NCCN 10th Annual Congress: Hematologic Malignancies™
October 16 – 17, 2015
San Francisco Marriott Marquis
**Exhibitor Kit Forms:**

- Booth Package & Contact Info
- Exhibit Area Installation & Dismantle
- Payment & Credit Card Authorization Form
- Limits of Liability & Responsibility
- Payment Policies
- Special Signs Order Form
- Graphic Guidelines
- Intent to Use Non-Official Contractors Form
- Limits of Liability & Responsibility for Labor
- Labor Order Form
- Material Handling Services and Rates
- Shipping & Material Handling Recap
- Shipping Information
- Shipping Instructions (Inbound & Outbound)
- Limits of Liability for Material Handling
- Shipping Labels (Advance & Showsite)

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**Additional Vendor Forms:**

- Electrical Services (Edlen)
- Audio/Visual Services (PSAV)
- Telecommunications (PSAV)
- UPS Freight Information
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 10th Annual Congress: Hematologic Malignancies
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:

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

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

Set-Up Dates & Times
Friday October 16, 2015 12:30pm-4:00pm

All prefabricated displays must be set and empty crates tagged for storage by 2:30pm on Friday, October 16, 2015.

Exhibit Dates & Times
Friday October 16, 2015 4:30pm-6:00pm
Saturday October 17, 2015 7:00am-3:35pm

Dismantle Dates & Times
Saturday October 17, 2015 3:35pm-5:00pm

Please Note: Freight not picked up by 5:00pm on Saturday, October 17, 2015 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Signs Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Estimated Labor Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Estimated Material Handling Order</td>
<td>$</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$</td>
</tr>
<tr>
<td>*Add 8.75% Sales Tax</td>
<td>$</td>
</tr>
<tr>
<td>Net Amount due Vista</td>
<td>$</td>
</tr>
</tbody>
</table>

*Note: Services taxable in the state of CA.

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

DEADLINE DATE:
FRIDAY, OCTOBER 2, 2015
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.
   Wire transfers must include the show name, company name and booth number.
   Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services South will charge the following fees:
   Domestic incoming wire transfer fee: $25.00
   International incoming wire transfer fee: $35.00

4. Credit Card
   Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by Friday, October 2, 2015.

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.
Special Signs

<table>
<thead>
<tr>
<th>Qty</th>
<th>Size</th>
<th>Digital Prints Advance Prices</th>
<th>Digital Prints after Deadline Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7” x 44”</td>
<td>$43.75</td>
<td>$53.50</td>
<td>$_____</td>
</tr>
<tr>
<td></td>
<td>14” x 22”</td>
<td>$52.00</td>
<td>$65.00</td>
<td>$_____</td>
</tr>
<tr>
<td></td>
<td>22” x 28”</td>
<td>$90.00</td>
<td>$110.00</td>
<td>$_____</td>
</tr>
<tr>
<td></td>
<td>28” x 44”</td>
<td>$133.00</td>
<td>$163.00</td>
<td>$_____</td>
</tr>
<tr>
<td></td>
<td>1 Meter x 8’</td>
<td>$182.00</td>
<td>$227.50</td>
<td>$_____</td>
</tr>
</tbody>
</table>

1. Easel back applied to sign quoted upon request.
2. All prices are for single sided-double sided quoted upon request.
3. Special sizes and materials quoted upon request.
   - Delivery time is not guaranteed on orders placed at showsite.
   - **All orders must be received ten days before show opens. Orders after Deadline Date will be subject to an additional 25% fee.**
   - Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS5, Photoshop CS5, or Adobe InDesign CS5. For further details, refer to the Graphic Guidelines page.

