Symposium Theme
Sustaining Land Imaging…UAS to Satellites

Dates
November 17 – 20, 2014

Symposium Location
Renaissance Denver Hotel
3801 Quebec Street
Denver, CO 80207

Hall Location
Colorado Ballroom, Banquet Level

Official Decorator
Levy Exposition Services, Inc.
14900 Interurban Ave. South, Suite 271
Seattle, Washington 98168
Ph: 253 437-0031
Fax: 253 437-0032
Chuck Premone, President
Cpremone@levyexpo.com

Official Show Colors
Blue & White

Official Show Carrier
ICAT expo
877-ICAT expo (877-422-8397)
Direct: 800-572-1324 x112
Matt Campbell
matt.campbell@icatexpo.com
www.icatexpo.com

TECHNOLOGY FLOOR LOCATION
The Exhibits will be located in the Renaissance Denver Hotel in the Colorado Ballroom; Salons A & B. Posters will be included in the hall.

NEW for Fall 2014
The Exhibit Hall has been renamed to the TECHNOLOGY FLOOR.
We feel this title better represents the overall attendee experience and what you, our exhibitors, are offering attendees.

Show Schedule

Monday, Nov. 17
8 am – 5 pm  Exhibit Set up
11:30 am – 12:45 pm  Sustaining Members Council Meeting
All exhibitors welcome to attend this luncheon meeting being held on the Technology Floor. RSVPs will be sent.

Tuesday, Nov. 18
8 am – 11 am  Exhibit Set up
11 am – 12 noon  Booth Inspection
12 noon – 7pm  Technology Floor Open
12 noon – 1 pm  Welcome Luncheon
5:30 – 7:30 pm  Exhibitors’ Reception

Wednesday, Nov. 19
9:30 am – 3:30 pm  Technology Floor Open
12 noon – 1:30 pm  Lunch with Exhibitors
Refreshment Breaks:  10 am – 10:30 am
3 pm – 3:30 pm
3:31 pm – 6 pm  Exhibit Dismantle

Symposium Website Exhibitor Area: http://pecora.asprs.org/exhibitor_services.php
EXHIBITOR BENEFITS

The following items are provided for each exhibitor purchasing a 10’x10’ space:

- One (1) Complimentary Full Symposium registration (per 10’x10’ booth)
- Three (3) Complimentary exhibit booth staff badges (per 10’x10’ booth)
- Post-symposium attendee mailing list (emails not included, sent 15 days post-symposium)
- Draped back wall and side rails (linear booths only)
- Increased & dedicated attendee face time
- Two (2) Complimentary lunches held in the hall
- A 7” x 44” booth identification sign
- Nine (9) Complimentary Technology Floor only Guest Passes
- Exhibitor only refreshment area/lounge
- Company description in the symposium Final Program

Exhibiting companies are responsible for furnishing, carpeting and cleaning, their booths. The Technology Floor at the Renaissance Denver Hotel IS carpeted. Additional carpet for individual booths may be obtained through Levy Exposition Services.

EXHIBITOR / TECHNOLOGY FLOOR EVENTS

Welcome Luncheon – A lite walking lunch will be provided for attendees and exhibitors to open the symposium. The lunch will be held on the Technology Floor on Tuesday, Nov. 18th from 12 noon until 1:00 pm.

Exhibitors’ Reception - Drinks and light hors d’oeuvres will be served from 5:30 pm until 7:30 pm on Tuesday, November 18th. This is an excellent opportunity for all exhibitors to meet the Symposium attendees.

Refreshment Breaks – Refreshment breaks held throughout the week will be served in the Technology Floor.

Lunch with Exhibitors – Held Wednesday, November 19th from 12 noon until 1:30 pm, this lite walking lunch is a perfect time for exhibitors and attendees to meet and mingle. Make some new contacts, reconnect with current customers and enjoy a lunch on the Technology Floor!

BOOTH INSPECTION

All displays are to be completely installed and ready for inspection by 10:00 am on Tuesday, Nov. 18th. Displays will be checked by your in-Hall contact with ASPRS. A company representative must be on hand during this inspection in case booth adjustments are necessary.

CAREER POSTINGS

Poster boards will be available outside the Technology Floor area for advertising job openings as well as space for resumes of prospective employees. Please provide multiple copies of your advertisements and check the boards frequently for new postings.

DISMANTLING

Dismantling and removal of displays may not begin before 3:31 pm and must be completed by 6 pm on Wednesday, November 19th. Note: Exhibitors who select freight carriers other than the official carriers must make arrangements for pick-up by 6:00 pm on Wednesday, November 19th. Failure to remove all materials on the date and time specified will constitute authority of ASPRS to remove the exhibit at the expense of the exhibitor.

