

LA
expo
DESIGN AND DEVELOPMENT
for landscape architects, developers & design/build professionals



Dear Exhibitor,

Welcome to the 4th Annual Landscape Architect Design & Development Expo!

The information provided in this manual can help save you time and money, so please read it carefully and note the important deadlines and show regulations. Make sure you place any necessary orders early so that you may take advantage of the discounted rates provided by the decorator, electrical and lead retrieval companies.

We are using a non-union decorator, which enables you to save on your exhibiting costs. We have also made a forklift available (for the first 15 minutes) for all exhibitors to use. Please contact the decorator to schedule. Free forklift use applies to unloading/loading of exhibitor vehicle with exhibitor present.

All of the forms, rules and regulations, information for exhibiting, as well as travel and hotel information are included in this Exhibitor Service Manual.

Please make sure that all staff members coordinating your participation know that the entire Exhibitor Service Manual is available at LandscapeOnline.com. Click any LA Expo logo and you will be directed to LA Expo event page (see Exhibitor tab).

Book your hotel early and take advantage of the discounted block rates. Extend your stay and enjoy Long Beach.

A Certificate of Insurance is a mandatory requirement for all exhibitors. Please forward a current copy as soon as possible with the current and correct information.

We are dedicated to making this year's event a tremendous success and look forward to working with you in the years ahead!

Sincerely,

A handwritten signature in black ink, reading "George Schmok". The signature is written in a cursive, flowing style.

George Schmok
Producer



EXHIBITOR PERSONNEL REGISTRATION FORM

Thank You for Exhibiting at the
2015 Landscape Architect Design & Development Expo!

Personnel Registration for The LA Expo is Free of Charge.
(please do not use the attendee EXPRESS registration form)

Please complete this form and
fax to 714-434-3862 by February 28th

Badges will be available for pick up at the Expo Exhibitor Registration

*Company Name: _____

First Name	Last Name	Email

For additional questions or concerns
714-979-5276 ext.113

14771 Plaza Drive, Suite M Tustin, CA 92780 | 714-979-5276 | FAX 714-434-3862



SHOW DATES & TIMES

Thursday, March 12th 10:00 am - 6:00 pm
Friday, March 13th 10:00 am - 3:00 pm

Move - In Hours

Wednesday, March 11th 8:00 am - 8:00 pm

All Exhibits must be complete by 8:00 pm on Wednesday March 11th. If an exhibitor fails to install in its assigned space by that time, LCI reserves the right to take possession of the space and no refund will be provided to the exhibitor.

Move - Out Hours

Friday, March 13th 3:00 pm - 9:00 pm (Friday only)

Early teardown is **NOT ALLOWED**. All members of the public must be out of the hall before vehicles are allowed to enter for teardown. All exhibits must be removed from the Long Beach Convention Center by 6:00 p.m. Friday, March 13th. All exhibitor displays or materials left in booths after this time will be packed and shipped at the discretion of show management, and all applicable service charges will be applied to the exhibitor.

Exhibitor Badges

Please register your booth staff in advance to save time. Use the [staff registration form](#) not the attendee online registration. The form is in this exhibitor manual, fax to (714) 434-3862.

Exhibitor Badge Pick-Up

March 11th ~ 10 am - 5 pm at Exhibitor Services
March 12th & 13th ~ 8 am at Exhibitor Registration

Important Contact Information

Show Decorator	EZ Rents (909) 624-1697
Electrical	Edlen Electrical (714) 985-1480
Audio Visual	Projection Presentation (562) 499-7546
Lead Retrieval	Expo Badge (800) 490-9941
Internet Connection	Smart City (888) 446-6911

Indoor Booth Sizes

Inline 10' x 10' and end caps are draped
10' x 20' and larger booths are floor
marked only.

Parking

Parking is \$10.00 per vehicle per entry.
Oversized vehicles are \$20.00.

Payment Terms/ Cancellation

As stated in your contract, all booths must be paid for before exhibiting. 50% of cost is due immediately by Exhibitor as deposit upon receipt of invoice. Full payment is due 90 days of invoice date or September 1, 2014. All deposits made are non-refundable. All payments made are non-refundable after November 1, 2014.

Seminar Hours

Thursday, March 12th
1.5 hour seminars are scheduled
between 9:00 am - 3:30 pm

Friday, March 13th
1.5 hour seminars are scheduled
between 9:00 am - 12:30 pm

Registration Hours

Registration for both days
8:00 am - 3:00 pm

For additional questions or concerns

Contact: Events Administration
(714) 979-5276 Ext.142
laexpoinfo@landscapeonline.com

FAQs

Where can I find information regarding seminars?

Visit LandscapeOnline.com click any LA Expo logo to enter the Expo homepage (see “Educational Programs” tab). All information regarding seminars will be on the [Educational Program](#) page.

Is there a current list of Exhibitors?

Visit LandscapeOnline.com click any LA Expo logo to enter the Expo homepage. A list will be provided under the “[Exhibitor](#)” tab.

Who can I contact for assistance with my booth?

Show Decorator EZ Rents
(909) 624-1697

For all your booth needs: cleaning services, banner hanging or furniture requests.

Electrical Edlen
(714) 985-1480

Lead Retrieval Expo Badge
(800) 490-9941

Are there special Expo Hotel Rates available?

A block of rooms has been arranged at the [Hyatt Regency Long Beach](#) and [Courtyard Marriot Long Beach Downtown](#). This discounted rate will only be available until February 10, 2015. Refer to the Hotel & Travel section of this manual for additional information.

Can I get Internet at the show?

You can order your own Internet connection for your booth, but do this before the early bird deadline date.

Smart City (888) 446-6911

Can I use the same email address to register everyone for my company?

It is preferable to use a separate email address for each person, that way you will get your own registration confirmation.

If I bring my family to Long Beach, what is there to do in the area?

There are so many interesting things to do in [Long Beach](#), visit the Queen Mary, go to the beach, or check out the Aquarium. Even Disneyland and Knott’s Berry Farm are within close proximity. Extend your stay and explore Long Beach. Special savings available for attendees, check out the [Travel/Hotel](#) page.

What if I’m bringing a large display exhibit?

If you have a large exhibit/vehicle, please fill out the necessary form in the Forms section. We have to be able to plan to get the larger exhibits in the show first, before the other smaller exhibits arrive, otherwise we will have to dismantle booths to get you in.

[For additional questions or concerns](#)

Contact: Events Administration

(714) 979-5276 Ext.142

laexpoinfo@landscapeonline.com

Certificate of Insurance:

Exhibitors must maintain Commercial General Liability and Blanket Contractual Liability insurance. The limits for bodily injury and property damage combined shall be at least \$1,000,000. Certificates of insurance stating such limits shall also provide the policy may not be cancelled without 15 days advance written notice to LCI. All property of the Exhibitor is understood to remain in its custody and control in transit to or from the confines of the exhibit hall, subject to the Official Rules and Regulations on Exhibit Space Contract *Expo and/or Institute Exhibiting companies must provide certificates of insurance evidencing the required insurance coverage.* This coverage must be in effect March 10, 2015 through March 14, 2015 for the Expo.

