VISTA
CONVENTION SERVICES SOUTH

NCCN 18th Annual Conference:
Advancing the Standard of Cancer Care™

Westin Diplomat
Hollywood, FL
March 13-15, 2013
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Dear Exhibitor:

Vista Convention Services South is pleased to have been selected as the official service contractor for this exposition. 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 space assignments should be directed to:

NCCN 18th Annual Conference
Jennifer Tredwell
275 Commerce Drive, Suite 300
Fort Washington, PA 19034
Tel: (215) 690-0274
Email: tredwell@nccn.org

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

Customer Service
Vista Convention Services South
6901 NW 26th Avenue
Miami, FL 33147
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: vistasouth@vistacs.com

All questions regarding electricity, Audio/Visual equipment, telecommunications, photography, and floral for use in your booth should be directed to the appropriate service contractor shown within.

Included in this service kit are order forms for various items you may require for your exhibit. Vista 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:

**10x10 Booths:**
- 8’ High Back Drape - Black
- 3’ High Siderail - Black
- 1 - 6’ Draped Table - Black
- 1 - 7” x 44” ID Sign
- 1 - Wastebasket
- 2 - Chairs

**Table Tops**
- 1 - 6’ Draped Table - Black
- 1 - 7” x 44” ID Sign
- 1 - Wastebasket
- 2 - Chairs

*Please note: The exhibit floor is carpeted.*
Exhibit Area Installation & Dismantle

Set-up Date & Times
WEDNESDAY MARCH 13, 2013 - 11:00AM - 4:30PM

All prefabricated displays must be set and empty crates tagged for storage by 3:30PM on WEDNESDAY, MARCH 13, 2013.

Exhibit Dates & Times
WEDNESDAY MARCH 13, 2013 - 7:00PM - 9:00PM
THURSDAY MARCH 14, 2013 - 7:00AM - 5:00PM
FRIDAY MARCH 15, 2013 - 7:00AM - 4:00PM

Dismantle Date & Times
FRIDAY MARCH 15, 2013 - 4:00PM - 10:00PM

Please note: Freight not picked up by 7:00PM on FRIDAY, MARCH 15, 2013 will be re-routed through the house carrier.
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 authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional charges incurred as a result of showsite orders placed by your representative for this event.

**ORDER RECAP**

*Standard Booth Furnishings & Carpet Order Form ................................................................. $  
*Plush Booth Carpet Order Form................................................................. $  
*VCS Modular Rental Unit Order Form ................................................................. $  
*Special Signs Order Form ................................................................. $  
*Showcase Order Form................................................................. $  
Booth Cleaning Order Form................................................................. $  
Estimated Labor Order Form ................................................................. $  
Estimated Material Handling Order Form................................................................. $  

Subtotal $  

*Add 6% Sales Tax $  
Net Amount due to VISTA $ 

*Note: Services taxable in the state of FL.

**Indicate Payment Method**

Check # __________________________ Dated ___________ Amount $ __________ 

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:** ____________

Cardholder’s Name ____________________________ (Print or Type) 

Cardholder’s Address ____________________________ City ____________________________ State ____________________________ Zip ____________________________ 

Signature ____________________________ 

**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE**

Company Name ____________________________ Booth # ____________________________ 

Street Address ____________________________ Phone # ____________________________ 

City ____________________________ State ____________________________ Zip ____________________________ Fax # ____________________________ 

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

Signature ____________________________ Title ____________________________ 

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE
Limits of Liability and Responsibility

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.

2. Vista Convention Services South 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 shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors’ 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.

4. 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.

5. Vista Convention Services South 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 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 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 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 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 Charge 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
   Bank information call Vista Convention Services South (305) 673-1123 or e-mail: vistasouth@vistacs.com
   Wire transfers must be initiated and confirmed at least two weeks before move-in.
   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 CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by FEBRUARY 26, 2013.

Showsite 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. Prepayments 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. Telephone orders are not accepted.

Cancellation Policy: Items cancelled before the deadline date will be refunded at 50%. NO REFUNDS AFTER DEADLINE DATE.

Please Note: All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services South.
**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 or 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% of rental charges including applicable tax. No refunds after deadline date.

**Rental price includes delivery to and removal from your booth.**

<table>
<thead>
<tr>
<th>SEATING</th>
<th>QTY.</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upholstered Arm Chair (black only)</td>
<td>$56.25</td>
<td>72.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Chair (black only)</td>
<td>$41.75</td>
<td>54.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Padded Stool (black only)</td>
<td>$78.50</td>
<td>102.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACCESSORIES**

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY.</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round Pedestal Table (30” x 30” x 30”)</td>
<td>$76.00</td>
<td>98.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Pedestal Table (42” x 30” x 30”)</td>
<td>$98.50</td>
<td>128.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wastebasket</td>
<td>$18.75</td>
<td>24.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easel</td>
<td>$26.50</td>
<td>34.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Sign Frame (22” x 28”)</td>
<td>$70.00</td>
<td>80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bag Holder</td>
<td>$23.75</td>
<td>30.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8” Stanchion</td>
<td>$87.50</td>
<td>113.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crossbar</td>
<td>$23.75</td>
<td>30.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garment Rack</td>
<td>$70.00</td>
<td>90.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature Rack</td>
<td>$87.50</td>
<td>113.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STANDARD CARPET**

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

<table>
<thead>
<tr>
<th>Size</th>
<th>QTY.</th>
<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>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ x 20’</td>
<td>$236.90</td>
<td>306.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ x 30’</td>
<td>$353.30</td>
<td>459.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ x 40’</td>
<td>$471.25</td>
<td>613.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ x 50’</td>
<td>$588.90</td>
<td>766.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CUSTOM SIZE CARPET**

Price includes installation to fit booth space, protective covering, and edges taped. *INDICATE OVERALL DIMENSIONS:*

- ft. x ft. (100 sq. ft. minimum) $2.75 sq. ft. $3.40 sq. ft.

**CARPET PADDING**

<table>
<thead>
<tr>
<th>Size</th>
<th>QTY.</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price includes white vinyl top &amp; 3 sides</td>
<td>$1.05 sq. ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DRAPE RISERS**

<table>
<thead>
<tr>
<th>Size</th>
<th>QTY.</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Vinyl</td>
<td>$41.00</td>
<td>$53.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’ One Step</td>
<td>$61.00</td>
<td>$73.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ One Step</td>
<td>$61.00</td>
<td>$73.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DRAPE RISERS**

<table>
<thead>
<tr>
<th>Size</th>
<th>QTY.</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table to 42” high</td>
<td>$60.00</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ADD-Ons**

- raise & drape package $180.00

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**STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM**

**DEADLINE DATE:** FEBRUARY 26, 2013

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**Company Name**

**Street Address**

**City**

**State**

**Zip**

**Fax#**

**Ordered by (Print or Type)**

**Signature**

**Title**

---

**MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE**

8 Custom 12/2012
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)

QTY

TOTAL

_________ Square feet (200 square feet minimum) $3.50 per sq. ft. ______________

☐ FRENCH BEIGE  ☐ COLONY BLUE
☐ CHARCOAL GRAY  ☐ BLACK
☐ WHITE  ☐ CREAM
☐ NAVY

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

Company Name__________________________________________________________Booth #_____________________________
Street Address__________________________________________________________Phone #________________________________
City_________________________State___________Zip________Fax #__________

Ordered by (Print or Type)________________________________________E-Mail________________________
Signature____________________________________________________Title____________________________

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH
BOOTH CLEANING RATES

Please indicate your requirements:

☐ Daily - Vacuuming........................................................................................................................................... $0.32 per sq. ft.