Symposium Website Exhibitor Area: http://pecora.asprs.org/exhibitor_services.php
SHOW CONTACTS

NEW Exhibit Sales & Sponsorship
Sheldon Piepenburg
Phone: sheldon@asprs.org

Exhibit Decorator
Levy Exposition Services, Inc., Chuck Premone
Phone: 253 437-0031
Fax: 253 437-0032
Cpremone@levyexpo.com

Show Freight Carrier
ICAT expo, Matt Campbell
Phone: 877-422-8397 (Toll Free)
Fax: 410-691-7706
matt.campbell@icatexpo.com

Symposium Registration,
ASPRS Registrar, Priscilla Weeks
Phone: 301-493-0290 x109
Fax: 301-493-0208
registrar@asprs.org

Audio Visual Rentals
Technology Express, Mike Coultas
Phone: 800-704-3655 (Toll Free)
mcoultas@av-ps.com

Symposium Organizer
ASPRS Meetings Manager, Heather Staverman
Phone: 301-493-0290 x 106
Fax: 301-493-0208
hstaverman@asprs.org

Renaissance Denver Hotel Services
Catering event services, Megan Masana
Phone: 303-336-5337
Megan.Masana@renaissancehotels.com

Hotel Internet/Electrical Services
PSAV, Albert Deshchenko
Phone 303-336-5304
adeshchenko@psav.com
Fax 303-336-5204

Hotel Direct Shipping Address
ASPRS 2014 Fall Symposium
Company Name & Booth #XX
Renaissance Denver Hotel
c/o Levy Exposition Services, Inc.
Denver, CO 80207
Ph: 303-399-7500

TECHNOLOGY FLOOR CONTACTS

Multiple people will be available for questions in the hall during both set-up times and open Technology Floor hours.

- Exhibit Sales Representative
  - Sheldon Piepenburg
  - Will be walking the hall and visiting with each exhibitor.

- ASPRS Booth #301
  - Jesse Winch
  - Available for questions regarding ASPRS, Membership, Certification, etc.

- Levy Expo
  - Will have a kiosk set-up in the hall for any technical/set-up issues that may arise.

EXHIBITOR BOOTH DESCRIPTION

Each exhibitor will receive a complimentary description of their booth in the symposium Final Program. Descriptions must be submitted electronically by Wednesday, October 14th.
Submit descriptions on the symposium website.

ELECTRICAL

All electrical orders will be filled directly by the Renaissance Denver Hotel. Order forms are included in this kit.

INTERNET SERVICE

Private Internet service is available for individual exhibit booths at exhibitor’s expense and must be ordered through the Renaissance Denver Hotel. Order forms are included in this kit.

LEAD RETRIEVAL SYSTEMS

Because of the high cost involved, an electronic lead retrieval system is not available at this symposium.

MATERIAL DISTRIBUTION

Printed matter, samples, etc., must be distributed only from within the rented exhibit space. Special distribution of such materials elsewhere must be approved by ASPRS.
EXHIBITOR CHECKLIST

IMPORTANT DEADLINES

REGISTRATION
Exhibitor Staff & Full Registration Forms
(Please use enclosed form) October 14, 2014

HOTEL RESERVATIONS
Renaissance Denver Hotel October 24, 2014
(Please note: Only a limited number of rooms are reserved in the ASPRS Fall Symposium block – early reservations are strongly advised. The cut-off date for reservations does not guarantee that rooms will still be available. Reservations can be made directly through our web site at http://pecora.asprs.org/hotel.php Room Rate is $169/night single/double occupancy)

SHIPPING AND RECEIVING
Advance Shipping – Please note that advance shipments will be received between October 6th and November 10, 2014 without penalty. Shipments received before October 6th or after November 10, 2014 will be assessed a surcharge.

Direct Shipping – Please note that direct shipments to the Renaissance Denver Hotel will be received beginning at 8:00 am on Monday, November 17, 2014. Shipments that arrive before this date may be refused. All shipments sent directly to the Hotel will incur charges from the Hotel. ASPRS is NOT responsible for these charges.