LCI must be named as an additional insured on certificate. These certificates must be provided to LCI prior to exhibiting in either event. **Failure to provide said certificates will cause the exhibitor to be prevented from exhibiting at either event and said exhibitor shall forfeit all monies paid for said event.**

The following information must be provided to LCI BEFORE you exhibit. Please either fax your certificate to 714-434-3862 or mail a copy to LCI, 14771 Plaza Drive, Suite M, Tustin, CA 92780. **Please see example of the Certificate of Liability below.**

ACORDTM CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY) Date				
PRODUCER Phone # FAX Number Insurance Agency Address City, State, Zip				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.						
INSURED Vendor / Exhibitor Address City, State, Zip				INSURERS AFFORDING COVERAGE		NAIC #				
INSURER A: Insurance Carrier INSURER B: INSURER C: INSURER D: INSURER E:										
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.										
INSR	ADD'L LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS				
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	ABC123	Date	Date	EACH OCCURRENCE	\$ 2,000,000			
		DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 300,000				
		MED EXP (Any one person)				\$ 10,000				
		PERSONAL & ADV INJURY				\$ 2,000,000				
						GENERAL AGGREGATE	\$ 4,000,000			
						PRODUCTS - COM/PO/AGG	\$ 4,000,000			
B	X	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	ABC123	Date	Date	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000			
		BODILY INJURY (Per person)				\$				
		BODILY INJURY (Per accident)				\$				
		PROPERTY DAMAGE (Per accident)				\$				
								AUTO ONLY - EA ACCIDENT	\$	
						OTHER THAN AUTO ONLY: EA ACC AGG	\$			
C	X	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE _____ <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	ABC123	Date	Date	EACH OCCURRENCE	\$			
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below						<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER				
						E.L. EACH ACCIDENT	\$ 1,000,000			
						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000			
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000			
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Location: Long Beach Convention Center, CA Certificate Holder: Landscape Communications, Inc. (LCI) is named as additional insured 14771 Plaza Drive, Suite M Tustin, CA 92780										
CERTIFICATE HOLDER Landscape Communications, Inc. (LCI) 14771 Plaza Drive, Suite M Tustin, CA 92780				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE John Doe						



Dear Exhibitor,

Thank you for registering for The Landscape Architect Design & Development Expo scheduled to occur on March 12th and 13th.

As a standard requirement of all of show exhibitors, it is necessary for you to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 in all. If you do not have this coverage in place, we have made arrangements for you to acquire this coverage at significant savings, by purchasing as part of a group. Please click the link below, complete a short questionnaire and you will obtain this coverage for \$65 plus tax.

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=2touFERUU8E\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=2touFERUU8E$)

Proof of alternative coverage, satisfying these minimums, or secured coverage through the link provided above must be in place prior to your scheduled move-in date. You will not be allowed to move in/exhibit without proper insurance coverage in place.

Please feel free to contact me with any questions.

Sincerely,

Show Management

Landscape Architect Design & Development Expo – Long Beach (LA Expo)

Amy Deane

Event Production

714-979-5275 x142

adeane@landscapeonline.com



Exhibitors Information Packet

SHOW HOURS: March 12th 10:00 am - 6:00 pm
March 13th 10:00 am - 3:00 pm

EXHIBITOR MOVE-IN: March 11th 8:00 am - 8:00 pm

EXHIBITOR MOVE-OUT: March 13th 3:00 pm - 9:00 pm

YOUR EXHIBIT MATERIALS **MUST** BE REMOVED OFF THE SHOW FLOOR ON
March 13th, 2015 by 6:00 PM

YOUR BOOTH SPACE INCLUDES

8' Black and Ivory Backwall Drape

3' Black and Ivory Siderail Drape

Complimentary 15 Minute Forklift Will Be Provided During Load In and Load Out

You **MUST BE PRESENT** to receive this service or you will be charged drayage
(see material handling form below).

If you are not paying drayage fees any pallets left on show floor will be charged a storage fee of
\$20 per skid.

DEADLINE DATE TO ORDER SERVICES AT DISCOUNT RATES

March 3, 2015

EZ RENTS

440 E. BONITA AVE. POMONA CA 91767 909-624-1697 FAX: 909-626-6589

email: julio@sprezrents.com



A Message from the Decorator

E Z Expo Services has been selected as The Official Service/Drayage contractor for the **2015 Landscape Architect Design & Development Expo (LA Expo)**, being held at the **Long Beach Convention Center** on March 12 & 13, 2015. We welcome the opportunity to assist you in every way possible to ensure a successful presentation.

This exhibitor kit contains important information regarding the show. Please review all the information that is included in this exhibitor kit. If there is another service you may need, please feel free to call us.

SPECIAL NOTES

To keep the appearance of the show; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape.

DISCOUNT PRICING

For DISCOUNT PRICES full payment **MUST** be included with your advance order. All deadlines are indicated at the top of each order form. Please note in order to receive DISCOUNT PRICING. The deadline for discount pricing is March 03, 2015.

SHIPPING INFORMATION

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly.

E Z Expo Services realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at (909) 624-1697.

We look forward to serving you.

The Staff at

E Z Expo Services

440 E. BONITA AVE. POMONA CA 91767

Phone: 909-624-1697

Fax: 909-626-6589

email: julio@sprezrents.com

Frequently Asked Question

MOVE-IN & MOVE-OUT PROCEDURES

E Z EXPO SERVICES

Company Name _____ Booth # _____

Exhibit Move-in Procedures:

- **Please refer to the Material Handling Sheets for:**
 1. Advance & Direct Shipments
 2. Proper labeling for Advance and Direct Shipments
 3. Dates & Times
 4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
 5. Direct shipments will be delivered to your booth when they are received.
- **Please refer to the front page for move in dates & times**
 1. E Z Expo employees will unload commercial freight haulers as well as exhibitor private vehicles from 8:00am – 4:30 pm on dates specified.
 2. To avoid overtime charges; remind drivers that they should be in line before 2:00 pm in order to be unloaded by 4:30 pm.

Exhibit Move-out Procedures:

Upon show closing, the aisle carpet will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

- **Bill of Ladings for outbound shipments via your choice of carrier:**
 1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
 2. Have your driver check in at the check-in area
 3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk
- **For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:**
 1. When all materials are packed up and ready to go drive your vehicle to the loading dock check-in area
 2. You will receive your outbound paperwork once you are at the loading dock ready for loading
 3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.
- **For Exhibitors with Company or Rented Trucks:**
 1. When you are completely packed and ready to go; please go to the service desk to receive a Bill of Lading to be filled out
 2. Once the Bill of Lading is filled out; you will be directed to the loading dock where you will be loaded in the order you were processed
 3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed

If your booth materials are not completely packed up and ready to be loaded when the Teamster arrives at your booth, you will be politely asked to go to the end of the line.

ALL EXHIBIT MATERIALS MUST BE REMOVED BY: March 13, 2015 by 6:00PM

At this time, E Z Expo Services will re-route your freight via the house carrier at the exhibitors' expense.

No vehicles of any type will be allowed to park on the loading dock without permission.

No vehicles will be allowed to drive into buildings without prior permission from Show Management



PAYMENT FORM
Must be Included with all orders

E Z Expo Services

440 E. BONITA AVE. POMONA CA 91767

Phone: 909-624-1697

Fax: 909-626-6589

email: julio@sprenzents.com

Company Name: _____ Booth # _____

Contact Name: _____

Address: _____

City/ State/ Zip: _____

Phone # _____ Fax # _____

- **This form must be completed and enclosed with all order forms and on file with E Z Expo Services prior to any service(s) being performed regardless if another form of payment is being used.**

• Cancellation Policies: Please note cancellation policies on the various forms.

• In order to receive DISCOUNT PRICING full payment **must** be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.

• Customer is responsible for loss or damage to equipment.

• For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.

• ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE OPENING OF SHOW.

• THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed \$ _____ Amount to be charged to Credit Card \$ _____

If paying by Check; please fill out the following information:

Check Number: _____ Drivers License Number: _____

Address _____

City _____ State _____ Zip Code _____

If paying by Credit Card; please provide the following information:

Credit Card Number: _____

Please Check: ☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA ☐ CVC Code _____

Expiration Date: _____ Name as it Appears on Card _____

Authorized By: _____ Cardholder's Signature: _____

Cardholders **Billing** Address _____ City _____ State _____ Zip Code _____



FURNITURE RENTAL ORDER FORM

Deadline for discount: 03-03-2015

E Z Expo Services

440 E. BONITA AVE. POMONA CA 91767

Phone: 909-624-1697

Fax: 909-626-6589

email: julio@sprezrents.com

Company Name _____ Booth # _____

Tables & Counter Tables	Discount	Floor	Quantity	Total	
4 ft. undraped table	\$25.00	\$35.00	_____	_____	__ Black __ Red
6 ft. undraped table	\$35.00	\$45.00	_____	_____	
8 ft. undraped table	\$45.00	\$55.00	_____	_____	__ Blue __ White
4 ft. draped table	\$65.00	\$85.00	_____	_____	
6 ft. draped table	\$75.00	\$95.00	_____	_____	
8 ft. draped table	\$85.00	\$105.00	_____	_____	
4th sided table skirt	\$20.00	\$25.00	_____	_____	
4 ft. undraped counter table	\$35.00	\$45.00	_____	_____	Price includes top covered in white plastic and 3 sides draped
6 ft. undraped counter table	\$45.00	\$55.00	_____	_____	
8 ft. undraped counter table	\$55.00	\$65.00	_____	_____	
4 ft. draped counter table	\$75.00	\$95.00	_____	_____	Tables: 30" W x 30" H Counter Tables: 30" W x 42" H
6 ft. draped counter table	\$85.00	\$105.00	_____	_____	
8 ft. draped counter table	\$95.00	\$115.00	_____	_____	
4th side counter skirt	\$30.00	\$35.00	_____	_____	
Round Table	\$85.00	\$125.00	_____	_____	
Chairs					
Black bar stool	\$30.00	\$45.00	_____	_____	
Padded Arm Chair	\$35.00	\$50.00	_____	_____	
Folding Chair	\$8.00	\$12.00	_____	_____	
Padded Counter Stool	\$40.00	\$55.00	_____	_____	