☐ Once - Vacuuming before initial opening............................................................................................................. $0.37 per sq. ft.

Porter Service......................................................................................................................................................... Rates available upon request

Calculate total:

Size of booth: _____ x _____ = _____ sq. ft. x rate: _____ x No. Of Days: _____ = $ _____

(Minimum charge: 100 Sq. Ft. Per Day)

Price is based on total square footage of your booth space.

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become spoiled. We suggest you order cleaning service at least once prior to show opening.

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 or 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 REFUNDS AFTER DEADLINE DATE.
**VCS Modular Rental Units**

**Westin Diplomat**

**Hollywood, FL**

**March 13-15, 2013**

**DEADLINE DATE:**

**February 26, 2013**

- **VCS TableTop**
  - **Unit contains**
    - Lit Header - 70”x8”
    - 6’ Draped Table
    - White Foamcore or Grey Velcro panel
    - Vinyl Header
    - Custom Graphics Available
  - Price $500.00

- **VCS 10G**
  - **Unit contains**
    - Custom Header 10.5”x117”
    - 3-Graphic Panels
      - Panel size - 38 1/4”x87”
    - 2 - Arm Lights
  - Price $1,000.00

- **VCS G20**
  - **Unit contains**
    - 2-Custom Headers 10.5”x117”
    - 6-Graphic Panels
      - Panel Size - 38 1/4”x87”
    - 4 - Arm Lights
  - Price $1,900.00

- **Lockable Counters (White only)**

  **Optional Rental Accessories**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Side Rail (each)</td>
<td>$107.10</td>
<td>$______</td>
</tr>
</tbody>
</table>

  **Extra Shelves**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 - Shelf &amp; 2 - Brackets</td>
<td>$50.00</td>
<td>$______</td>
</tr>
</tbody>
</table>

  Sample pictures are of a 30” counter.

  **Custom units available. Please call for pricing.**

  All graphics must be sent per the graphic guidelines and sized according to the dimensions stated above.

**Header Copy:**

- **Lockable Counters (White only)**

**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 or 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 Refunds After Deadline Date.**

**All Charges Subject to Sales Tax (6%)**

**Mail or Fax to Vista Convention Services South Before Deadline Date**

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**Custom**

**12/2012**
Pricing and Payment Details:

1. Over 10 words add $2.25 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%
7. Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS3, Photoshop CS3, Quark Express 6.1 or Adobe InDesign CS3. For further details, refer to the Graphic Guidelines page.

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**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 or 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 REFUNDS AFTER DEADLINE DATE.

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**Order Form:**

**Company Name:**

**Street Address:**

**City**

**State**

**Zip**

**Phone #**

**Fax #**

**Ordered by (Print or Type):**

**Signature:**

**Title:**

**MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE**
Graphic Guidelines

We can accept graphic files created with the following programs:

- Adobe Acrobat Professional 8.0
- Adobe Illustrator CS3
- Photoshop CS3
- Quark Express 6.1
- Adobe InDesign CS3

We prefer to work with Adobe Acrobat high resolution PDF files. However we will also accept:

Files created on a Mac or Windows platform are equally acceptable. Except Quark Express files created on a Mac, those graphics must be sent as high resolution PDF files.

Whenever possible, we prefer artwork saved as vector files, which can be resized without losing resolution. ALL vector files MUST have fonts converted to outlines or curves.

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions. If uncertain as to requirements please consult us before sending files.

Files which have been created for web publication, or logos which are scanned from letterheads are NOT accepted for large format digital printing.

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

Color Matching
Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the Pantone color matching system is the preferred method.

Sending Files
Files which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we would prefer files sent on a CD. When preparing files please be sure to save all text as curves or outlines and/or include all the fonts which you have used to create your files (true or open type font only). If you have any questions, please contact us before sending your files.

Forward any graphics to our office:

Vista Convention Services South
6901 NW 26th Avenue
Miami, FL 33147
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: vistasouth@vistacs.com
Showcases

FULL VISION  
HALF VISION  
QUARTER VISION

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

Regular Wall Case - 84” High  
See through Wall Case - 84” High

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

Please indicate your requirements:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Type of Showcase</th>
<th>Price - Each</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>6’ Full Vision</td>
<td>$396.75</td>
<td>$____</td>
</tr>
<tr>
<td>___</td>
<td>6’ Half Vision</td>
<td>$396.75</td>
<td>$____</td>
</tr>
<tr>
<td>___</td>
<td>6’ Quarter Vision</td>
<td>$396.75</td>
<td>$____</td>
</tr>
<tr>
<td>___</td>
<td>6’ Regular Wall Case</td>
<td>$447.75</td>
<td>$____</td>
</tr>
<tr>
<td>___</td>
<td>6’ See through Wall Case</td>
<td>$566.50</td>
<td>$____</td>
</tr>
</tbody>
</table>

Please note: All showcase orders received after the deadline date will be charged an additional 30%
Rental price includes delivery to and removal from your booth space.

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 or 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 REFUNDS AFTER DEADLINE DATE.

Company Name_______________________________________Booth #_________________________
Street Address_________________________________________Phone #_________________________
City___________________________State_________ Zip__________Fax#____________________________
Ordered by (Print or Type)________________________________E-Mail__________________________
Signature____________________________________________Title__________________________

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE
Intent to Use Non-Official Contractors

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 South no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

2. The Non-Official Contractor must provide Vista Convention Services South with a valid and current Certificate of Insurance naming Vista Convention Services South as the Certificate Holder. This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

3. Failure to provide Vista Convention Services South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. 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 South Labor Desk.

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.
Limits of Liability and Responsibility for Labor

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.

2. Vista Convention Services South 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 shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors’ 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.

4. 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.

