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$350/Day</td>
<td>$750/Stay</td>
</tr>
</tbody>
</table>

- Additional IP Address - One IP address is included with each Ethernet drop. Add’l devices, requires add’l IP addresses - one for each device accessing the network. Hubs, and patch cabling included. Network addressing is DHCP.

<table>
<thead>
<tr>
<th>QTY</th>
<th>RATE</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$100/Stay</td>
<td></td>
</tr>
</tbody>
</table>

Please indicate your preference for wired or wireless connection with an ‘X’ in the box to the right.

- Wired drop [ ]
- Wireless [ ]

---

### INTERNET SUBTOTAL

<table>
<thead>
<tr>
<th>Advanced / Showtime</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analog Modem, Computer (Local and 800)</td>
<td>$75</td>
</tr>
<tr>
<td>In-house phone lines</td>
<td>$75</td>
</tr>
<tr>
<td>Long Distance Line (Local and LD) + usage</td>
<td>$150</td>
</tr>
<tr>
<td>DID Direct Inward Dialing + usage</td>
<td>$200</td>
</tr>
<tr>
<td>Voicemail, Rollovers, Hotlines, Call Pick-up</td>
<td>$50</td>
</tr>
<tr>
<td>Speaker Phone</td>
<td>$50</td>
</tr>
<tr>
<td>Digital Phone</td>
<td>$300</td>
</tr>
<tr>
<td>ISDN (network access &amp; video) + usage</td>
<td>$300</td>
</tr>
<tr>
<td>Polycom Conference phone</td>
<td>$200</td>
</tr>
<tr>
<td>Polycom Conference phone with add’l microphones</td>
<td>$300</td>
</tr>
</tbody>
</table>

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### TELECOM SUBTOTAL

<table>
<thead>
<tr>
<th>$</th>
</tr>
</thead>
</table>

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### GRAND TOTAL

<table>
<thead>
<tr>
<th>$</th>
</tr>
</thead>
</table>

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**PAYMENT INFORMATION**

CHECK NO. ______________________________
MAKE PAYABLE TO: WESTIN DIPLOMAT RESORT & SPA

ACCOUNT NO: ______________________________
MASTER ACCT NO: ______________________________

CREDIT CARD (CIRCLE): DISCOVER MASTER CARD VISA AMEX

EXPIRATION DATE: _____ / _____

SIGNATURE ______________________________

PRINT NAME EXACTLY AS IT APPEARS ON CARD ______________________________

---

**MTG RM / Booth #**

**Room Diagram**

In order for proper phone placement, please complete the room diagram below or include a detailed explanation of phone location(s). Please indicate location of doorway.

Note: This diagram is a tool for phone placement, not all rooms are this

---

Add Fla. State sales tax. 6%. If Tax exempt a valid tax ID number must accompany this order

---

![Image](27x693 to 351x774)
A complete range of services from the carrier you know and trust

Freight services:
- Ground freight
- Air freight
- Urgent

Package services:
- Ground
- Air
- International

UPS Freight℠ Trade Show Services

Simplified shipping solutions

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed* and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at tradeshow@upsfreight.com.
Dedicated trade show experts available at 800.988.9889 or via email at tradeshow@upsfreight.com

Full range of services

Urgent
• Time-specific delivery by air or ground
• Expedited air and ground to and from shows

Standard
• Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package
• On-site coordination of package and freight shipping

Tips for smoother trade show shipping
• Remove all old shipping labels and affix new shipping labels.
• Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
• Include deliver-by date on bill of lading for advance warehouse shipments.
• Include target (move-in) date on bill of lading if shipping directly to show site.
• Include booth number and phone number on bill of lading and on freight and package labels.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight’s Tariff and Terms and Conditions at ltl.upsfreight.com and any other applicable contract, as other restrictions may apply.