Accessories	Discount	Floor	Quantity	Total
Backwall Drape (8 ft.high)	\$3.00 per foot	\$6.00 per foot	_____	_____
Chrome Sign Frame Holder (22" x 28" x 5H)	\$30.00	\$45.00	_____	_____
Crossbar / Spreader	\$15.00	\$20.00	_____	_____
Display Case Lock	\$30.00	\$45.00	_____	_____
Easel	\$25.00	\$35.00	_____	_____
Glass Bowl	\$15.00	\$20.00	_____	_____
Garment Rack (5' H x 5' H)	\$35.00	\$50.00	_____	_____
Peg Board (4' x 8' Vertical / Horizontal)	\$85.00	\$125.00	_____	_____
Stanchions with 8 ft. chain	\$25.00	\$40.00	_____	_____
Side Rail Drape (3 ft. high)	\$2.00 per foot	\$4.00 per foot	_____	_____
Tack Board (4' x 8')	\$85.00	\$125.00	_____	_____
Ticket Tumbler (Large 21"w x 15"R)	\$25.00	\$50.00	_____	_____
Upright with Base	\$10.00	\$15.00	_____	_____
Wastebasket	\$8.00	\$12.00	_____	_____

**All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after E Z installs
Prices include installation, rental, and removal.**

SUBTOTAL FURNITURE RENTAL ORDER FORM \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.



CARPET RENTAL ORDER FORM

Deadline for discount: 03-03-2015

E Z Expo Services

440 E. BONITA AVE. POMONA CA 91767

Phone: 909-624-1697

Fax: 909-626-6589

email: julio@sprezrents.com

Company Name _____ Booth # _____

STANDARD BOOTH CARPET

Size	Quantity	Discount	Floor	Total	Please select color:
9 x 10 Ft.	_____	\$90.00	\$125.00	\$ _____	
9 x 20 Ft.	_____	\$145.00	\$180.00	\$ _____	_____ Blue
9 x 30 Ft.	_____	\$195.00	\$230.00	\$ _____	_____ Black
9 x 40 Ft.	_____	\$255.00	\$300.00	\$ _____	_____ Red

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet canceled will be charged at 50% of original price after SR move-in begins and 100% of original price after installation. STANDARD CARPET IS NOT DESIGNED TO COVER COMPLETE BOOTH AREAS.

CUSTOM BOOTH CARPET

Complete Area Size _____ x _____ = _____ Sq. Ft. @ **Discount** \$1.50 / **Floor** \$2.00 = **Total** \$ _____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet canceled after being cut will be charged at 100% .

CARPET PADDING - TAPE - PLASTIC COVERING

	Discount	Floor	Total
Carpet Padding _____ ft. x _____ ft. = _____ Sq. ft. @	\$0.75	\$1.05	\$ _____
Additional Taping _____ Linear ft. @	\$1.00	\$1.25	\$ _____
Plastic Covering _____ ft. x _____ ft. = _____ Sq. ft. @	\$0.75	\$1.00	\$ _____

All rental prices include installation & removal. Items canceled will be charged at 100% of original price after being cut.

SUBTOTAL CARPET RENTAL ORDER \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.



CLEANING SERVICE ORDER FORM

Deadline for discount: 03-03-2015

E Z Expo Services

440 E. BONITA AVE. POMONA CA 91767

Phone: 909-624-1697

Fax: 909-626-6589

email: julio@sprezrents.com

Company Name _____ Booth # _____

VACUUM BOOTH CARPET

DISCOUNT \$0.21 / FLOOR \$0.24

Exhibit Space: _____ ft. x _____ ft. (100 sq. ft. minimum) x _____ per sq. ft. x _____ days = \$ _____

All rental carpets ordered from E Z Expo Services are installed in clean condition. Daily booth vacuuming is not included with your booth rental space. You can order cleaning service within your booth space for debris accumulated during set-up and exhibit hours.

PORTER SERVICE

DISCOUNT \$0 .41 / FLOOR \$0 .48

Regular Hours: 8:00 am – 4:30 pm \$25.00 x _____ Hours \$29.00 x _____ Hours = _____

Overtime Hours: After 4:30 pm \$37.00 x _____ Hours \$41.00 x _____ Hours = _____

Overtime Hours: Saturday & Sunday \$37.00 x _____ Hours \$41.00 x _____ Hours = _____

Total \$ _____

- Please specify times & days / Minimum of four hours daily

Empty wastebasket, tidy, and spot clean exhibit space at two hour intervals during show hours. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shaving generated by demonstrations in the booth or food sampling.

SUBTOTAL FOR CLEANING SERVICE ORDER FORM \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Order Form.



MATERIAL HANDLING ORDER FORM

*** Note Deadline Dates & Times 03-03-2015 - 4:00pm**

E Z Expo Services

440 E. BONITA AVE. POMONA CA 91767

Phone: 909-624-1697

Fax: 909-626-6589

email: julio@sprezrents.com

Company Name _____ Booth # _____

MATERIAL HANDLING RATES – ROUNDTrip RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS. THESE RATES ARE SUBJECT TO SURCHARGES (See Below). CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE E Z EXPO SERVICES ESTIMATED WEIGHTS.

RATE PER 100 LBS. (200 LB. MINIMUM)

Description	Receiving	ST In / ST Out
ON TIME Crated or skidded shipments (Common Carriers)	Advance Warehouse	\$75.00 per cwt
VAN LINES (Irregular route carrier / company trucks)	Advance Warehouse	\$85.00 per cwt
ON TIME Crated or skidded shipments LTL Carriers with established local terminals	Showsite	\$65.00 per cwt
VAN LINES and loose & uncrated shipments (Irregular route carrier / company trucks)	Showsite	\$75.00 per cwt
Personally Owned Vehicles (Station wagons, regular size 4 x 4, mini vans)	Showsite	\$75.00 per load
Small Packages (UPS / FED EX) Cartons & envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. Max weight per shipment is 25 lbs	Advance Warehouse Showsite	\$25.00 per package

(ST = Straight Time / OT = Overtime)

- Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM or after 4:00 PM or anytime Saturday, Sunday and Holidays.
- Shipments sent direct to exhibit site prior to date specified will not be accepted. This may create delays in getting your shipment on time. Please notify our carrier of the dates and times.
- Separate shipments received by E Z Expo Services will not be combined.
- Mobile Equipment In & Out of Convention Facility @ \$50.00 each way
- Forced Freight: Shipments left on showsite floor will be re-routed to E Z Expo Services warehouse for a charge of \$12.00 per 100LBS based on incoming weight or shipped at exhibitors expense via the house carrier.

SHIPPING ADDRESSES

ADVANCE WAREHOUSE	CONVENTION SITE
Your Company Name Booth # C/O E Z Expo Services 440 E. Bonita Avenue Pomona CA, 91767 ARRIVAL DATES: 30 days prior to last day accepted M – F 8:00 am – 4:00 pm Last day accepted: March 06, 2015	Your Company Name Booth # 2015 Landscape Expo C/O E Z Expo Services Long Beach Convention Center 300 East Ocean Blvd. Long Beach, CA, 90802 ARRIVAL DATES: Day(s) accepted: March 10, 2015 8:00am – 6:00pm

ESTIMATED CHARGES FOR MATERIAL HANDLING:

_____ LBS. x _____ PER CWT = \$ _____

Estimated Weight Estimated Rate Sub-Total Estimated Material Handling

Yes, I have completed, signed, and enclosed the Material Authorization Form and Payment Policy Forms.