Vertical  | Horizontal

Color of Background
Color of Lettering

Please type desired copy below or attach a separate sheet.
GUIDELINES FOR SUBMITTING GRAPHICS

Vista Convention Services- Design/ Graphics Department/ Miami, Florida

Vista Convention Services
6901 NW 26th Ave.
Miami, FL 33147
Tel: (305) 836-3698
Fax: (786) 621-3536
E- Mail: Vistasigns2012@gmail.com

We can accept graphic files created with the following programs:

- Adobe Acrobat Professional 8.0
- Adobe Illustrator CS5
- Photoshop CS5
- Adobe InDesign CS5

We prefer to work with Adobe Acrobat high resolution PDF files.

If 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. Such resolution should be no less than 300 dpi. If uncertain as to requirements please consult us before sending files (*No bleeds needed on printable 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 will accept 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 questions, please contact us before sending your files.
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:______________________________________

Certificate of Insurance Included: ☐ Yes ☐ No

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.
# LABOR ORDER FORM

## Display Labor for Installation and Dismantling of Exhibits

**Display Labor Rates:**

**Straight Time**
- $115.20 per hour
- One hour minimum per worker
- Thereafter 1/2 hr. increments

**Overtime**
- $172.80 per hour
- One hour minimum per worker
- Thereafter 1/2 hr. increments

**ST:** 8:00AM to 4:30PM
- Monday through Friday

**OT:** Before 8:00AM and after 4:30PM
- 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></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Set-up</th>
<th>Dismantle</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **PLAN B - VISTA CONVENTION SERVICES SUPERVISION** - Hourly rate plus 35% Supervision Charge/Minimum $40.00

**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

<table>
<thead>
<tr>
<th>Company Name__________________________</th>
<th>Booth____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address________________________</td>
<td>Phone #___</td>
</tr>
<tr>
<td>City_________________________ State____ Zip____ Fax#___</td>
<td></td>
</tr>
</tbody>
</table>

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

**Signature________________________ Title________________________**

**CREDIT CARD:**
- [ ] M/C
- [ ] VISA
- [ ] AMEX

**ACCOUNT NUMBER:**

| [ ] EXPIRATION DATE: | | | | | |

**CARDHOLDERS SIGNATURE:________________________**

**CARDHOLDERS NAME:________________________**

MAIL OR FAX TO 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.*

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Warehouse Rate</th>
<th>Showsite Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Crated and/or skidded Floor Load Shipments</strong></td>
<td>$94.75</td>
<td>$99.25</td>
</tr>
<tr>
<td>These round trip rates apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Warehouse Rate</th>
<th>Showsite Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</strong></td>
<td>$131.75</td>
<td>$138.00</td>
</tr>
<tr>
<td>These round trip rates apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overtime Rates</strong></td>
<td></td>
</tr>
<tr>
<td>All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 4:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deliveries to Warehouse AFTER DEADLINE DATE</strong></td>
<td></td>
</tr>
<tr>
<td>Shipment received at the warehouse after 3:30PM or after the deadline date of <em>Tuesday, October 13, 2015</em> will be charged in addition to the above rates.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Small Package Shipments</strong></td>
<td></td>
</tr>
<tr>
<td>Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.</td>
<td></td>
</tr>
</tbody>
</table>

**First Package**

$43.00

***Each additional package $33.00**
Shipping and Material Handling Recap

For complete information and descriptions on shipping and material handling refer to: SHIPPING INFORMATION, SHIPPING INSTRUCTIONS AND MATERIAL HANDLING AND SERVICE RATES forms within this Exhibitor Service Manual.

### Computation of Order:
When recording weight, round up to the next 100 pounds.

<table>
<thead>
<tr>
<th>Computation Type</th>
<th>Warehouse</th>
<th>Showsite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated and/or skidded Floor Load Shipments</td>
<td>We will ship _______ lbs. @ $94.75 per 100 lbs. (200 lb. minimum/$189.50)</td>
<td>We will ship _______ lbs. @ $99.25 per 100 lbs. (200 lb. minimum/$198.50)</td>
</tr>
<tr>
<td>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments requiring Special Handling</td>
<td>We will ship _______ lbs. @ $131.75 per 100 lbs. (200 lb. minimum/$263.50)</td>
<td>We will ship _______ lbs. @ $138.00 per 100 lbs. (200 lb. minimum/$276.00)</td>
</tr>
</tbody>
</table>

### Overtime Rates
All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates.

### Deliveries to Warehouse AFTER Deadline Date
Shipments received at the warehouse after 3:30PM or after the deadline date of **Tuesday, October 13, 2015** will be charged 25% surcharge, for each occurrence, in addition to the above rates.