EXHIBIT LABOR
Decorator Labor Order Form October 31, 2014

EXHIBIT FURNISHINGS AND SERVICES
Intent to Use Non-Official Contractor Form October 31, 2014
Levy Exposition Services Forms
Payment Policy & Authorization October 31, 2014
Recap of Orders October 31, 2014
Rental Display October 31, 2014
Sign Order October 31, 2014
Booth Cleaning October 31, 2014
Furniture Order October 31, 2014
Custom Rental Furnishings Order October 31, 2014
Convention Foliage Service Order October 31, 2014

Technology Express Audio Visual Orders November 7, 2014
http://www.av-ps.com/

Renaissance Denver Hotel Electrical and Internet Orders October 31, 2014

Symposium Website Exhibitor Area: http://pecora.asprs.org/exhibitor_services.php
IMPORTANT

All exhibitors and booth staff should register for the symposium no later than **Tuesday, October 14, 2014**. This will allow ASPRS sufficient time to prepare necessary registration materials.

Please make your hotel reservations at the Renaissance Denver Hotel, **as soon as possible** in order to take advantage of the special symposium room rate of **$169**.

While our room block does not expire until October 24th, there is no guarantee that rooms will be available at that late date in the block or in the hotel. For reservations in the symposium block, please see the web page link at [http://pecora.asprs.org/hotel.php](http://pecora.asprs.org/hotel.php). A very limited number of rooms are reserved in the room block at this special rate.

As a courtesy to ASPRS and all symposium attendees, please do not reserve a hotel room until you are certain that you will be attending. Late cancellations can result in an expensive penalty imposed by the hotel on ASPRS and preclude others from staying in the symposium headquarters hotel.

**EXHIBITOR SYMPOSIUM REGISTRATION**

**Deadline for Registration – October 14, 2014** - Registration is required for all exhibitors and booth staff.

**Registration Procedures** - Each exhibiting company will receive one complimentary full symposium registration and three booth staff registrations per 10’x10’ booth. Please complete the “**Exhibitor Registration Form**” included in this packet, for your full symposium registrant and booth staff. Additional copies of this form may be made and must be submitted if purchased booth space is larger than 10’x10’ standard and more than one complimentary full registration & three booth staff registrations apply.

- **Booth Staff Registrations Include:**
  - Access to all technical sessions and plenary sessions, exhibit hall access, 2 complimentary lunches and beverage breaks.

Technicians and booth personnel who need access to the hall prior to show hours (even if registered for the symposium) should be included in this form. Please indicate time of entrance and need for early entrance on the form.

**Outside Contractors/Crew Passes** - If an outside contractor will be used to set up your booth, please fill out the enclosed “**Intent to Use Non-Official Contractor**” form for our records. Move-in/out crew passes will be available at the Levy Expositions Services Desk. These passes are to be used by company personnel or I&D companies who will only be responsible for setting up/tearing down your booth. Personnel who have the exhibit badge do not need the move-in/out passes to gain access to the hall.

**GUEST PASSES**

Nine complimentary Guest Technology Floor passes per 10’ x 10’ booth are available for your customers, clients and guests. The Guest Pass form is available on the Symposium website at [http://pecora.asprs.org/exhibitor_services.php](http://pecora.asprs.org/exhibitor_services.php). Please email or fax your completed forms to the Symposium Registrar by **Tuesday, Oct. 14th**. All passes will be held at the Symposium Registration Desk, outside the Technology Floor at the Renaissance Denver Hotel. Passes will be held under the company name of the exhibitor/requestor.

Passes may be distributed to your clients. These are designed for client/customer use only and are **not** to be used by your company staff. The Guest Technology Floor passes are for access to the Technology Floor only. The passes are **valid for ONE DAY ONLY** and a day, either Tuesday or Wednesday, MUST be specified on each pass. The Guest Passes are not valid for any technical sessions, general sessions or other symposium activities.

**BADGES MAY BE PICKED UP ON-SITE AT THE REGISTRATION DESK IN THE RENAISSANCE DENVER HOTEL, DURING REGISTRATION HOURS.**

Symposium Website Exhibitor Area: [http://pecora.asprs.org/exhibitor_services.php](http://pecora.asprs.org/exhibitor_services.php)
Exhibitor Registration Form

For each 10’x10’ area purchased, the exhibitor is entitled to one (1) complimentary full symposium registration and three (3) exhibitor staff badges.

Please use this form to register your full symposium attendee and booth staff. If you have purchased space larger than an 10’x10’ area, please make the appropriate number copies of this form. If you would like to purchase additional full symposium registrations or register your employees for additional events held in conjunction with this Symposium that are not included in the complimentary registration, please use the official ASPRS Symposium Registration Form found at http://www.asprs.org/Registration/Pecora-19-Registration.html. Completed exhibitor registration forms are due by October 14, 2014. Return address information is below.