MATERIAL AUTHORIZATION FORM

E Z Expo Services

440 E. BONITA AVE. POMONA CA 91767

Phone: 909-624-1697

Fax: 909-626-6589

email: julio@sprezrents.com

Company Name _____ Booth # _____

We hereby authorize E Z Expo Services (EZ), or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the payment of EZ's charges in connection with the handling of our shipment(s) and we guarantee payment to EZ by the close of the show.
3. We agree to the "Limits of Liabilities" as set forth in the Material Handling Information."
4. We agree that EZ or its subcontractors liability shall be limited to any loss or damage which results solely from EZ's or its subcontractors negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
5. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from EZ's warehouse), that EZ or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of EZ shall sign a delivery receipt, Bill of Lading, or other documents, we agree that EZ or its subcontractors, will do so as our agent, and we accept the responsibility thereof.
 - a. Relative to inbound shipments, we recognize that there may be a lapse of time between the delivery of our shipment(s) to our booth by EZ or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that EZ and its subcontractors shall not be responsible for any loss or damage which may occur during such period.
 - b. Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that EZ or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize EZ or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to EZ or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup
6. We agree, in the event of a dispute with EZ or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to EZ for drayage or any other services provided by EZ or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay EZ upon receipt of invoice for all such charges, and we further agree that any claim we may have against EZ or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
7. We agree that all questions relating to classification of exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the EZ office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name: _____ Booth #(s): _____

Address: _____ State: _____ Zip: _____

Telephone: () _____ Fax: () _____ Date: _____

Authorized by: _____ Signature: _____

Please Print

MATERIAL HANDLING INFORMATION SHEET

E Z Expo Services

440 E. BONITA AVE. POMONA CA 91767

Phone: 909-624-1697

Fax: 909-626-6589

email: julio@sprezrents.com

E Z Expo Services (EZ) shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. EZ shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

WEIGHT CERTIFICATES: If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented at time of delivery of shipment. If not provided, you agree to use EZ Expo Services estimated weights. No credits will be issued after close of show.

All shipments must be prepaid. Collect shipments will not be accepted – No Exceptions.

- **INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

LIMITS OF LIABILITIES

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

E Z Expo shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

E Z Expo shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

E Z Expo shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth. For re-loading after the show. Bills of Lading covering outgoing shipments which are furnished to E Z Expo Services by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

E Z Expo shall not be responsible for loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond its control.

E Z Expo's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event

E Z Expo's maximum liability shall be limited to .30 per pound per article with a maximum liability of \$50.00 per item or \$1,000 per shipment whichever is less.

E Z Expo 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.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to E Z Expo Services by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description, and weights should be forwarded to E Z Expo Services with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at EZ's discretion (see above). **NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING.** To avoid this from happening, confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the E Z Expo Services' service desk.

If exhibitor's specified carrier fails to pick up, refuses the shipment, or goes to wrong location E Z Expo Services, will be authorized to divert the shipment to another carrier at its discretion. E Z Expo Services will assume no liability in such instance.

IN-BOOTH FORKLIFT & FORKLIFT LABOR ORDER FORM

Deadline for discount: 03-03-2015

E Z Expo Services

440 E. BONITA AVE. POMONA CA 91767

Phone: 909-624-1697

Fax: 909-626-6589

email: julio@sprenzrents.com

Company Name _____ Booth # _____

Labor & Equipment Rates

Exhibitors requiring forklifts to assemble displays or when uncrating, unskidding, positioning, and reskidding equipment and machinery will need to estimate their needs below. A forklift is required for moving equipment or materials weighting 200 pounds or more. **If you require a forklift, a crew will be assigned consisting of a forklift with an operator.**

Additional workers may be required depending on the nature of the work being performed. If you do not require a forklift, use the Exhibit Installation and Dismantle form to order your exhibit labor:

Hourly Rate Times		Forklift w/Operator	Worker
Straight	8:00AM to 4:30PM weekdays	\$100.00	\$71.00
Overtime	Before 8:00AM and after 4:30PM weekdays and all day on weekends	\$130.00	\$108.00

• 5,000 lb. Maximum capacity. LARGER FORKLIFT AND CRANE SERVICE AVAILABLE BY ADVANCE REQUEST.

The minimum charge for labor is one (1) hour per worker. Gratuities in the form of labor hours for work not actually performed prohibited and will not be honored by E Z Expo services. All rates are subject to change if necessary by increased labor and material costs. If exhibitor fails to use the workers at the time confirmed, a one-hour "No Show" charge will apply per worker.

Order

Reserve forklifts and/or labor below. Starting times can be guaranteed only when labor is requested for 8:00 AM. Confirm labor and forklifts by 2:00 PM the day before date requested. Please have a representative pick up the crew at the EZ Service Desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the EZ Service Desk and approve the work order.

We will need: **Date** **Time (AM) (PM)** **No. of Fork Lift Crews** **No. of Extra Workers**

____ Installation _____ _____ _____ _____

____ Dismantling _____ _____ _____ _____

*Allow time for return of empty containers

Describe work to be done: _____

Calculation of Order

Full payment must be received by the deadline date to guarantee forklifts and workers. Please use the formula below to calculate your advance payment. Final invoicing will be done from the actual hours worked.

Number of crews and/or workers needed x hours per worker = _____ Total Estimated Hours
Total Estimated Hours x Rate(s) = _____ Total Estimated Payment

It is not necessary to order forklift labor for unloading freight (see Material Handling Order Form).

SUBTOTAL FOR IN-BOOTH FORKLIFT & LABOR ORDER FORM \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form

EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM

Deadline for discount: 03-03-2015

E Z Expo Services

440 E. BONITA AVE. POMONA CA 91767

Phone: 909-624-1697

Fax: 909-626-6589

email: julio@sprezrents.com

Company Name _____ Booth # _____

SUPERVISION SERVICES --- Indicate Service Desired

E Z Expo Services SUPERVISED (Exhibitor does not need to be present)

E Z Expo Services will supervise labor to:

- Unpack and install display before exhibitor arrival at show site. Please include set up instructions with your display.
- Dismantle, pack and arrange to ship display after show closing.
A 25% (\$25.00 minimum) surcharge will be added to the labor rates below for this professional supervision. Please include shipping labels and shipping instructions with your display. Please fill out the Outbound Material Handling form. If you choose to ship with the show carrier, E Z Expo Services will arrange for your shipment to be picked up. If you want to use your own carrier you will be responsible to arrange a pick up.

EXHIBITOR SUPERVISED --- (Wait for Exhibitor)

Exhibitor will supervise:

• Installation

Exhibitor will need workers on (Date) _____ at (Time) _____ AM-PM for (Hours) _____

• Dismantle

Exhibitor will need workers on (Date) _____ at (Time) _____ AM-PM for (Hours) _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the EZ Service desk one-half (1/2) hour before time requested. If exhibitor fails to use the workers at the time confirmed, a one-hour "No-Show" charge will apply per worker.

DISPLAY LABOR RATES: TIMES: HOURLY RATES:

Straight	8:00AM to 4:30PM weekdays	\$71.00
Overtime	Before 8:00AM and after 4:30PM weekdays and all day on weekends	\$108.00

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one-half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	No. of Workers	X	Hour/Workers	= Total Worker Hour	@ Rate	Total
Installation	_____		_____	_____	_____	\$ _____
Dismantling	_____		_____	_____	_____	\$ _____
Total of all items ordered						\$ _____
Add 25% (\$25.00min.) for EZ						
Supervised labor						\$ _____
Total						\$ _____

SUBTOTAL FOR EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form



Outbound Material Handling

E Z Expo Services

440 E. BONITA AVE. POMONA CA 91767

Phone: 909-624-1697

Fax: 909-626-6589

email: julio@sprezrents.com

Company Name _____ Booth # _____

Please fill out Outbound Shipping Information below.