### Payment Enclosed
$________

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at showsite. If you have any questions about material handling, please contact Vista Convention Services South, Exhibitor Service Department.

| COMPANY NAME: | BOOTH # |
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).
Inbound 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:

<table>
<thead>
<tr>
<th>TO:</th>
<th>NCCN 10th Annual Congress: Hematologic Malignancies (Exhibiting Company’s Name &amp; Booth Number)</th>
<th>VISTA CONVENTION SERVICES SOUTH</th>
<th>C/O PALMISANO DELIVERY SERVICE</th>
<th>435 23rd STREET</th>
<th>SAN FRANCISCO, CA 94107</th>
</tr>
</thead>
</table>

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.

- Shipments will be received beginning **Wednesday, September 16, 2015**.

- Shipments received after the deadline of **Tuesday, October 13, 2015** 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:

<table>
<thead>
<tr>
<th>TO:</th>
<th>NCCN 10th Annual Congress: Hematologic Malignancies (Exhibiting Company’s Name &amp; Booth Number)</th>
<th>San Francisco Marriott Marquis</th>
<th>C/O VISTA CONVENTION SERVICES SOUTH</th>
<th>780 Mission Street</th>
<th>San Francisco, CA 94103</th>
</tr>
</thead>
</table>

Showsite shipments will be received beginning **12:30pm-3:00pm on Friday, October 16, 2015**. SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.
Outbound Shipping Instructions

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:

```
FROM: (Your Company Name)
BOOTH #: 
SHOW NAME: NCCN 10th Annual Congress: Hematologic Malignancies
LOCATION: San Francisco Marriott Marquis
TO: (Shipping Address)
```

- 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 **4:30pm on Saturday, October 17, 2015**.

**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 Tradeshow Freight Services**) must be checked in no later than **4:30pm on Saturday, October 17, 2015**.
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.
ON-SITE DIRECT SHIPMENTS ONLY

FROM: ___________________________ TO: ___________________________

NCCN 10th Annual Congress: Hematologic Malignancies
San Francisco Marriott Marquis
780 Mission Street
San Francisco, CA 94103

SHOWSIDE SHIPMENTS ONLY

Showsite shipments will be received beginning 12:30pm-3:00pm on Friday, October 16, 2015.

FROM: ___________________________ TO: ___________________________

NCCN 10th Annual Congress: Hematologic Malignancies
San Francisco Marriott Marquis
780 Mission Street
San Francisco, CA 94103
ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

208/480VOLT SERVICES

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

24 HOUR SERVICES

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

LIGHTING

Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.

ELECTRICAL OUTLETS

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

<table>
<thead>
<tr>
<th>QTY</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHOW HOURS ONLY</td>
<td>120 VOLT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 WATTS (5 AMPS)</td>
<td>136.00</td>
<td>204.00</td>
<td></td>
</tr>
<tr>
<td>1000 WATTS (10 AMPS)</td>
<td>229.00</td>
<td>344.00</td>
<td></td>
</tr>
<tr>
<td>2000 WATTS (20 AMPS)</td>
<td>344.00</td>
<td>516.00</td>
<td></td>
</tr>
<tr>
<td>24 HOURS/DAY DOUBLE RATE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MISC. REQUIREMENTS

LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

<table>
<thead>
<tr>
<th>QTY</th>
<th>PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 WATT OVERHEAD LIGHT</td>
<td>Call for quote</td>
<td></td>
</tr>
<tr>
<td>ARM LIGHT (Only mounts to hard wall structures)</td>
<td>101.00</td>
<td>152.00</td>
</tr>
<tr>
<td>8’ POLE LIGHT WITH 1 FIXTURE</td>
<td>120.00</td>
<td>179.00</td>
</tr>
<tr>
<td>8’ POLE LIGHT WITH 2 FIXTURES</td>
<td>157.00</td>
<td>235.00</td>
</tr>
</tbody>
</table>

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

<table>
<thead>
<tr>
<th>QTY</th>
<th>PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>15’ EXTENSION CORD</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>POWER STRIP</td>
<td>25.00</td>
<td></td>
</tr>
</tbody>
</table>

ELECTRICAL LABOR

<table>
<thead>
<tr>
<th>QTY</th>
<th>PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST (Mon-Fri, 8am-3:30pm, excluding holidays)</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td>OT (Mon-Fri, 3:30pm-8am, Sat, Sun &amp; holidays)</td>
<td>250.00</td>
<td></td>
</tr>
</tbody>
</table>

PLACE TOTAL HERE

PRINT NAME: 
AUTHORIZED SIGNATURE: 
DATE: 
EMAIL: 
PHONE: 

TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen’s payment policy and the terms and conditions of contract.

The “Method of Payment” form must be completed and returned with this order form.
## Method of Payment Form

**Electrical Exhibition Services**  
129 Sylvester Road, So. San Francisco, CA 94080  
Phone: (650) 225-0900 Fax: (650) 225-0950  
sanfrancisco@edlen.com

### Exhibitor Information

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>FAX:</td>
</tr>
<tr>
<td>CITY:</td>
<td>ST:</td>
</tr>
<tr>
<td>COUNTRY:</td>
<td>CELL:</td>
</tr>
<tr>
<td>EMAIL:</td>
<td></td>
</tr>
</tbody>
</table>

### Method of Payment

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

- **Company Check**  
  Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

- **Credit Card**  
  For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

- **Bank Wire Transfer Information** *
  - Bank transfer to Bank of America  
    - Wire Transfer:  
      - ABA#: 026009593  
      - Acct: 33855214  
    - International Wire Transfer:  
      - Swift Code: BOFAUS3N  
      - Acct: 33855214
  * $25 processing fee MUST be included with transfer.

- **ACH Electronic Payment Transfer**  
  - Bank of America  
    - ABA#: 125000024  
    - Acct: 33855214  
  6900 Westcliff Drive, Las Vegas, NV 89145  
  Phone: 888.852.5000 Ext 6007  
  - Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

### Check and Credit Card Information

<table>
<thead>
<tr>
<th>CHECK #</th>
<th>CREDIT CARD NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARD HOLDER SIGN:</td>
<td>PRINT NAME:</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td>THIRD PARTY: YES or NO</td>
</tr>
<tr>
<td>CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE</td>
<td></td>
</tr>
<tr>
<td>ADDRESS:</td>
<td>CITY:</td>
</tr>
<tr>
<td>ST:</td>
<td>ZIP:</td>
</tr>
</tbody>
</table>

### Service Totals

| Electrical/Labor/Material |
| PLumbing |
| Lighting |

**By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.**

**Please Sign**

| AUTHORIZED SIGNATURE |
| PRINT NAME | DATE |

**Advance Payment Deadline Date: 09/25/15**

**Event Information**

<table>
<thead>
<tr>
<th>COMPANY:</th>
<th>BTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT:</td>
<td>NCCN HEMA Congress</td>
</tr>
<tr>
<td>FACILITY:</td>
<td>San Francisco Marriott Marquis</td>
</tr>
<tr>
<td>DATES:</td>
<td>October 16 - 17, 2015</td>
</tr>
<tr>
<td>EVENT #:</td>
<td>105098SF</td>
</tr>
</tbody>
</table>
**TERMS & CONDITIONS**

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services or location for lights or lighting) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.

2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.

3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.