Multimodal capabilities

Visit us at:
upsfreight.com/tradeshow
or call 800.988.9889

Online resources
• 24/7 shipment tracking provides real-time visibility
• Electronic bills of lading streamline shipment processing

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Accent
Tradeshow & Event Furnishings

On Service...
On Excellence

Accent
On Service...
On Excellence!

www.GetAccent.com
LOUNGE AREAS

Uptown

A-1 Sofa, Black Suede
83”L x 32”D x 32”H

A-2 Loveseat, Black Suede
59”L x 32”D x 32”H

A-3 Chair, Black Suede
39”L x 32”D x 32”H

A-4 Bench, Black Suede
61”L x 20”D x 17”H

A-5 Cocktail Table, Nickel & Glass
52”L x 31”D x 19”H

A-6 End Table, Nickel & Glass
26” Diameter x 22”H
**LOUNGE AREAS**

**Matrix**

**B-1** Sofa, Black Onyx  
82”L x 34”D x 31”H  

**B-2** Loveseat, Black Onyx  
61”L x 34”D x 31”H  

**B-3** Chair, Black Onyx  
38”L x 34”D x 31”H  

**B-4** Cocktail Table, Black & Glass  
48”L x 24”D x 17”H  

**B-5** End Table, Black & Glass  
21”L x 21”D x 21”H  

**B-6** Table Lamp, Black  
25”H  

**B-7** Floor Lamp  
Black, 72”H

**Newport**

**C-1** Sofa, Tan Suede  
79”L x 34”D x 32”H  

**C-2** Loveseat, Tan Suede  
54”L x 34”D x 32”H  

**C-3** Chair, Tan Suede  
32”L x 34”D x 32”H  

**C-4** Cocktail Table, Natural  
48”L x 24”D x 17”H  

**C-5** End Table, Natural  
24”Diameter x 21”H  

**C-6** Ottoman, Green Suede  
32”L x 19”D x 17”H  

**C-7** Chair, Green Suede  
32”L x 34”D x 32”H
**Laredo**

D-1 Sofa, Black Leather
77”L x 34”D x 32”H

D-2 Loveseat, Black Leather
54”L x 34”D x 32”H

D-3 Chair, Black Leather
32”L x 34”D x 32”H

D-4 Oval Cocktail Table, Black & Chrome
46”L x 23”D x 18”H

D-5 Round End Table, Black & Chrome
23”Diameter x 20”H

D-6 Table Lamp, Black & Chrome
22”H

**Bristol**

E-1 Sofa, Grey Upholstery
77”L x 33”D x 31”H

E-2 Loveseat, Grey Upholstery
54”L x 33”D x 31”H

E-3 Chair, Grey Upholstery
32”L x 33”D x 31”H

E-4 Cocktail Table, Black Cube
30”L x 30”D x 16”H

E-5 Cocktail Table, Black Cylinder
30”Diameter x 15”H

E-6 End Table, Black Cube
24”L x 24”D x 20”H
**Avalon**

**F-1** Sofa, Black & Chrome
78”L x 37”D x 35”H

**F-2** Loveseat, Black & Chrome
61”L x 37”D x 35”H

**F-3** Chair, Black & Chrome
43”L x 37”D x 35”H

**F-4** Cocktail Table, Chrome & Glass
45”L x 32”D x 18”H

**F-5** End Table, Chrome & Glass
25”Diameter x 21”H

---

**Barcelona**

**G-1** Chair, Red Barcelona
31”L x 35”D x 33”H

**G-2** Ottoman, Red Barcelona
24”L x 24”D x 17”H

**G-3** Chair, White Barcelona
31”L x 35”D x 33”H

**G-4** Ottoman, White Barcelona
24”L x 24”D x 17”H

**G-5** Chair, Black Barcelona
31”L x 35”D x 33”H

**G-6** Ottoman, Black Barcelona
24”L x 24”D x 17”H
**Melrose**

- **H-1** Sofa, Red Swirl
  78”L x 41”D x 30”H

- **H-2** Chair, Red Swirl
  40”L x 36”D x 30”H

- **H-3** Bench, Red Swirl
  61”L x 21”D x 17”H

**Sunburst**

- **H-4** Sofa, Yellow & Chrome
  86”L x 32”D x 33”H