Ship To:

Exhibitor's Carrier: _____

The exhibitor is responsible to schedule a pick up when using their own carrier. Please make sure that the carrier is scheduled to pick up before the scheduled force time.

Date _____ **Time** _____

Please fill in the date and time that you have scheduled your carrier to pick up your shipment.

IMPORTANT

ALL FREIGHT *MUST* BE PICKED UP BY **6:00 PM** ON **March 13, 2015** OR WILL BE SUBJECT TO FORCED REMOVAL AT EXHIBITOR'S EXPENSE.



HANGING SIGN ORDER FORM

Deadline for discount: 03-03-2015

E Z Expo Services

440 E. BONITA AVE. POMONA CA 91767

Phone: 909-624-1697

Fax: 909-626-6589

email: julio@sprenzents.com

Company Name _____ Booth # _____

GENERAL INFORMATION

1. EZ must hang all signs. No other firm will be allowed to bring high-lift or boom equipment on the show floor during installation or dismantle of the show.
2. All hanging signs must conform to Show Management's rules, regulations, and facility limitations.
3. Both the exhibitor and/or the approved exhibitor appointed contractor will be required to sign a statement guaranteeing the stress points for hanging the sign properly engineered. However, EZ reserves the right to refuse to hang a sign if, in their opinion, it appears to be unsafe.
4. EZ will be responsible for pre-assembling all hanging signs. No approved exhibitor appointed contractor will be allowed to assemble any hanging sign. However, they may supervise.
5. All signs must have rigging points, with the exceptions of cloth banners.
6. All signs requiring electrical must be in working order and in accordance with the National Electrical Codes.
7. Set-up instructions must be provided for signs needing assembly.

Rates for Sign Hanging

Scissorlift

Straight Time (Weekdays 8:00AM-4:30PM)

\$300.00 per Crew Hour

Overtime (Before 8:00AM and after 4:30PM and weekends)

\$395.00 per Crew Hour

JLG Snorklelift

(Snorklelift may be used if the Scissorlift does not reach the ceiling in the specified facility)

Straight Time (Weekdays 8:00AM-4:30PM)

\$370.00 per Crew Hour

Overtime (Before 8:00AM and after 4:30PM and weekends)

\$470.00 per Crew Hour

Does the Sign Require Assembly? YES NO

	No. of Workers	X	Hour/Workers	= Total Worker Hour	@ Rate	Total
Installation	_____		_____	_____	_____	\$ _____
Dismantling	_____		_____	_____	_____	\$ _____
Total of all items ordered						\$ _____
Add 25% (\$25.00min.) for EZ						
Supervised labor						\$ _____
Total						\$ _____

Order To Hang Signs

Supervision of the hanging of your sign can be accomplished either by your company representative, an approved appointed contractor, or by EZ. Under your supervision, it is the responsibility of your company to have a representative available at the time of assembly and installation. To facilitate installation prior to heavy freight congestion, ship your sign crate(s) well in advance and separate from other exhibit material to our warehouse address indicated on the enclosed Material Handling & Shipping form. Clearly mark the crate HANGING SIGN/OK TO PROCEED without exhibitor supervision. Note: If it is necessary for your supervision, please indicate your expected arrival time at the facility. **Full payment must be received by the deadline date to guarantee lifts and workers. Final invoicing will be done from the actual hours.**

NAME OF SUPERVISION _____

Day _____ Date _____ Time _____

SUBTOTAL HANGING SIGN ORDER FORM (Lift Charge / Up & Down) \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

FIRE DEPARTMENT REGULATIONS

E Z Expo Services

440 E. BONITA AVE. POMONA CA 91767

Phone: 909-624-1697

Fax: 909-626-6589

email: julio@sprenzents.com

For Exhibits, Exhibitions, Display, and Trade shows – Public or Private

BOOTH CONSTRUCTION

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.
- All electrical wiring and apparatus will be of a wire UL type approved.

FIRE DEPARTMENT

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display any internal combustion engine (special requirements available on request).

OBSTRUCTIONS

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Fire fighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

FIRE-RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tar paper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

PROPANE CONTAINERS

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.



Exhibitor Company Name:	Booth / Room #:	Show Name: LA Expo
Billing Company Name:	Show Dates: 3/12/15 To 3/13/15	
Billing Company Address:	Incentive Order Deadline: 2/23/15 14 Days Prior 1st Day Show Move-in	
City, State / Country, Zip:	Phone Number: () -	
Contact:	Email:	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa <div style="border: 1px solid black; width: 100px; height: 15px; margin-top: 2px;"></div>	Expire Date(MM/YY): <div style="border: 1px solid black; width: 40px; height: 15px; margin-top: 2px;"></div> / <div style="border: 1px solid black; width: 40px; height: 15px; margin-top: 2px;"></div>	Cell Number: () -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at www.smartcitynetworks.com/order/tc.aspx?center=044

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
---	--

Dedicated Wired Internet Routers Allowed Connection speeds of 3Mbps and up Required for: <ul style="list-style-type: none"> Web Casting HD Streaming Routers(wired or wireless) Includes 5 Static Public IP Addresses	Premium Wired Internet No wired or wireless routers Shared Connection speeds up to 10Mbps Recommended for: <ul style="list-style-type: none"> Wired Cyber Cafe Social Media Feeds Multi Media Downloads Includes 1 Static Private IP Address	Basic Wired Internet No wired or wireless routers Shared Connection speeds up to 1.54Mbps Recommended for: <ul style="list-style-type: none"> Email Surfing the Internet Supports 1 device only
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Important! All online orders will receive a 5% discount.

ORDER ON LINE: <https://www.smartcitynetworks.com/Order/Ordering.aspx>

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available Online www.smartcitynetworks.com/Order/Ordering.aspx					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3 rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
					SUBTOTAL
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com					ESTIMATED 10% TAX / FEES
					GRAND TOTAL
For Smart City Use Only:		Customer No: 2014 - 044 -			

Network Security Declaration

Center: Long Beach CC (044) - CA

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2014 - 044 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** **Please inform all show site personnel about the importance of Smart City's Network Security compliance issues** ***

*** **Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements** ***

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____



Floor Plan – Communications Cable

Center: Long Beach CC (044) - CA
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2014 - 044 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle# _____											
Adjacent Booth or Aisle#													
		Adjacent Booth or Aisle# _____											

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

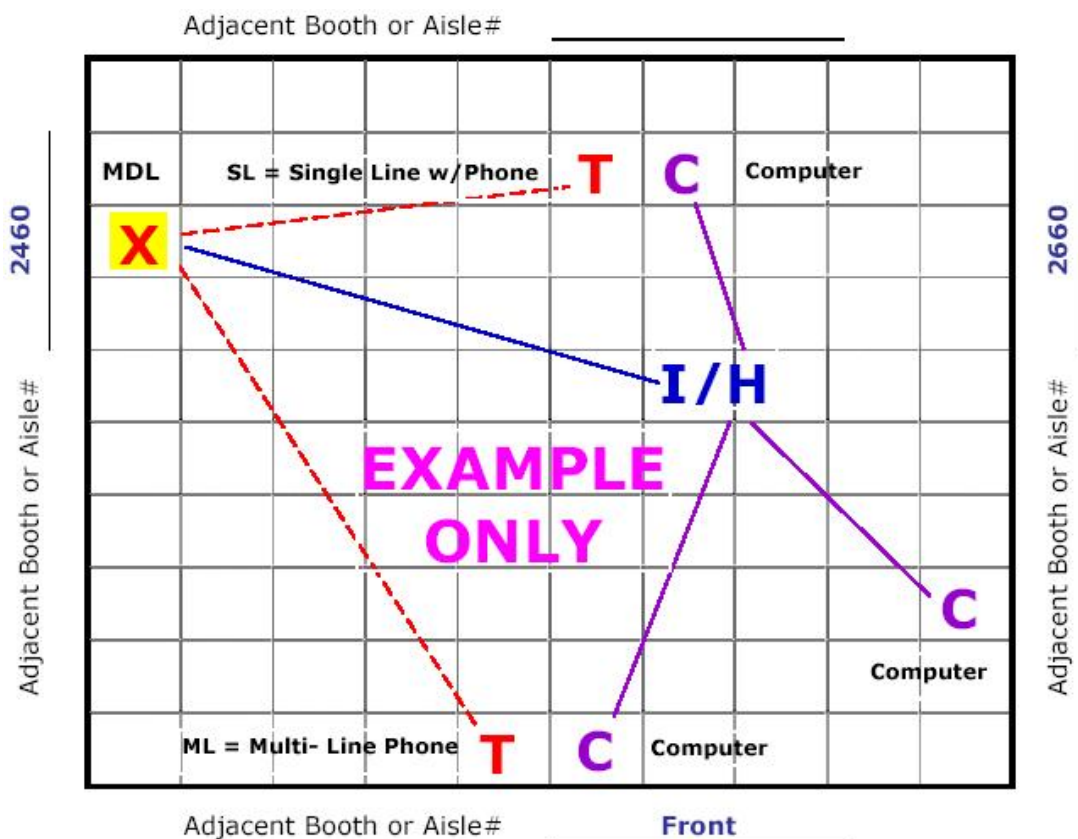
Floor Plan – Communications Cable

Center: Long Beach CC (044) - CA
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 2 5 0 2
 Customer / Ref #: 2014 - 044 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