5. Vista Convention Services South 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 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 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 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.
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>
<tr>
<td>CHECK ITEMS TO BE BILLED TO THIRD PARTY:</td>
<td></td>
</tr>
<tr>
<td>All Services</td>
<td>Air Freight</td>
</tr>
<tr>
<td>Material Handling/In and Out</td>
<td></td>
</tr>
<tr>
<td>I&amp;D Labor</td>
<td>Rental Furniture and Carpet</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>MasterCard</th>
<th>Visa</th>
<th>American Express</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate</td>
<td>Personal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Cardholder’s Signature

Print Name

Cardholder’s Billing Address City State Zip Country

**THIRD PARTY NAME:**

**CONTACT PERSON:**

**SIGNATURE:**

**SHOW SITE REPRESENTATIVE:**

**PHONE NUMBER:**

**FAX NUMBER:**

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

**DISCOUNTED DEADLINE DATE:** TUESDAY, FEBRUARY 26, 2013
### Display Labor for Installation and Dismantling of Exhibits

**Display Labor Rates:**

<table>
<thead>
<tr>
<th></th>
<th>Straight Time</th>
<th>Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$63.40 per hour</td>
<td>$95.10 per hour</td>
</tr>
<tr>
<td>One hour minimum per worker</td>
<td></td>
<td>One hour minimum per worker</td>
</tr>
<tr>
<td>Thereafter 1/2 hr. increments</td>
<td></td>
<td>Thereafter 1/2 hr. increments</td>
</tr>
</tbody>
</table>

**ST:** 8:00AM to 3:30PM  
**OT:** Before 8:00AM and after 3:30PM

**ST:** Monday through Friday  
**OT:** Monday through Friday and all hours on Saturday and Sunday

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

PLEASE 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 the type of labor requested:

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

<table>
<thead>
<tr>
<th>No. Men</th>
<th>Date</th>
<th>Time</th>
<th>Approx. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set-up</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **PLAN B - VISTA CONVENTION SERVICES SUPERVISION** - Hourly rate plus 35% Supervision Charge/Minimum $35.00

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 (Shipping Address):

**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: ____________

**EXPIRATION DATE:**

**CREDIT CARD:**
- [ ] M/C  [ ] Visa  [ ] Amex  **ACCOUNT NUMBER:**

CARDHOLDERS SIGNATURE: ____________________________  CARDHOLDERS NAME: ____________________________

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH
Union Jurisdictions

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 fulltime company personnel. Labor may be employed by completion of labor forms enclosed in the exhibitor 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 laborer 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 page. 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 dock at all times. If you wish to unload or load you must report to the Vista Convention Services South Service Desk. Do not proceed to the docks until told to do so.

Vehicle must not be left to 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 and Shipping Information pages for more information.

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.
Material Handling Services & Rates

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. **Please note: 200lbs. minimum for this service.**

**Crated and/or Skidded Floor Load Shipments including Special Handling**

These shipments include ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments. All freight received at the warehouse and/or showsite that must be moved in or out of your booth before 8:00AM or after 3:30PM on weekdays or anytime on Saturday, Sunday or holidays will be charged **overtime**.

<table>
<thead>
<tr>
<th>Type of Rate</th>
<th>Price per CWT (Minimum charge 200 lbs.)</th>
<th>Total CWT (1CWT=100 lbs.)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Rate</td>
<td>$125.40 per CWT</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Showsite Rate</td>
<td>$131.35 per CWT</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>OT Rate</td>
<td>$164.20 per CWT</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Shipping Information

What you should know:

* As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.

* Please prepay all shipping charges. Vista Convention Services South cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by Vista Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. This estimate will be binding on both parties and no adjustments will be made after the show closes.

* **Do not ship uncrated materials to the warehouse!** Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.

* Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, Vista Convention Services South will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.

* Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered “special handling” and are charged at higher rates.

* All shipments for the show received either in advance or at showsite will be charged material handling by Vista Convention Services South. Refer to the Material Handling Service and Rates Form.

* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the Material Handling Service and Rates Form.

* If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services South, the exhibitor is required to use Vista Convention Services South labor for booth installation.

Material Handling includes:

* Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
* Delivering materials to your booth at showsite.
* Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the show.
* Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your showsite Bill-of-Lading.

Material Handling does not include:

* Labor and/or equipment for uncrating, unskidding, assembling, position, leveling, dismantling, recrating and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed. Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).
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 IN ADVANCE TO THE WAREHOUSE:

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

TO: NCCN 18th ANNUAL CONFERENCE  
(Exhibiting Company’s Name & Booth Number) 
C/O VISTA CONVENTION SERVICES SOUTH  
6901 NW 26th AVENUE  
MIAMI, FL 33147

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning FEBRUARY 11, 2013.
- Shipments received after the deadline of MARCH 5, 2013 will be charged an additional 25% surcharge.
- Shipments received after 3:30PM will be charged an overtime rate.
- Advance warehouse receiving hours are Monday through Friday, 8:00AM to 3:30PM
- Carriers checking in after 3:30PM Monday through Friday will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOWSITE:

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

TO: NCCN 18th ANNUAL CONFERENCE  
(Exhibiting Company’s Name & Booth Number)  
WESTIN DIPLOMAT RESORT & SPA  
C/O VISTA CONVENTION SERVICES SOUTH  
3555 SOUTH OCEAN DRIVE  
HOLLYWOOD, FL 33019

Showsite shipments will be received beginning:  
TUESDAY, MARCH 12, 2013 AT 2:00PM AND WEDNESDAY, MARCH 13, 2013 FROM 8:00AM - 4:00PM.  
SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE  
AND/OR CHARGED AN ADDITIONAL FEE.
Shipping Instructions (continued)

Shipping Outbound from Showsite

- 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 showsite.
- When shipping to separate destinations, a separate Bill-of-Lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

<table>
<thead>
<tr>
<th>FROM:</th>
<th>(Your Company Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOTH #:</td>
<td></td>
</tr>
<tr>
<td>SHOW NAME:</td>
<td>NCCN 18th ANNUAL CONFERENCE</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>WESTIN DIPLOMAT</td>
</tr>
<tr>
<td>TO:</td>
<td>(Shipping Address)</td>
</tr>
</tbody>
</table>

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than **7:00PM on MARCH 15, 2013**.

**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 Tradeshows Freight Services) must be checked in no later than **7:00PM on MARCH 15, 2013**.
Limits of Liability for Material Handling

* Vista Convention Services South shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

* Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material 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 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’s 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's 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.

* 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 or damage to an exhibitor's 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 construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

* Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

* Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

* Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista South assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.

* Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, Vista South reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista South.
Important Freight Information

Definition of Special Handling:
“Shipments that are loaded in such a manner as to require additional labor to unload, sort and deliver.”

Vista Convention Services South uses the following definitions in assessing Special Handling surcharges for material handling:

- **Ground Load/Unload** - Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.

- **Side Door Load/Unload** - Shipments that cannot be accessed from the rear of the trailer.

- **Constricted Space Load/Unload** - Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).

- **Designated Piece Load** - Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.

- **Stacked Shipments** - Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.

- **Mixed Shipments** - Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.