4. Outlet rates **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location’s within the booth space. Distribution to all other locations **regardless** of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.

5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.

6. Island booths - if a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.

7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.

8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.

9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.

11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.

12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.

13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.

15. All Exhibitors’ cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.

16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.

17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.

18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen’s control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.

20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.

21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

---

**COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?**

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

![Diagram](image_url)

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM.
## VIDEO/DATA DISPLAY PACKAGES

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Quantity</th>
<th>Daily Rate</th>
<th>Days</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20&quot; LCD Flat Panel Monitor</td>
<td></td>
<td>$222.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24&quot; LCD Flat Panel Monitor</td>
<td></td>
<td>$342.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; LCD Flat Panel Monitor</td>
<td></td>
<td>$565.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46&quot; Plasma Video/Computer Monitor w/ Rolling Stand</td>
<td></td>
<td>$865.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VHS/DVD Player/Recorder</td>
<td></td>
<td>$172.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desktop or Laptop Computer Systems</td>
<td></td>
<td>$317.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## PROJECTION PACKAGES

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Quantity</th>
<th>Daily Rate</th>
<th>Days</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tripod Screen (up to 8’) w/ Projector Stand, VGA Cable and Extension Cord (client to provide projector)</td>
<td></td>
<td>$257.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Projector- 3,300 Lumens Brightness w/ Screen, Stand, and Appropriate Cables</td>
<td></td>
<td>$932.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Various Large Format Screens and Projectors are available</td>
<td></td>
<td>Call for Quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## AUDIO PACKAGES

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Quantity</th>
<th>Daily Rate</th>
<th>Days</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Podium Microphone Package</td>
<td></td>
<td>$425.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table Top or Standing Microphone (circle type requested)</td>
<td></td>
<td>$425.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone- Handheld, or Lavaliere (circle type requested)</td>
<td></td>
<td>$610.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete Sound Systems from small venue to General Session</td>
<td></td>
<td>Call for Quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## HIGH SPEED INTERNET

<table>
<thead>
<tr>
<th>Services</th>
<th>Quantity</th>
<th>Daily Rate</th>
<th>Days</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired User/IP Address</td>
<td></td>
<td>$225.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless User/IP Address</td>
<td></td>
<td>$35.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## EVENT INFORMATION

<table>
<thead>
<tr>
<th>Booth Number or Room Name:</th>
<th>Event Name:</th>
<th>Event Location:</th>
<th>Show Dates:</th>
<th>Show Hours:</th>
<th>On Site Contact:</th>
<th>Equipment Total</th>
<th>Service Charge</th>
<th>Tax (8.75% ) on Equipment Total</th>
<th>Total</th>
</tr>
</thead>
</table>

## EXHIBITOR/AFFILIATE INFORMATION

<table>
<thead>
<tr>
<th>Company:</th>
<th>Attention:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City: State: Zip:</td>
</tr>
<tr>
<td>Phone #:</td>
<td>Fax#: Email Address:</td>
</tr>
<tr>
<td>Credit Card #:</td>
<td>Exp. Date: /</td>
</tr>
<tr>
<td>Cardholder:</td>
<td>Cardholder's Signature:</td>
</tr>
</tbody>
</table>

***PSAV maintains a complete on-site inventory of basic and high end equipment. Please contact us if this form does not meet your needs.***

To confirm this order, please fill in the event & exhibitor information boxes completely, and fax to PSAV at the San Francisco Marriott Marquis. Full charges will apply if order is canceled within 48 hours of event start time. Equipment is provided on a daily basis and the rates above are SINGLE DAY RATES. Price includes all necessary cable and labor.

**PSAV @ The San Francisco Marriott Marquis: 780 Mission Street, San Francisco, CA 94103 Fax:(415) 486-8121 Phone: (415) 442-6140**
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 delivery-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 upsfreight.com and any other applicable contract, as other restrictions may apply.

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

Multimodal capabilities