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Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20. **Scale** = 1 Box is equal to 2 ft.

Smart City Wireless Services • Long Beach Convention Center

Wi-Fi Quick Access Guide

Wireless services are now a self-service option you may purchase at any time.



- ❏ Open your browser (*Internet Explorer, Firefox, or other standard browser*).
- ❏ You should see a page resembling the graphic shown.*
- ❏ If this is your initial purchase, enter your user name (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- ❏ If you have already created an account and are returning for an additional session click LOGIN.
- ❏ Please note User Name and Password are Case Sensitive.

*If you do not see the above screenshot when you open your browser please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs you will look for are "Exhibitor Internet" or "Instant Internet".

Available Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both networks, they are not actually supported in all areas. These networks are supported only in the areas listed. Choose the option which best suits your location and requirements. All wireless services have private IP addresses.

❏ **Exhibitor Internet** - Available in *Exhibit Halls only*. **Not** available in common areas (hallway, meeting rooms or lobby areas). Price is \$79.99 / 24 hr ; \$159.99 / 3 day; \$239.99 / 5 day (up to 768Kbps up/1.54Mbps down, 5Ghz Only).

❏ **Instant Internet** - Available in *Common areas (hallway, meeting rooms, lobby areas) only*. **Not** available in Exhibit Halls. Two options are available with Instant Internet:

- ❏ **24 Hour Pass** @ \$12.95 per 24 clock hours per device (up to 512k up/512k down); or
- ❏ **Complimentary WiFi** - Limited to one session per calendar day (up to 256k up/256k down).



Questions? Please call Smart City at
888-446-6911

**Also Available from Smart City:
Wired Internet and Telephone Services**

LEAD RETRIEVAL ORDER FORM [Order Online](#) **DISCOUNT DEADLINE: February 13, 2015**

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions on Page 2</i>	DISCOUNT	REGULAR	QUANTITY	TOTAL
--	-----------------	----------------	-----------------	--------------

Printer Options: (All options require electricity <1 amp, 110V)

ExpoBadge Lead Print	\$255	\$275		\$0.00
ExpoBadge All-in-One	\$305	\$325		\$0.00
Wireless: ExpoBadge All-in-One	\$375	\$395		\$0.00

Handheld Scanners: (Battery operated scanners; no electricity required)

ExpoBadge Mobile e-Lead	\$230	\$260		\$0.00
ExpoBadge Mobile e-Lead+	\$285	\$315		\$0.00
ExpoBadge Select	\$295	\$325		\$0.00

ExpoBadge Extras:

Delivery, Setup, and Training	\$75	\$95		\$0.00
Personalized Action Codes	\$75	\$95		\$0.00
Paper: Additional Roll	\$17	\$22		\$0.00
USB Flash Drive	\$75	\$95		\$0.00

Federal Tax ID # 20-8676699

Sub Total: _____

CA Sales Tax 9.00%: _____

TOTAL: _____

Company Information

COMPANY	CONTACT	BOOTH #
ADDRESS 1	CITY	ZIP CODE
ADDRESS 2	STATE	COUNTRY
EMAIL	PHONE	ONSITE PHONE

WEBSITE:

<https://www.expobadge.com>

EMAIL ORDERS TO:

orders@expobadge.com

FAX ORDERS TO:

714-634-9016

MAIL ORDERS TO:

ExpoBadge, Inc.
1150 E. Stanford Court
Anaheim, CA 92805, USA

FOR ASSISTANCE CALL:

toll free 800-490-9941
+1-714-712-7380



Payment Information *Billing Zip Code Required




<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK
CREDIT CARD #		EXPIRATION DATE	
NAME ON CARD		*BILLING ZIP CODE	

Terms and Conditions: ☐ I have read and agreed to the following terms and conditions.

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

PRINTER OPTIONS	DETAILS	LEADS FORMAT
ExpoBadge Lead Print 	The ExpoBadge Lead Print is a standalone lead retrieval and printer unit. With the Lead Print, you will receive an instant easy-to-read paper copy of your leads. Use your printout to write additional notes or attach to an order form.	<u>Paper Only</u>
ExpoBadge All-in-One 	The ExpoBadge All-In-One will allow you to receive your leads via paper and an electronic spreadsheet. After the show closes, you will receive an email allowing you direct access to your leads file in multiple formats. A <u>wireless model</u> is also available.	Paper and Electronic

HANDHELD SCANNERS	DETAILS	LEADS FORMAT
ExpoBadge Mobile e-Lead 	The ExpoBadge Mobile e-Lead is a handheld battery-operated scanner that conveniently fits in your pocket. The Mobile e-Lead stores your leads and sends them wirelessly in real time. Instant Leads technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
ExpoBadge Mobile e-Lead+ 	The ExpoBadge Mobile e-Lead+ is a small handheld battery-operated scanner that provides a graphic display. The e-Lead+ will time and date stamp your booth traffic. Instant Leads technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
ExpoBadge Select 	The ExpoBadge Select offers a large color display and allows the user to input custom notes. Leads will be delivered electronically via the MyExpoBadge web portal at the close of the show.	Electronic

EXTRAS	DETAILS
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	Not compatible with Lead Print options Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.



2015 LA Expo
March 12-13, 2015
Long Beach Convention Center
Long Beach, CA



STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead. Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code.

Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____

ELECTRICAL ORDER FORM**Advance Payment Deadline Date: 02/26/15**

ELECTRICAL EXHIBITION SERVICES
 715 Hundley Way, Placentia, CA 92870
 Phone: (714) 985-1480 Fax: (714) 985-1481
 anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	Landscape Expo Design & Development		
FACILITY:	Long Beach Convention Center		
DATES:	March 12 - 13, 2015	EVENT #:	035038LA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

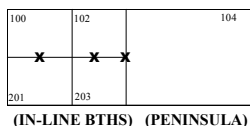
ORDER INSTRUCTIONS		ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event															
120 VOLT POWER DELIVERY The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require 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.		120 VOLT 500 WATTS (5 AMPS) _____ 1000 WATTS (10 AMPS) _____ 1500 WATTS (15 AMPS) _____ 2000 WATTS (20 AMPS) _____ MISC. REQUIREMENTS _____ _____ _____	QTY Show Hours Only _____	QTY 24hrs/day Double rate _____	ADVANCE PAYMENT PRICE 110.00 199.00 224.00 250.00 REGULAR PAYMENT PRICE 165.00 299.00 336.00 375.00 TOTAL COST _____ _____ _____ _____ _____ _____ _____												
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.		LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove) 1000 WATT OVERHEAD LIGHT _____ 247.00 372.00 _____ 8' POLE LIGHT WITH 1 FIXTURE _____ 115.00 174.00 _____ 8' POLE LIGHT WITH 2 FIXTURES _____ 115.00 174.00 _____															
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.		MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site) 15' EXTENSION CORD _____ 23.00 _____ POWER STRIP _____ 23.00 _____															
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.		ELECTRICAL LABOR ST (Mon-Fri, 8am-4:30pm, excluding holidays) _____ 104.00 _____ OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays) _____ 208.00 _____															
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.		<table border="1"> <tr> <td colspan="2">PLACE TOTAL HERE</td> </tr> <tr> <td colspan="2">PRINT NAME: _____</td> </tr> <tr> <td>AUTHORIZED SIGNATURE: _____</td> <td>DATE: _____</td> </tr> <tr> <td>EMAIL: _____</td> <td>PHONE: _____</td> </tr> <tr> <td colspan="2"> TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract. </td> </tr> <tr> <td colspan="2"> The "Method of Payment" form must be completed and returned with this order form. </td> </tr> </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.	
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.																	
Form 120-0314LA																	

TERMS & CONDITIONS

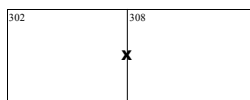
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed 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 listed **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 not 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?