- **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.
Material Handling Special Services

Empty Storage
Those exhibitors who elect to hand-carry in one trip items into the exhibit hall without the assistance of Vista Convention Services South may acquire on-site storage for empty containers based on the following rates: $20.00 per carton and $30.00 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

Mobile Unit Spotting
Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services South supervision services at the rate of $275.00 round-trip per mobile unit. A representative from Vista Convention Services South will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

Shipments Returned to Warehouse
At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is $50.00 up to the first 100 lbs. For shipments over 100 lbs, a fee of $25.00 per cwt. on straight time and $30.00 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

Special Rates and Services
Steel banding is available at $1.05 per linear foot, plus one-half hour minimum labor.

UPS & FEDEX Shipments
A fee of $75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services South Warehouse.
ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: ____________________________________________
________________________________________________
________________________________________________

TO: ______________________________________________
(EXHIBITOR NAME)                                     (BOOTH #)

NCCN 18th ANNUAL CONFERENCE
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN MARCH 5, 2013.
RECEIVING 8AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM.
ON-SITE DIRECT SHIPMENTS ONLY

FROM: __________________________________________
       __________________________________________
       __________________________________________

TO: __________________________________________
     (EXHIBITOR NAME) __________________________
     (BOOTH #) __________________________

NCCN 18th ANNUAL CONFERENCE
WESTIN DIPLOMAT
C/O VISTA CONVENTION SERVICES SOUTH
3555 SOUTH OCEAN DRIVE
HOLLYWOOD, FL 33019

ON-SITE DIRECT SHIPMENTS ONLY

FROM: __________________________________________
       __________________________________________
       __________________________________________

TO: __________________________________________
     (EXHIBITOR NAME) __________________________
     (BOOTH #) __________________________

NCCN 18th ANNUAL CONFERENCE
WESTIN DIPLOMAT
C/O VISTA CONVENTION SERVICES SOUTH
3555 SOUTH OCEAN DRIVE
HOLLYWOOD, FL 33019

FOR ON-SITE DIRECT SHIPMENTS ONLY

FROM: __________________________________________
       __________________________________________
       __________________________________________

TO: __________________________________________
     (EXHIBITOR NAME) __________________________
     (BOOTH #) __________________________

NCCN 18th ANNUAL CONFERENCE
WESTIN DIPLOMAT
C/O VISTA CONVENTION SERVICES SOUTH
3555 SOUTH OCEAN DRIVE
HOLLYWOOD, FL 33019

ON-SITE DIRECT SHIPMENTS ONLY

FROM: __________________________________________
       __________________________________________
       __________________________________________

TO: __________________________________________
     (EXHIBITOR NAME) __________________________
     (BOOTH #) __________________________

NCCN 18th ANNUAL CONFERENCE
WESTIN DIPLOMAT
C/O VISTA CONVENTION SERVICES SOUTH
3555 SOUTH OCEAN DRIVE
HOLLYWOOD, FL 33019
### EXHIBITOR INFORMATION

(Please write clearly)

- **Company Name**: ____________________________________
- **Billing Contact**: _____________________________________
- **Billing Address**: _____________________________________
- **City, State, Zip**: ____________________________
- **Delivery Contact**: ________________________________
- **Billing Phone**: ___________________________________
- **Booth #**: ________________________________
- **Fax**: __________________________________________
- **Onsite Cell #**: ________________________________
- **Email Address**: ___________________________________

### NCCN 18th Annual Conference

**March 13-17, 2013**

**The Westin Diplomat**

### LEAD RETRIEVAL SOLUTIONS:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>IF ORDERED BY: 2/25/2013</th>
<th>IF ORDERED AFTER: 2/25/2013</th>
<th>QTY</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Swiftium Handheld-ONLINE</strong> 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><strong>OPTIONAL-- Custom Qualifying Questions</strong></td>
<td>$55.00</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OPTIONAL-- Booth Delivery &amp; Setup</strong></td>
<td>$65.00</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OPTIONAL-- Mini Printer</strong></td>
<td>$55.00</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OPTIONAL-- Damage Waiver</strong></td>
<td>3% of rental</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OPTIONAL-- Post Show Leads Backup</strong></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.

### 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/MC  ____ 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. ***

---

**RATES ARE FOR THE ENTIRE SHOW**

Blackberry Handheld

**PAYMENT INFORMATION**

**EXHIBITOR INFORMATION**

After you send or fax this form to PCR, you will receive a Confirmation of your order from PCR. This will be your

---

**PAYMENT INFORMATION**

**EXHIBITOR INFORMATION**

After you send or fax this form to PCR, you will receive a Confirmation of your order from PCR. This will be your

---

**PAYMENT INFORMATION**

**EXHIBITOR INFORMATION**

After you send or fax this form to PCR, you will receive a Confirmation of your order from PCR. This will be your

---

**PAYMENT INFORMATION**

**EXHIBITOR INFORMATION**

After you send or fax this form to PCR, you will receive a Confirmation of your order from PCR. This will be your
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 # ________________________________
ELECTRICAL SERVICE INSTRUCTION AND INFORMATION FORM

Order Online at www.eddhelmstradeshows.com. You can create a Login and Password or place your order as a “guest.”
Enter Event ID# 723BYTD
Complete the Exhibitor Information fields and continue to the order form.

Order must be placed online no later than February 28, 2013 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 iklawans@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.
### Item List

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate</th>
<th>Qty</th>
<th># Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop – Windows XP, Office 2010</td>
<td>$300</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>19&quot; LCD Monitor -15 pin VGA input only</td>
<td>$175</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>32&quot; HDTV LCD Monitor (stand not included)</td>
<td>$350</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>50&quot; HDTV LCD Monitor (stand not included)</td>
<td>$650</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Monitor Floor Stand for 32&quot; &amp; 50&quot; monitors</td>
<td>$125</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Blu-Ray Player Single Disk (requires a monitor)</td>
<td>$100</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>DVD Player Single Disk (requires a monitor)</td>
<td>$100</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>House Cable Patch (HD Satellite available by request)</td>
<td>$150</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>1 Speaker Sound System</td>
<td>$150</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Computer Audio Package</td>
<td>$75</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

**Subtotal** - Add up all the Totals = _______

**Service Charge** – Min. $75 or 23% of subtotal (whichever is greater) = _______

**State Sales Tax** – 6% of subtotal and service charge = _______

**TOTAL DUE** – sum of subtotal, service charge and tax = _______

---

**Tell us a little about the event…**
- Event Name:
- Event Dates:
- Event Location:

**Tell us a little about yourself…**
- Your Name: ____________________________
- Company Name: __________________________________________
- Address: _________________________________________________________
- City, State, Zip: ____________________________________________
- Phone: ______________________ Fax: ___________________ Email: _____________________________________

---

**Just a little more information…**
- On-Site Contact: ____________________________
- Booth #:_______________________________
- On-Site Cell Phone: ____________________________________________
- Delivery Date/Time:  @
- Pick Up Date/Time:  @

---

**What do you need?**

**What you need to know…**

Please note that physical mounting of equipment to exhibit booths is prohibited.