- **H-5** Loveseat, Yellow & Chrome
  71”L x 32”D x 33”H

- **H-6** Chair, Yellow & Chrome
  57”L x 32”D x 33”H

**Monaco**

- **H-7** Sofa, Orchid & Chrome
  80”L x 31”D x 31”H

- **H-8** Loveseat, Orchid & Chrome
  65”L x 31”D x 31”H

- **H-9** Chair, Orchid & Chrome
  44”L x 31”D x 31”H
**South Beach**

**I-1** Sofa, White
77”L x 34”D x 32”H

**I-2** Chair, White
53”L x 34”D x 32”H

**I-3** Bench, White
53”L x 27”D x 16”H

**I-4** Sofa, Red
77”L x 34”D x 32”H

**I-5** Chair, Red
53”L x 34”D x 32”H

**I-6** Bench, Red
53”L x 27”D x 16”H

**I-7** Cocktail Table, Chrome & Glass
45”L x 32”D x 18”H

**I-8** End Table, Chrome & Glass
25”Diameter x 21”H

**I-9** White

**I-10** Grey

**I-11** Black

**I-12** Red

**I-13** Grey

**I-14** Black

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*South Beach Lounge Areas*
### Havana

**J-1** Sofa, Havana Leather  
88”L x 38”D x 37”H

**J-2** Chair, Havana Leather  
47”L x 38”D x 37”H

**J-3** Cocktail Table, Havana  
50”L x 34”D x 18”H

**J-4** End Table, Havana  
28” Diameter x 22”H

**J-5** Wingback Chair, Blue  
34”L x 36”D x 45”H

**J-6** Wingback Chair, Burgundy  
34”L x 36”D x 45”H

**J-7** Desk Chair, Cherry  
16”L x 18”D x 39”H

**J-8** Writing Desk, Cherry  
48”L x 24”D x 30”H

**J-9** Sofa Table, Cherry  
44”L x 15”D x 27”H

**J-10** Cocktail Table, Cherry  
42”L x 23”D x 15”H

**J-11** End Table, Cherry  
23”L x 18”D x 20”H

**J-12** Table Lamp, Brass  
28”H
TABLES & CHAIRS

**Table, Black**

- **K-1** 24” Diameter Top x 29”H
- **K-2** 30” Diameter Top x 29”H
- **K-3** 36” Diameter Top x 29”H
- **K-4** 42” Diameter Top x 29”H

**Tall Cafe’ Table, Black**

- **K-7** 24” Diameter Top x 42”H
- **K-8** 30” Diameter Top x 42”H
- **K-9** 36” Diameter Top x 42”H

**Tall Cafe’ Table, Grey**

- **K-11** 30” Diameter x 42”H

**Table, Black & Glass**

- **K-13** 42” Diameter x 29”H

**Chair, Black Euro**

- **K-5** 22”L x 23”D x 28”H

**Chair, Black**

- **K-6** 21”L x 20”D x 28”H
- **K-10** 21”L x 20”D x 41”H
- **K-12** 20”L x 23”D x 51”H
- **K-14** 16”L x 18”D x 31”H

**Bar Stool, Black**

- **K-15** 16”L x 18”D x 42”H
- **K-10** 21”L x 20”D x 41”H

**Drafting Stool, Black**

- **K-12** Seat Height: 23”-33”
TABLES & CHAIRS

Table, Maple & Chrome

L-1 30”Diameter Top x 29”H
L-2 36”Diameter Top x 29”H

L-3 Chair, Maple & Chrome
16”L x 18”D x 31”H

L-6 Bar Stool, Maple & Chrome
16”L x 18”D x 42”H

L-7 Bar Stool, Maple Back
16”L x 19”D x 42”H

Tall Cafe’ Table, Maple & Chrome

L-4 30”Diameter Top x 42”H
L-5 36”Diameter Top x 42”H

L-10 Chair, Black & Chrome
16”L x 18”D x 31”H

L-13 Bar Stool, Black & Chrome
16”L x 18”D x 42”H

L-14 Bar Stool, Chrome Back
19”L x 14”D x 42”H

Table, Black & Chrome

L-8 30”Diameter Top x 29”H
L-9 36”Diameter Top x 29”H

Tall Cafe’ Table, Black & Chrome

L-11 30”Diameter Top x 42”H
L-12 36”Diameter Top x 42”H
**M-1** Table, Chrome & Glass  
36”Diameter Top x 29”H