Complimentary Full Symposium Registration
(one per 10’x10’ booth)

*Last Name ____________________________  *First Name_____________________________________

*First Name on badge __________________________*Citizenship _____________________________

*Company ______________________________________ *Title _________________________________

*Street Address __________________________________ *City ________________________________

*State/Province ___________  *Zip/Postal Code: _______________  *Country _______________________

*Business Phone _____________ Fax ____________  *E-mail ___________________________________

Emergency Contact Name & Phone _______________________________________________________

Items noted with an asterisk (*) are required for symposium registration.

Please Note: Children under the age of 13 are NOT permitted in the Technology Floor at any time due to insurance and safety regulations.
Office Use:
Full Symposium Registrant & Company: ________________________________
(Please list first and last name from previous page & Company name for Office Use)

#1 *Last Name __________________________________      *First Name_____________________________________
*First Name on badge _____________________________ *Citizenship __________________________________
*Company _______________________________________________ *Title ________________________________
*Street Address ______________________________________ *City _________________________________________
*State/Province _______________ *Zip/Postal Code: _________________ *Country _________________________
*Business Phone ________________ Fax ________________ *E-mail ___________________________________
Emergency Contact Name & Phone _________________________________________________________________________

   *   *   *   *

#2 *Last Name __________________________________      *First Name_____________________________________
*First Name on badge _____________________________ *Birth Country __________________________________
*Company _______________________________________________ *Title ________________________________
*Street Address ______________________________________ *City _________________________________________
*State/Province _______________ *Zip/Postal Code: _________________ *Country _________________________
*Business Phone ________________ Fax ________________ *E-mail ___________________________________
Emergency Contact Name & Phone _________________________________________________________________________

   *   *   *   *

#3 *Last Name __________________________________      *First Name_____________________________________
*First Name on badge _____________________________ *Birth Country __________________________________
*Company _______________________________________________ *Title ________________________________
*Street Address ______________________________________ *City _________________________________________
*State/Province _______________ *Zip/Postal Code: _________________ *Country _________________________
*Business Phone ________________ Fax ________________ *E-mail ___________________________________
Emergency Contact Name & Phone _________________________________________________________________________

*   *   *   *

Items noted with an asterisk (*) are required for symposium registration.

Return no later than Tuesday, October 14, 2014 to:

ASPRS Fall Symposium Registration
c/o Symposium Registrar
5410 Grosvenor Lane, Suite 210
Bethesda, MD 20814
Phone: 301-493-0290 x109 or Fax: 301-493-0208 or registrar@asprs.org

Symposium Website Exhibitor Area: http://pecora.asprs.org/exhibitor_services.php
Intent To Use Non-Official Contractor

Levy Exposition Services, Inc. has been selected as the official general services contractor, and should be used for all drayage, furniture rental, signs, cleaning and installation of decorations. If your company will be using persons or organizations not covered in this Exhibitor Service Manual to perform services in connection with your exhibit while at this ASPRS Fall Symposium, please read and complete the following information.

Rules & Regulations for Those Other Than Official Service Contractors

Persons or organizations other than those designated, as the official contractor for the ASPRS 2014 Fall Symposium who will perform any services within the ASPRS 2014 Fall Symposium designated exhibit area for an exhibitor and are approved by ASPRS will:

Abide by the same exhibit rules and regulations as an exhibitor. It is the exhibit company’s responsibility to inform the Non-Official Contractor of the ASPRS 2014 Fall Symposium rules and regulations. Contractor must agree to abide by all applicable union rules and regulations.

Have all exhibits for which they are responsible installed and ready for inspection by **11:00 am on Tuesday, November 18th, 2014** and dismantled and ready for shipping by 6:00 pm Wednesday, November 19th. All Non-Official Contractors must provide sufficient labor to satisfy the requirements of the exhibitors and the show.

Supply Symposium Organizer and Levy Exposition Services of the names and addresses of the personnel who will be working within the Technology Floor.

Secure all services required other than set-up and dismantling from the official contractor.

Use the official contractor for any additional labor needed over and above those normally considered regular employees.

Each Non-Official Contractor firm being utilized must submit by **October 17, 2014**, a valid “Certificate of Insurance” naming ASPRS 2014 Fall Symposium and the Renaissance Denver Hotel as the additional insured’s with the following limits:

- **Comprehensive, General Liability** not less than $100,000 with respect to injuries to any one person in any occurrence; $300,000 with respect to injuries to more than one person in any one occurrence; and $1,000,000 with respect to damage of property.
- **Workman’s Compensation Insurance**, including employees’ liability coverage, in a minimum amount not less than $100,000.

Please forward to the addresses listed on the form.