Set up days are considered the 1st day of the rental period.

**TAX EXEMPTION:** Florida state law mandates that you must provide a valid, non-expired tax exemption certificate for the State of Florida BEFORE any sales taxes are exempted.

**CANCELLATIONS:** 7 day notice to be given to avoid a 50% charge of order total. Any cancellations within 48 hours of delivery will be billed at full price. Cancellations due to weather will be billed at full price.

**LABOR:** Technician labor, if required, is subject to the prevailing hourly rate with a 5 hour minimum. PSAV reserves the right to determine if labor is required. On-site additions are subject to additional labor and/or delivery charges.

---

Fax this form to: (954) 456-3179 Attn: PSAV Sales

SIGNATURE as acceptance of this form in it’s entirety:
Credit Card Consent / Security Deposit Form

PSAV LOCATION NUMBER: _________ Property Name: __________________________

<table>
<thead>
<tr>
<th>Credit Card Type:</th>
<th>American Express___ Discover___ MasterCard___ Visa___</th>
</tr>
</thead>
</table>


Expiration Date:    ____________________________________________

Cardholder’s Name:   __________________________________________
(As it appears on credit card)

Cardholder Billing Address: ______________________________________
ZIP Code:   _______

Cardholder email address: _________________________________________

Cardholder’s Phone Number:  ______________________________________

Customer Name:  ________________________________________________
(Name as it should appear on the invoice)

Invoice/Order Number(s):  __________________________ Customer PO: __________________________
(If a PO # is not provided use loc # and Order ID XXXX XXXX)

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 attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature_________________________ Date______________________
## Advanced Rates

Pop Up Rates apply when the order is placed 7 or more days in advance to event.

## Pop Up Rates

apply when the order is placed within the 7 or less days advance to the event.

## Usage Charges

vary based on length of call, area called and amount of calls made.

## Estimated Total for this order (tax not yet applied)

$250.00

## Simple Speaker Phone

$50.00

$75.00

## TELECOM NEEDS

In House calls can be made and received with any of the phone lines assigned.

<table>
<thead>
<tr>
<th>Types of Phone Lines (Standard, House Phone included)</th>
<th>Quantity</th>
<th>Advanced Rates</th>
<th>Pop Up Rates</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In House phone line</strong> - (Outgoing Only) Local and 800 calls. Can be used as credit card line as well.</td>
<td></td>
<td>$75.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td><strong>Long Distance Line</strong> - (Outgoing Only) Local and long distance calls.</td>
<td></td>
<td>$150.00</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td><strong>Analog Phone with Direct &amp; Inward Dialing</strong> - (Incoming and Outgoing) Can make and receive local, 800 and long-distance calls directly to assigned extension. Can also be used as a fax.</td>
<td></td>
<td>$200.00</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td><strong>Polycom Conference Phone with Direct &amp; Inward Dialing</strong> - (Incoming and Outgoing) Can make and receive local, 800 and long-distance calls directly to assigned extension.</td>
<td></td>
<td>$200.00</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td><strong>Additional Equipment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please Circle one - **WIRED** or **WIRELESS**

If you choose to bring in your own hub to supply additional connections, the charge of $100 for additional internet feed will still apply.

Also, a charge of $200 will be incurred for the properties hubs not returned at the end of the event.
Pre-Show Standards

- To ensure a smooth event, we request that you schedule rigging services along with a scaled plot (.DWG, or .VWX) at least 21 days prior to load-in. Please use our quick and easy online form to schedule your event: [http://riggingadvance.psav.com/](http://riggingadvance.psav.com/). If this form and plots are not received at least 14 days prior to load in, double time labor rates will apply. For questions, rates, or CAD drawings, please contact the Rigging Manager, Steve Ferrara sferrara@psav.com, 954-602-8963 or our Director of Sales, Kevin Keogh kkeogh@psav.com, 954-602-8970.

- Please ensure the rigging plot contains the reflective ceiling plan and includes all flown equipment and per point load calculations. Plot acceptance is dependent upon a comprehensive safety review, based on OSHA/ANSI compliance, Industry Standard, and manufacturer guidelines. A great time saving option is to have PSAV draft the CAD drawing and run load calculations for you, which we are happy to do for a standard fee.

On-Site Practices

- PSAV must make all attachments to the ceiling, and is the exclusive provider of rigging labor, aerial lifts, and motorized chain hoists. Also, please make use of our onsite inventory of truss.

- Changes to the previously approved CAD Plot will require PSAV approval and result in additional charges.
Rigging Equipment Guidelines

- All connections to the ceiling or supporting structure of the Hotel must be made by PSAV riggers.
- Flown equipment may only be moved by PSAV riggers.
- PSAV will not dead hang items over 100 pounds or over 10’ in length with a scissor lift. PSAV provided crank-towers or chain hoists must be used.
- All rigging hardware, truss, or other structures must meet OSHA/ANSI specifications for overhead use. Nuts and bolts must be rated. Wire rope clips, eyebolts, and other hardware must be forged, and/or rated for overhead use. Structural engineering documents are required for custom built truss and other structures.
- A steel safety is required on each item hanging from the truss as well as a backup for synthetic slings.
- There is no rigging allowed from the air-wall tracks anywhere in the building.
- All flown signage or equipment in a public area or meeting space must trim at least 8’ off the floor.
- Additional weight cannot be applied on flown equipment after riggers leave the room.

- Any rigging modifications performed without the supervision of PSAV riggers will be subject to fines (a 2 rigger minimum call) and possible shut down until such changes are inspected and approved by PSAV, all at the expense of the group or production company responsible.
- A scissors lift is required for all rigging calls at the hotel. PSAV has lifts on site and available for rent. The on-site scissors lifts are the only lifts that can be used at The Westin Diplomat.
- Since scissors lifts are not designed or permitted by OSHA or the manufacturer to pick up large looms of cable, any cable picks with more than 4 multi-cables must have a motorized cable bridge. Please note that this applies to Great Hall only, no cables may be picked point to point on the ballroom level.
- In accordance with OSHA standards, any scissor lift operator other than PSAV riggers must present documentation verifying that they have been trained in the safe use of aerial work platforms (scissors lifts).
- Under no circumstances may a person be suspended by, walk or climb upon any point or supporting structure attached to the ceiling.