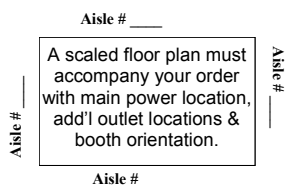
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



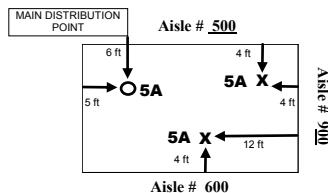
(IN-LINE BTHS) (PENINSULA)



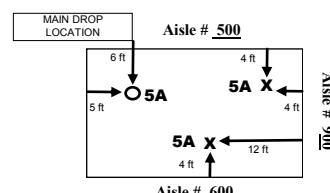
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 02/26/15



ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:

BTH #

EVENT: **Landscape Expo Design & Development**

FACILITY: **Long Beach Convention Center**

DATES: **March 12 - 13, 2015**

EVENT#: **035038LA**

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

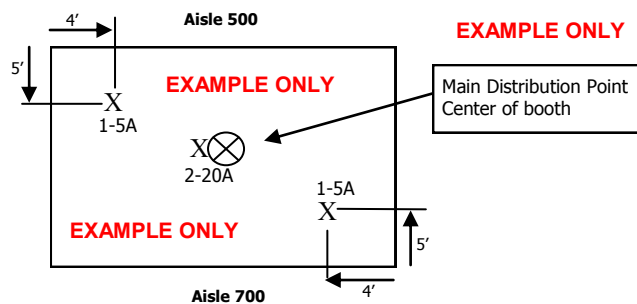
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|--|---|
| 1. Electrical distribution under carpet | 5. Wiring of overhead signs |
| 2. Connection of all 208V or higher services | 6. Assembly & Installation of lighting hung from truss or ceiling |
| 3. Hardwiring of any electrical apparatus | 7. Installation of lighting requiring tools for installation |
| 4. Overhead power distribution | |

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space:
 - Floor plans must include exact outlet locations with dimensions or be to scale.
 - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
 - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

The Following Illustration is an Example: 20x30 Island Booth



- Date you will begin building your booth _____ Estimated time _____
- Show Site Contact with authority to make additions or changes to your order
Contact Name _____
Contact Company _____
Contact Cell # _____
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 02/26/15



ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	Landscape Expo Design & Development		
FACILITY:	Long Beach Convention Center		
DATES:	March 12 - 13, 2015	EVENT #:	035038LA

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time 104.00 per hour
Monday-Friday 8:00am - 4:30pm, excluding holidays
Overtime 208.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift 227.00 per hour

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator. Call for a quote.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

SHOW SITE SUPERVISOR

Contact Name:	_____	Company:	_____
Cell Number:	_____	Email address:	_____

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 02/26/15



ELECTRICAL EXHIBITION SERVICES

715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	Landscape Expo Design & Development		
FACILITY:	Long Beach Convention Center		
DATES:	March 12 - 13, 2015	EVENT #:	035038LA

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

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.

☐ 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.

☐ 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.

☐ 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.

☐ VISA ☐ MASTER CARD ☐ AMX ☐ DISCOVER

CHECK AND CREDIT CARD INFORMATION

CHECK #															
CREDIT CARD NUMBER:										EXP DATE:					
CARD HOLDER SIGN:										PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO					
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE															
ADDRESS:								CITY:				ST:		ZIP:	

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

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

Advance Payment Deadline Date: 02/26/15



COMPANY:		BTH #	
EVENT:	Landscape Expo Design & Development		
FACILITY:	Long Beach Convention Center		
DATES:	March 12 - 13, 2015	EVENT #:	035038LA

Adjacent Booth or Aisle #

[illegible]

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

PLUMBING ORDER FORM



Advance Order Deadline Date: 00/00/00 E M

ELECTRICAL EXHIBITION SERVICES

Street, City, State, Zip
Phone: (000) 000-0000 Fax: (000) 000-000
Office@edlen.com

COMPANY:

BTH #

EVENT:

FACILITY:

DATES:

EVENT #:

FOR YOUR CONVENIENCE PLACE YOUR ORDER ON-LINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

LABOR REQUIREMENTS

There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet.

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

SERVICE CONNECTIONS

All service connections are to be made by Edlen plumbers. Material charges may apply.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

Advance

Regular

Total

COMPRESSED AIR: 90-100 LBS. Psi

Air Outlet	00.00	00.00	
Additional Connections within 20' of Outlet	00.00	00.00	
CFM requirements (There is a 5 CFM min. charge per outlet)	00.00/cfm	00.00/cfm	

Remember to order CFM with air services. Connection size see # 9 on back of form.

WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

Water Outlet	00.00	00.00	
Additional Connections within 20' of Outlet	00.00	00.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES

Drain Outlet	00.00	00.00	
Additional Connections within 20' of Outlet	00.00	00.00	
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	00.00	00.00	
51 – 200 Gallons	00.00	00.00	
201 – 500 Gallons	00.00	00.00	
Each additional 100 Gallons up to 1,000 Gallons	00.00	00.00	

LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)

ST (Monday-Friday 8:00 PM – 4:30 PM (except holidays)	00.00	
OT (Mon - Fri 4:30 PM – 8:00 AM (all day Sat, Sun, & Holidays)	00.00	
LIFT (Only required if outlets are dropped from overhead)	00.00	

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

GAS & MISC. REQUIREMENTS (Call for a Quote)

\$	
\$	

TOTAL PAYMENT

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

The "Method of Payment" form must be completed and returned with this order form

TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
15. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7" water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. 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.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM

For Further Information please visit our web site at www.edlen.com

Or call the number on the front of this form.


Landscape Communications 2015
Long Beach Convention Center

PROJECTION 

Desktop PCs include 17" flat screen Display.

Computer
Order Form

LA expo
DESIGN AND DEVELOPMENT
for landscape architects, developers & design/build professionals