**M-2** Chair, Black & Chrome  
16”L x 18”D x 31”H

**M-3** Tall Cafe’ Table, Chrome & Glass  
28”Diameter x 42”H

**Euro Stool**  
17”L x 17”D x 36”H

**M-4** Black & Chrome / **M-5** Red & Chrome

**M-6** Table, Chrome  
30”Diameter Top x 29”H

**M-7** Chair, Chrome  
24”L x 18”D x 29”H

**M-8** Tall Cafe’ Table, Chrome  
28”Diameter x 44”H

**M-9** Bar Stool, Chrome  
20”L x 16”D x 39”H

**M-10** Chair, Black & Blue  
20”L x 20”D x 32”H

**M-11** Bar Stool, Black & Blue  
20”L x 22”D x 45”H - Swivel

**M-12** Chair, Black & Red  
20”L x 20”D x 32”H

**M-13** Bar Stool, Black & Red  
20”L x 22”D x 45”H - Swivel
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<th><strong>N-3</strong> Table, Honey Oak Round</th>
<th><strong>N-4</strong> Chair, Black Sled</th>
<th><strong>N-5</strong> Chair, Grey Sled</th>
<th><strong>N-6</strong> Chair, Black Tub</th>
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<th><strong>N-7</strong> Table, Mahogany Round</th>
<th><strong>N-8</strong> Chair, Black &amp; Chrome Breuer</th>
<th><strong>N-9</strong> Chair, Grey &amp; Chrome Breuer</th>
<th><strong>N-10</strong> Chair, Grey Tub</th>
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CONFERENCE TABLES & CHAIRS

Conference Table, Maple
**O-1** 6 Ft.- 72”L x 36”D x 29”H
**O-2** 8 Ft.- 96”L x 48”D x 29”H

Conference Table, Mahogany
**O-3** 6 Ft.- 72”L x 36”D x 29”H
**O-4** 8 Ft.- 96”L x 48”D x 29”H
**O-5** 10 Ft.- 120”L x 48”D x 29”H

Conference Table, Honey Oak
**O-6** 6 Ft.- 72”L x 36”D x 29”H

Conference Table, Black Oval
**O-7** 6 Ft.- 72”L x 36”D x 29”H
**O-8** 8 Ft.- 96”L x 48”D x 29”H
**O-9** 10 Ft.- 120”L x 48”D x 29”H

Conference Table, Grey Oval
**O-10** 6 Ft.- 72”L x 36”D x 29”H
**O-11** 8 Ft.- 96”L x 48”D x 29”H

Conference Table, Black & Glass
**O-12** 5 Ft.- 60”L x 36”D x 29”H

Conference Table, Mahogany

Chair, Mesh Executive
**O-13** 28”L x 23”D x 38”H

Chair, Black Jr. Executive
**O-14** 24”L x 25”D x 38”H

Chair, Grey Jr. Executive
**O-15** 24”L x 25”D x 38”H

Chair, Black Tulip
**O-16** 22”L x 19”D x 36”H

Chair, Grey Jr. Executive
**O-17** 22”L x 19”D x 36”H
**P-1** Pedestal, Black
12”L x 12”D x 30”H

**P-2** Pedestal, Grey
12”L x 12”D x 36”H

**P-3** Pedestal, Black
12”L x 12”D x 42”H

**P-4** Pedestal, Black
12”L x 12”D x 30”H

**P-5** Pedestal, Grey
12”L x 12”D x 36”H

**P-6** Pedestal, Black
12”L x 12”D x 42”H

**P-7** Pedestal, Black
18”L x 18”D x 36”H

**P-8** Pedestal, Grey
18”L x 18”D x 42”H

**P-9** Pedestal, Grey
18”L x 18”D x 36”H

**P-10** Pedestal, Grey
18”L x 18”D x 42”H

**P-11** Pedestal, Black
24”L x 24”D x 42”H

**P-12** Pedestal, Grey
24”L x 24”D x 42”H

**P-13** Pedestal, Black w/ Locking Door & Tray
24”L x 24”D x 42”H

**P-14** Pedestal, White w/ Locking Door & Tray
24”L x 24”D x 42”H
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<td>Reception Counter</td>
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<td>Parson Desk</td>
<td>48&quot;L x 24&quot;D x 29&quot;H</td>
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<td>Tall Computer Table</td>
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<td>Computer Table</td>
<td>48&quot;L x 30&quot;D x 30&quot;H</td>
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<td>Drafting Stool</td>
<td>20&quot;L x 23&quot;D x 51&quot;H, Seat Height: 23&quot;-33&quot;</td>
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<td>Q-7</td>
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<td>Q-8</td>
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<td>Literature Stand, 6 Pocket</td>
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<td>Q-12</td>
<td>Literature Stand, Black Folding</td>
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**ACCESSORIES**