C.M. Prostar Hoist
- 2005 Model 2127S (3 ph.)
- 30’ lift @ 8’ per min
- Total weight 49lbs. (including chain)
- 1000lbs. lifting capacity.
- Fits inside 12” box truss
- Motion Labs 7 Pin control system
- Custom case protects hotel carpet from chain lube.
Rigging labor:

- All rigging crews will consist of a minimum of 2 riggers, however the number of riggers and equipment required for your event will be determined by PSAV.
- Five (5) hour minimums will apply on all calls. Time beyond five (5) hours will be billed in hourly increments.
- A 30 minute meal break is required every five (5) hours. A meal penalty will apply for each hour worked beyond five (5) hours without a break, equal to one straight time hour per rigger until a break is provided.
- Riggers will remain onsite until truss is at trim and motor power has been disconnected.
- Please note that any call changes or cancelations must be made with a minimum of 24 hour notice. Cancellations made with less than 24 hour notice will be billed at the minimum rigging call times for the number of scheduled riggers.
- All changes in labor calls must be made with the PSAV hotel Director of Event Technology. Onsite rigging staff cannot change call times.
Diplomat Great Hall Level Standards

- Attachments in the Great Hall are made to a 3" pipe grid or to the structural steel above. 1000 pounds may be applied to each pipe grid intersection which are on 8’ centers. Also a maximum 500 pound load can be applied anywhere along the spans between intersections. In addition to the pipe grid, 1000 pounds can be hung per panel point to the structural steel. Please see CAD drawing for pipe grid and steel locations.

- Bridling is not permitted in the Great Hall. All rigging attachments must be dead-hung off of the pipe grid or the structural steel above the pipe grid.

- The use of chain hoists is allowed on the Great Hall level; PSAV is the exclusive provider of chain hoists for the Westin Diplomat Resort and Spa.

Diplomat Ballroom Level Standards

- All ballrooms have finished ceilings and the only rigging permitted is to the skyhooks. The skyhooks are rated for 750 pounds, dead load only, meaning the use of motorized and manual chain hoists is not permitted. The truss is set on crank-towers, loaded with lights, audio, video, cranked to trim and then dead-off. No dynamic load may be applied to the skyhooks.

- **CHAIN HOISTS CANNOT BE USED ON THE POINTS.**

- Please refer to the CAD files for exact locations of the rigging points.

- There is no access above the finished ceiling. The supporting structure of this level is concrete.

- Cable picks are not permitted due to the distance between points. The truss should be run to the wall and cables dropped at the wall or desired location from the truss.

Aerial Acts

- Aerial acts, in which performers are flown, require special procedures and approvals. These acts are possible to rig in the Great Hall. If you wish to put on an aerial act on the ballroom level, it must be ground supported. Please contact our Rigging Manager, Steve Ferrara sferrara@psav.com, 954-602-8963, for more information
# Rigging Equipment & Labor Rates

**Great Hall Level Rigging Point Charges:**
(Includes Prostar Hoist)

- $215 Daily rate per motor point

**Ballroom Level Rigging Point Charges:**
Genie Super Towers Required:

- $65 Daily rate per rigging hang point
- $225 Daily rate

**PSAV CAD Design Fee:**
(additional charges will apply per revision)

- $250 – Original design

**Rigging Plot CAD Safety Review:**
Required for all non-PSAV designed rigging plots.
(Additional charges will apply per revision)

- $250 – Initial CAD approval

## Scissor lift rental:

- $325 – Daily rate
- $750 – Weekly rate

Scissor lift rental pricing is subject to availability and should be confirmed 14 days prior to your event. Scissor lifts are required for the provided riggers and available for show rental.

**Poly-Tak carpet protection is required for all events at the Westin Diplomat.** The amount of Poly-Tak required will be determined by PSAV and if provided by PSAV, a charge of $750 per 2000 sq. ft. roll will apply.

## Labor Rates

- **Monday — Friday 7am - 5pm**
  - $90/hr.
- **Monday — Friday 5pm – 12 midnight**
  - $135/hr.
- **Monday — Sunday 12 midnight - 7am**
  - $180/hr.
- **Saturday 7am - 12 midnight**
  - $135/hr.
- **Sunday 7am - 12 midnight**
  - $170/hr.
- **Holidays — All Day**
  - $170/hr.

## Holidays


- All prices are subject to change without notice.
- A Service Charge of 23% will apply to all Rigging Services.
Rigging Instructions

Step #1
For questions, up-to-date CAD backgrounds of our facilities and/or rates, please e-mail your request to:

Kevin Keogh, Director of Sales  
Westin Diplomat Resort & Spa  
954.602.8970 Office  
Email to: kkeogh@psav.com

Steve Ferrara, Rigging Manager  
Westin Diplomat Resort & Spa  
954.553.4001 Mobile  
Email to: sferrara@psav.com

Step #2
Schedule rigging services along with a scaled plot (.DWG, or .VWX) and a detailed production schedule at least 21 days prior to load-in. Use our quick and easy online form to schedule your event [http://riggingadvance.psav.com/](http://riggingadvance.psav.com/). The PSAV Rigging Manager will then be in touch if any adjustments are required or if there are any questions that need to be answered. The approval process may take up to 7 business days.

Step #3
The PSAV Rigging Manager will then forward your approved request to the PSAV sales team. The PSAV sales team will provide a rigging estimate for your review and confirmation along with verification of your proposed rigging plot.

Kevin Keogh
Director, Sales
PSAV® Presentation Services

Westin Diplomat Resort & Spa
3555 South Ocean Drive
Hollywood, FL 33019

Direct: 954.602.8970  
Fax: 954.456.3179  
[Visit us on the Web](http://www.psa.com)
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>________</td>
<td>4’ – 5’ GREEN PLANT</td>
<td>$44.00</td>
<td>________</td>
</tr>
<tr>
<td>________</td>
<td>6’ – 7’ GREEN PLANT</td>
<td>$64.00</td>
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<tr>
<td>________</td>
<td>8’ – 9’ GREEN PLANT</td>
<td>$94.00</td>
<td>________</td>
</tr>
<tr>
<td>________</td>
<td>POTTED MUMS: Choose Color</td>
<td>$24.00</td>
<td>________</td>
</tr>
<tr>
<td>White</td>
<td>Yellow</td>
<td>Bronze</td>
<td>Lavender</td>
</tr>
<tr>
<td>________</td>
<td>SEASONAL FLOWERING PLANT</td>
<td>$24.00</td>
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</tr>
<tr>
<td>________</td>
<td>BROMELIAD</td>
<td>$34.00</td>
<td>________</td>
</tr>
<tr>
<td>________</td>
<td>ORCHID PLANT</td>
<td>$44.00</td>
<td>________</td>
</tr>
<tr>
<td>________</td>
<td>BOSTON FERN</td>
<td>$24.00</td>
<td>________</td>
</tr>
</tbody>
</table>

FLORAL ARRANGEMENTS: CHECK ONE

- $50.00
- $75.00
- $100.00

TROPICAL__________ SEASONAL__________ HEIGHT__________ WIDTH__________

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!
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.
UPS Freight™ Trade Show Services

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

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

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

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On Service...

On Excellence

Accent

Tradeshow & Event Furnishings

www.GetAccent.com

Accent

On Service...