PC Compatibles	Qty	Advance Rate see deadline>	Regular Rate	Total	<p>Only orders received before Enter deadline date here Can use the the "Advance" SHOW RATE. Exhibit Dates:</p> <p>Customer Information</p> <p>PLEASE PRINT</p> <p>Firm Name:</p> <p>Address:</p> <p>City:</p> <p>State: Zip Code:</p> <p>Ordered By:</p> <p>Telephone:</p> <p>Fax:</p> <p>e-Mail:</p>
Pentium 4, 2 GHz, 1gb Ram, 80Gig HD, 48 X DVD CDRW. Ethernet, Mouse & Keyboard.		\$275	\$325		
Pentium 4, 2 GHz, 2gb Ram, 120Gig HD, 48 X DVD CD RW, Ethernet, Mouse & Keyboard and 802.11 adaptor		\$325	\$400		
Mac Desktop Computers Upon Request		CALL	CALL		
Laptop Computers	Qty	Pre-Show Rate	On-Site Rate	Total	<p>Information for Delivery</p> <p>Exhibit Booth#:</p> <p>On Site Contact:</p> <p>Ph.-Cell-Pager:</p> <p>Delivery Date: Time:</p> <p>Signature:</p> <p>Representative MUST BE on-site at above for Delivery. Exhibitor assumes responsibility for Loss or Damage to property of Projection after Delivery and acceptance at Booth.</p> <p>Ordering Instructions</p> <p>⇒ Charges for requested items selected are for the Entire Event. Submit your request prior to set - up. No Equipment Charges for set - up one day prior to the event.</p> <p>⇒ Include applicable Sales Tax on equipment and/or labor. Tax Exempt Certificate must be on file for the State of California to claim status</p> <p>⇒ Installation / Dismantle Fee includes delivery, install, maintenance and dismantle. Contact 562 / 499 - 7675 for in-booth operation.</p> <p>⇒ Cancellation of equipment ordered must be received 72 hours prior to delivery date to avoid a one day charge. If delivered, 100% of charges will apply.</p> <p>⇒ Call 562-499-7683, with questions. Please fax or email your scanned order to: msolis@projection.com</p> <p>Processing</p> <p>Fax: (562) 499 - 7683 Call 562 / 499 - 7677 to confirm fax receipt.</p> <p>PROJECTION </p> <p>Long Beach Convention Center 300 East Ocean Blvd. Long Beach, CA. 90802 Sales Phone: (562) 499 - 7677 Fax: (562) 499 - 7683 smartinez@projection.com</p>
P 4 1Ghz, 256 Mb, 40Gig HD, CD/DVD, Ethernet, Mouse & Keyboard.		\$450	\$500		
P4, 2Ghz, 1Gb ram, 80Gig HD, DVD RW -CD RW, Wi-Fi 100 Base T, Mouse, Cable Lock		\$475	\$525		
Apple I-Pad Tablet Computer		\$475	\$525		
Apple I-Pad 2 Tablet Computer		\$525	\$575		
Mac Book Laptops Upon Request		CALL	CALL		
Computer Display Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	
Video / Data LCD Projector (3000 Lumens , S-XGA)		\$375	\$450		
VGA Distribution Amplifier		\$75	\$90		
17" LCD Flat Screen Display		\$75	\$90		
20" LCD Flat Screen Display (Data Only)		\$175	\$210		
23" LCD Display Panel (16:9 Ratio) with speakers		\$375	\$450		
32" LCD Display Panel (16:9 Ratio) with speakers		\$525	\$630		
42" Plasma Display Panel(16:9 Ratio)		\$600	\$720		
50" Plasma Display Panel(16:9 Ratio)		\$700	\$840		
60" Plasma Display Panel(16:9 Ratio)		\$950.00	\$1,140.00		
Plasma Slim Mount Speakers (regular fidelity)		\$125	\$150		
Plasma EAW Speaker System (Hi-fidelity)		\$500	\$600		
Plasma Display Floor Stand Shelf		\$75	\$90		
Plasma Display Floor Stand 72"		\$125	\$150		
Printers	Qty	Pre-Show Rate	On-Site Rate	Total	
H.P., Laser Jet 4M / 5M / 4000 Printer		\$275	\$330		
Accessories	Qty	Pre-Show Rate	On-Site Rate	Total	
8 Port Ethernet Hub (10/100 Base - T)		\$75	\$90		
Folsom Image Pro Scaler/Scan Converter/Switcher		\$350	\$420		
Computer Stereo Speakers with Sub		\$75	\$90		
DVD Player (code free)		\$150	\$180		
<p>Totals PAYMENT IS DUE WHEN ORDER IS PLACED</p> <p>EQUIPMENT TOTAL: 1</p> <p>DELIVERY/SET-UP/PICKUP: (20% of line 1 or \$130.00 minimum) 2</p> <p>DRAYAGE: (15% of Equipment line 1) 3</p> <p>SUBTOTAL: (add lines 1 through 3) 4</p> <p>STATE SALES TAX: 9.00% of Subtotal 5</p> <p>TOTAL DUE 6</p> <p>Method of Payment : CHECK ONE</p> <p>Card Number: _____ Exp Date ____ / ____ American Express <input type="checkbox"/></p> <p>Cardholder's Name (as appears on card): _____ Visa <input type="checkbox"/></p> <p>Cardholders Signature: _____ MasterCard <input type="checkbox"/></p> <p>Check (US Only) <input type="checkbox"/></p> <p>Wire Transfer (US) <input type="checkbox"/></p>					

Video Equipment	Qty	Advance Rate see deadline>	Regular Rate	Total	**Only orders received before Enter deadline date here can use the "Advance Rate"** Exhibit Dates:
Digital CATV Connection (basic cable channels) plus labor		\$950	\$1,350		
Analog SD CATV Connection (basic cable channels) plus labor		\$350	\$450		
DVD Player		\$150	\$180		
DV CamCorder w/ tripod		\$375	\$450		
54" Monitor Cart with Skirt		\$40	\$48		
Computers					Customer Information
P4 Desktop CPU, with 17" flat screen (XP , Office)		\$275	\$325		Firm Name:
Standard Laptop with lock , XP & Office		\$450	\$500		Address:
Premium Laptop with wi-fi , lock (Windows 7 or XP, Office)		\$475	\$525		City:
Apple i-Pad 2		\$25	\$575		State:
Mac Laptop or Desktop Computers -Upon Request		CALL	CALL		Zip Code:
Video / Data Display	Qty	Pre-Show Rate	On-Site Rate	Total	Ordered By:
Video / Data LCD Projector (3000 Lumens , S-XGA)		\$750	\$900		Telephone:
VGA Distribution Amplifier		\$75	\$90		e-Mail:
17" LCD Flat Screen Display (Data Only)		\$90	\$108		Information for Delivery
20" LCD Flat Screen Display (Data Only)		\$225	\$270		
23" LCD Display Panel (16:9 Ratio) with speakers		\$375	\$450		
32" LCD Display Panel (16:9 Ratio) with speakers		\$450	\$540		
42" Plasma Display Panel (VGA - SXGA) 16:9 Ratio		\$600	\$720		
50" Plasma Display Panel (VGA - SXGA) 16:9 Ratio		\$700	\$840		
60" Plasma Display Panel (16:9 Ratio)		\$950	\$1,140		Exhibit Booth#:
Plasma Slim Mount Speakers (regular fidelity)		\$125	\$150		On Site Contact:
Plasma EAW Speaker System (Hi-fidelity)		\$350	\$420		Ph.-Cell-Pager:
Plasma Display Floor Stand 72"		\$125	\$150		Delivery Date:
Plasma Display Wall Mount		\$125	\$150		Time:
Plasma Display Floor Stand Shelf		\$75	\$90		Signature:
Folsom Image Pro Scaler/Scan Converter/Switcher		\$350	\$420		Representative MUST BE on-site at above for Delivery.
Audio Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	Exhibitor assumes responsibility for Loss or Damage to property of Projection after Delivery and acceptance at Booth.
Wired Microphone (circle one:Lavaliere - Headset - Handheld)		\$60	\$72		Ordering Instructions
Wireless Microphone (circle one: Lavaliere-Headset-Handheld)		\$250	\$300		
Shure 4 Channel Audio Mixer		\$70	\$84		
Mackie Sound System (2-Speakers, Mixer/Amp, Stands)		\$250	\$300		
EAW Sound System (2-Speakers, Mixer/Amp, Stands)		\$350	\$420		
Cd Player		\$100	\$120		
Other Items	Qty	Pre-Show Rate	On-Site Rate	Total	<input type="checkbox"/> Charges for requested items selected are for the Entire Event. Submit your request prior to set-up. No Equipment Charges for set-up prior to the event.
Totals					<input type="checkbox"/> Include applicable Sales Tax on equipment and or labor. Tax Exempt Certificate must be on file for the State of California to claim exempt status
					<input checked="" type="checkbox"/> Installation / Dismantle Fee includes delivery, install, maintenance and dismantle. Contact 562-499-7675 for in-booth operation.
					<input type="checkbox"/> Cancellation of equipment ordered must be received 72 hours prior to delivery date to avoid a one day charge. If delivered, 100% of charges will apply.
					<input type="checkbox"/> Call 562-499-7683, with questions. Please fax or email your scanned order to: msoilis@projection.com
					Processing
					Fax Form To: (562) 499 - 7683 Call (562) 499 - 7677 to confirm fax receipt
					PROJECTION
					LONG BEACH CONVENTION CENTER 300 E. Ocean Blvd. Long Beach, CA. 90802 Phone: (562) 499 - 7546 Fax: (562) 499 - 7683 smartinez@projection.com