**R-1** Partition  
60"L x 71"H

**R-2** Mirror, Black Free Standing  
15"L x 71"H

**R-3** Etagere, Black  
33"L x 12"D x 72"H

**R-4** Refrigerator  
20"L x 20"D x 34"H

**R-5** Coat Rack  
21" Square Base x 68"H

**Bookcase, 48"**  
36"L x 12"D x 48"H  
**R-6** Grey  
**R-7** Black

**Bookcase, 72"**  
36"L x 12"D x 72"H  
**R-8** Grey  
**R-9** Black

**Filing Cabinet, 2-Drawer**  
15"L x 25"D x 29"H  
**R-10** Grey  
**R-11** Black

**Filing Cabinet, Black 4-Drawer**  
15"L x 25"D x 52"H

**Storage Cabinet, 42"**  
36"L x 18"D x 42"H  
**R-13** Grey  
**R-14** Black

**Storage Cabinet, Black 72"**  
36"L x 18"D x 72"H  
**R-15**

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<td>Red Swirl Chair</td>
<td>$250</td>
<td>M-8</td>
<td>60&quot; Mahogany Con Table</td>
<td>$325</td>
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<td>H-3</td>
<td>Red Swirl Bench</td>
<td>$180</td>
<td>M-9</td>
<td>60&quot; Mahogany Con Table</td>
<td>$325</td>
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<td>H-4</td>
<td>Yellow/Chrome Sofa</td>
<td>$415</td>
<td>M-10</td>
<td>60&quot; Mahogany Con Table</td>
<td>$325</td>
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<td>H-5</td>
<td>Yellow/Chrome Loveseat</td>
<td>$315</td>
<td>M-11</td>
<td>60&quot; Mahogany Con Table</td>
<td>$325</td>
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Please fax order to 407.648.2542
## Company Information

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>___________________________________________</th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td>_________________________________________________</td>
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<tr>
<td>Phone:</td>
<td>________________________ Fax: ______________________</td>
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<tr>
<td>E-Mail:</td>
<td>___________________________________________________</td>
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</tbody>
</table>

**ACCENT** will send an email or fax confirmation of your order, once we receive and reserve the product for your show.

### Delivery Information

<table>
<thead>
<tr>
<th>Event:</th>
<th>___________________________________________</th>
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<tbody>
<tr>
<td>Location:</td>
<td>_________________________________________________</td>
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<tr>
<td>Booth #:</td>
<td>_________________________________________________</td>
</tr>
<tr>
<td>Open Date:</td>
<td>_________________________________________________</td>
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<tr>
<td>Close Date:</td>
<td>_________________________________________________</td>
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<tr>
<td>Event Contact:</td>
<td>_________________________________________________</td>
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### Item # Table

<table>
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<tr>
<th>Item #</th>
<th>Description</th>
<th>Qty</th>
<th>Price</th>
<th>Total</th>
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### Credit Card Information

| Credit Card #: | | |
|----------------|------------------|
| Exp. Date:     | Mastercard       |
|                | Visa             |
|                | AMEX             |
|                | Discover         |

| Cardholders Name: | ___________________________________________ |
| (Please Print)    | | |

| Cardholders Signature: | | |

| TOTAL ORDER | | |
|-------------|------------------|
| MISCELLANEOUS | | |
| SUBTOTAL | | |
| TAX | | |
| TOTAL DUE | | |

- Orders received within 14 days of event are subject to a 20% Late Fee.
- 25% cancellation will be applied if canceled 7 days prior to event opening.
- Check or Credit Card must accompany order.
- 100% cancellation will be applied if canceled on day of deliver.
- All showsite orders are subject to a 25% service charge.

Please fax order to 407.648.2542