On Excellence

Accent

CUSTOM FURNITURE
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

A-7 Corner, Black Suede
33”L x 33”D x 28”H

A-8 Center, Black Suede
31”L x 33”D x 28”H

A-9 Half Ottoman, Black Suede
72”L x 36”D x 18”H

A-10 Cocktail Table, Black & Glass
48”L x 24”D x 17”H

A-11 End Table, Black & Glass
21”L x 21”D x 21”H

A-12 Floor Lamp
Black, 72”H

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

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

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

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

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

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

B-7 Chair, Green Suede
32”L x 34”D x 32”H

Newport
Laredo

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

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

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

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

C-5 Round End Table, Black & Chrome
23"Diameter x 20"H

C-6 Table Lamp, Black & Chrome
22"H

Bristol

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

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

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

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

D-5 Cocktail Table, Black Cylinder
30"Diameter x 15"H

D-6 End Table, Black Cube
24"L x 24"D x 20"H
South Beach

E-1 Sofa, White
77”L x 34”D x 32”H

E-2 Chair, White
53”L x 34”D x 32”H

E-3 Bench, White
53”L x 27”D x 16”H

E-4 Sofa, Red
77”L x 34”D x 32”H

E-5 Chair, Red
53”L x 34”D x 32”H

E-6 Bench, Red
53”L x 27”D x 16”H

E-7 Square Cocktail, White & Chrome
31”L x 31”D x 15”H

E-8 Rectangle Cocktail, White & Chrome
46”L x 23”D x 11”H

E-9 End Table, White & Chrome
20”L x 20”D x 19”H

Barcelona

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

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

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

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

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

F-6 Ottoman, Black Barcelona
24”L x 24”D x 17”H
**LOUNGE AREAS**

**Melrose**
- G-1 Sofa, Red Swirl  
  78"L x 41"D x 30"H  
- G-2 Chair, Red Swirl  
  40"L x 36"D x 30"H  
- G-3 Bench, Red Swirl  
  61"L x 21"D x 17"H

**Monte Carlo**
- H-1 Black Leather Sectional Loveseat  
  50"L x 38"D x 29"H  
- H-2 Black Leather Sectional Corner  
  40"L x 40"D x 29"H  
- H-3 White Leather Sectional Loveseat  
  50"L x 38"D x 29"H  
- H-4 White Leather Sectional Corner  
  40"L x 40"D x 29"H
Contempo

I-1 Curved Sofa, White Leather
71”L x 34”D x 30”H

I-2 Curved Bench, White Leather
71”L x 34”D x 17”H

I-3 Round Ottoman, White Leather
40”L x 40”D x 17”H

I-4 Curved Sofa, Black Leather
71”L x 34”D x 30”H

I-5 Curved Bench, Black Leather
71”L x 34”D x 17”H

I-6 Round Ottoman, Black Leather
40”L x 40”D x 17”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 Leather Glove Chair
30”L x 30”D x 32”H
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
48”L x 24”D x 18”H

J-4 End Table, Havana
24”L x 22”D x 22”H

J-5 Wingback Chair, Burgundy
35”L x 36”D x 45”H

J-6 Desk Chair, Cherry
16”L x 18”D x 39”H

J-7 Writing Desk, Cherry
48”L x 24”D x 30”H

J-8 Table Lamp, Brass
28”H

J-9 Half Round Banquette
59” L x 29”D x 39”H
Seat Height = 17” H

J-10 White Suede Cube
18”L x 18”D x 17”H

J-11 Black Leather Cube
18”L x 18”D x 18”H
### TABLES & CHAIRS

**K-1 Chair, Black Tulip**  
22"L x 19"D x 36"H

**K-2 Chair, Grey Tub**  
25"L x 25"D x 33"H

**K-3 Chair, Black Tub**  
25"L x 25"D x 33"H

**Tall Bar Table, Black (Textured Top)**  
- **K-7** 24" Diameter Top x 42"H
- **K-8** 30" Diameter Top x 42"H
- **K-9** 36" Diameter Top x 42"H

**K-1 Chair, Grey Tub**  
25"L x 25"D x 33"H

**K-5 Chair, Black Euro**  
22"L x 23"D x 28"H

**K-6 Chair, Jet Black**  
16"L x 18"D x 31"H

**Table, Black (Textured Top)**  
- **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

**K-10 Bar Stool, Black**  
21"L x 20"D x 41"H

**K-11 Bar Stool, Jet Black**  
16"L x 18"D x 42"H

**Stage Chairs**

**K-12 Stage Chair, Mocha Leather**  
28"L x 26"D x 32"H

**K-13 Chair, Black Tub**  
25"L x 25"D x 33"H

**K-14 Chair, Grey Tub**  
25"L x 25"D x 33"H

**K-15 Chair, Black Tulip**  
22"L x 19"D x 36"H
TABLES & CHAIRS

Table, Maple & Chrome (Laminant Top)
L-1 30” Diameter Top x 29”H
L-2 36” Diameter Top x 29”H

Tall Bar Table
Maple & Chrome (Laminant Top)
L-4 30” Diameter Top x 42”H
L-5 36” Diameter Top x 42”H

Table, Black & Chrome (Textured Top)
L-7 30” Diameter Top x 29”H
L-8 36” Diameter Top x 29”H

Tall Bar Table
Black & Chrome (Textured Top)
L-10 30” Diameter Top x 42”H
L-11 36” Diameter Top x 42”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

Table, Black & Chrome (Textured Top)
L-9 Chair, Black & Chrome
16”L x 18”D x 31”H

L-12 Bar Stool, Black & Chrome
16”L x 18”D x 42”H

L-13 Bar Stool, Chrome Back
19”L x 14”D x 42”H
L-14 Table, Black & Glass
42” Diameter x 29” H

L-15 Table, Chrome & Glass
36” Diameter Top x 29” H

L-16 Chair, Black
21” L x 20” D x 28” H

L-17 Tall Bar Table, Chrome & Glass
28” Diameter x 42” H

L-18 Wht & Chrome Swivel Stool
15” L x 15” D x 25”-33” H

L-19 Blk & Chrome Swivel Stool
15” L x 15” D x 25”-33” H

L-20 Table, Chrome
30” Diameter Top x 29” H

L-21 Chair, Chrome
24” L x 18” D x 29” H

L-22 Tall Bar Table, Chrome
28” Diameter x 42” H

L-23 Bar Stool, Chrome
20” L x 16” D x 39” H
TABLES & CHAIRS

M-1 Chair, Black & Blue
20”L x 20”D x 32”H

M-2 Bar Stool, Black & Blue
20”L x 22”D x 45”H - Swivel

M-3 Chair, Black & Red
20”L x 20”D x 32”H

M-4 Bar Stool, Black & Red
20”L x 22”D x 45”H - Swivel

M-5 Tall Bar Table, White & Chrome (Laminant Top)
30” Diameter x 42”H

M-6 Bar Stool, White & Chrome
17”L x 18”D x 35”H
Seat Height 25”- 31” - Swivel

Gelato Table
24” Diameter x 31” to 40” Adjustable Height
M-7 White
M-8 Grey
M-9 Black

Scoop Chair
17”L x 22” to 33” Adjustable Height
M-10 Red
M-11 Grey
M-12 Black
M-13 White
Desk Pedestals

N-1  12”L x 12”D x 30”H
N-2  12”L x 12”D x 36”H
N-3  12”L x 12”D x 42”H

N-4  12”L x 12”D x 30”H
N-5  12”L x 12”D x 36”H
N-6  12”L x 12”D x 42”H

N-7  18”L x 18”D x 36”H
N-8  18”L x 18”D x 42”H
N-9  18”L x 18”D x 36”H
N-10 18”L x 18”D x 42”H

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

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

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

N-14 Pedestal, White w/ Optional Tray & Locking Door
24”L x 24”D x 42”H

DISPLAY PEDESTALS
O-1  Martini Bar
50”L x 50”D x 47”H

O-3  Cosmopolitan Bar
72”L x 27”D x 42”H

O-2 Martini Bar with colored lighting option.
No Electric Required

O-4 Cosmopolitan Bar with colored lighting option. Electric Required

Suggested Layouts
O-5 Reception Counter
48"L x 16"D x 42.5"H

O-6 Contour Reception Counter with Literature Holder - Black
45"L x 21"D x 41"H

O-7 Contour Reception Counter with Literature Holder - Grey
45"L x 21"D x 41"H

O-8 Tall Computer Table
36"L x 30"D x 42"H

O-9 Computer Table
48"L x 30"D x 30"H

O-10 Parson Desk
48"L x 24"D x 29"H

O-11 Refrigerator
20"L x 20"D x 34"H

O-12 Coat Rack
21" Square Base x 68"H

O-13 Mirror, Black Free Standing
15"L x 71"H

O-14 Literature Stand, 6 Pocket
10"L x 9"D x 64"H

O-15 Literature Stand, Silver Folding
11"L x 15"D x 60"H

O-16 Literature Stand, Black Folding
11"L x 15"D x 60"H

O-17 Floor Lamp, Off-White Paper Shade
10"L x 10"D x 61"H
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<tr>
<th>Conference Table, Maple</th>
<th>Conference Table, Mahogany</th>
<th>Conference Table, Honey Oak</th>
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<td>P-1  6 Ft.- 72”L x 36”D x 29”H</td>
<td>P-3  6 Ft.- 72”L x 36”D x 29”H</td>
<td>P-6  6 Ft.- 72”L x 36”D x 29”H</td>
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<tr>
<td>P-2  8 Ft.- 96”L x 48”D x 29”H</td>
<td>P-4  8 Ft.- 96”L x 48”D x 29”H</td>
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<td>P-5  10 Ft.- 120”L x 48”D x 29”H</td>
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<th>Conference Table, Black &amp; Glass</th>
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<td>P-7  6 Ft.- 72”L x 36”D x 29”H</td>
<td>P-10 6 Ft.- 72”L x 36”D x 29”H</td>
<td>P-12 5 Ft.- 60”L x 36”D x 29”H</td>
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<td>P-8  8 Ft.- 96”L x 48”D x 29”H</td>
<td>P-11 8 Ft.- 96”L x 48”D x 29”H</td>
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<td>P-9  10 Ft.- 120”L x 48”D x 29”H</td>
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<td>P-14 Table, Honey Oak Round</td>
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16
R-1 Etagere, Black (Glass Shelves)
30”L x 14”D x 67”H

R-2 Etagere, Chrome (Glass Shelves)
30”L x 14”D x 67”H

Bookcase, 48”
36”L x 12”D x 48”H
R-3 Grey
R-4 Black

Bookcase, 72”
36”L x 12”D x 72”H
R-5 Grey
R-6 Black

Filing Cabinet, 2-Drawer
15”L x 25”D x 29”H
R-7 Grey
R-8 Black

R-9 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-10 Grey
R-11 Black

R-12 Storage Cabinet, Black 72”
36”L x 18”D x 72”H
S-1 Desk, Natural & Black
60”L x 30”D x 29”H

S-2 Credenza, Natural & Black
60”L x 20”D x 29”H

S-3 Desk, Honey Oak
60”L x 30”D x 29”H

S-4 Credenza, Honey Oak
66”L x 20”D x 29”H

S-5 Desk, Mahogany
60”L x 30”D x 29”H

S-6 Credenza, Mahogany
60”L x 20”D x 29”H

S-7 Desk, Grey
60”L x 30”D x 29”H

S-8 Credenza, Grey
60”L x 20”D x 29”H
Catalina

**T-1** Corner Lounge  
35”L x 35”D x 27”H

**T-2** Center Lounge  
35”L x 35”D x 27”H

**T-3** Cocktail Table  
35”L x 35”D x 11”H  
**T-3C** Cocktail Table w/ Cushion  
**T-3G** Cocktail Table w/ Glass

**T-4** End Table  
19”L x 19”D x 19”H
Barbados

T-6 Small Backrest Section
50”L x 33”D x 28”H

T-7 Large Backrest Section
50”L x 33”D x 28”H

T-8 Curve Section
50”L x 33”D x 11”H

T-9 End Section
31”L x 18”D x 11”H
T-9C End Section w/ Cushion
T-9G End Section w/ Glass
**Antigua**

**T-11** Corner Lounge  
30”L x 30”D x 28”H

**T-12** Center Lounge  
23”L x 32”D x 28”H

**T-13** Right Arm Lounge  
52”L x 32”D x 28”H

**T-14** Left Arm Lounge  
52”L x 32”D x 28”H

**T-15** Lounge Chair  
33”L x 32”D x 28”H

**T-16** Cocktail Table, White  
25”L x 51”D x 15”H

**T-17** End Table, White  
17”L x 17”D x 15”H
Montego

T-18 Lounge
86”L x 43”D x 31”H

T-19 Ottoman
74”L x 36”D x 14”H

T-20 6.5’ Table
78”L x 35”D x 30”H

T-21 Chair
20”L x 21”D x 34”H
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Please fax order to 407.648.2542
### Company Information

Company Name: ___________________________________________

______________________________

Address: _________________________________________________  

______________________________

Phone: ________________________  Fax: __________________

E-Mail: _________________________________________________

### Delivery Information

Event: _________________________________________________

Booth #: _____________________________________________

Location: _____________________________________________

Open Date: _____________________________________________

Close Date: _____________________________________________

E-Mail: _________________________________________________

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Exp. Date: __________

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Cardholders Name: ________________________________________

(Please Print)

Cardholders Signature: ________________________________

### Miscellaneous

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