Each representative of a Non-Official Contractor must physically pick-up an “Exhibit Crew” identification badge at the Levy Exposition Services Desk. The identification badge must be worn at all times. If a representative of a Non-Official Contractor does not have any identification that verifies his/her employment by a Non-Official Contractor, he must be accompanied to the Levy Exposition Services Desk by a representative who does have verifying identification.

The Exhibitor must submit a “**Request for Set-Up by Non-Official Contractor**” form to the ASPRS Meetings Manager and Levy Exposition Services by October 17, 2014. The Non-Official Contractor must also submit a list of employees and a valid Certificate of Insurance to the ASPRS Meetings Manager and Levy Exposition Services by October 17, 2014. In the event the Symposium Organizer and Levy Exposition Services are not notified as stated, the Non-Official Contractor must order labor from Levy Exposition Services.

Symposium Website Exhibitor Area: [http://pecora.asprs.org/exhibitor_services.php](http://pecora.asprs.org/exhibitor_services.php)
TECHNOLOGY FLOOR RULES AND REGULATIONS

ADMITANCE POLICY
ASPRS will provide badges for registered booth staff from your company. These badges are intended for the use of company personnel exclusively. Please use the registration forms provided in this service kit. Badges may be picked up at the ASPRS Registration Desk in the Renaissance Denver Hotel, 2nd floor, beginning at 3 pm on Sunday, November 16th, 2014. Badges and exhibitor ribbons must be worn to gain access to the Technology Floor.

Please note: Children under the age of 13 are NOT permitted in the Technology Floor at any time due to insurance and safety regulations.

AISLE OBSTRUCTION
Any demonstration or activity that results in obstruction of aisles or prevents ready access to nearby exhibitor’s booth shall be suspended for any period specified by ASPRS.

BADGE SYSTEM
A vital ingredient for the security of our show is our badge system. Therefore, security personnel have been instructed by ASPRS to allow, at the appropriate times, only those with exhibitor badges in the Technology Floor. Badges must be displayed at all times. Under no circumstances will anyone be allowed in the Technology Floor without proper identification. We ask that you give us your full cooperation and attention in complying with this system since it benefits all those involved.

BOOTH ACTIVITIES
No flammable fluids, substances, or materials of any nature, including decorative material, which is prohibited by national, state or city fire regulation, may be used in any booth. Helium balloons are prohibited. All curtains, drapes and decorations must be constructed of flameproof material. The use of lanterns and candles is prohibited.

BOOTH SPECIFICATIONS
A standard booth will be set with backdrop and side rails draped in flame resistant cloth. The backdrop framework is 8’ high and the side rails are 3’ high. A sign will be affixed to each backdrop. This is included in the cost of the booth space.

BUILDING PROTECTION
Nothing shall be tacked, stapled, nailed, screwed, taped or otherwise attached to the columns, walls, floors, doors or other parts of the building or furniture.

CUSTOM DISPLAYS
The International Association for Exposition Management’s Guidelines for Display Rules and Regulations will govern all exhibit constructions. Copies of these rules are available from Levy Expo. ASPRS may require the rearrangement of any exhibit to make it conform to the regulations, and the exhibitor will be liable for any costs incurred thereby.

DECORUM OF EXHIBITS
ASPRS reserves the right to restrict exhibits, which because of noise, method of operation or for any other reason, become objectionable, and also to prohibit or evict any exhibit, which, in the opinion of ASPRS, may detract from the general character of the exhibits. This reservation includes persons, things, conduct, printed matter or anything of an objectionable nature.

ELECTRICAL
All electrical orders will be filled directly by the Renaissance Denver Hotel. Order forms are included in this kit.

EXHIBITORS’ RESPONSIBILITY
Exhibitors have the right to escort their goods and merchandise from the receiving point at the hall to the storage area and/or their booths. On move-out the exhibitors should remain with their goods and merchandise until it is picked up. Any material that is left unattended with no prearranged freight pick-up will be forced on show freight carrier or returned to the drayage contractor warehouse. Freight will be forced at 6:00 pm on Wednesday, November 19, 2014.
CATERING WITHIN THE TECHNOLOGY FLOOR
No food or beverage (including bottle water with/without logo) may come into the Technology Floor without contracting with hotel catering. The only item permitted is bite size wrapped candy in a bowl. Please contact the hotel for more information (contact information found in kit).

HALL ACCESS AFTER SHOW HOURS
All attendees will be required to leave the show within ½ hour after closing each day. For exhibitors needing to work during non-show hours, permission must be obtained from ASPRS. Security will ask for proper identification before allowing anyone into the hall. Every consideration will be made to accommodate you and still have an effective security program.

INSURANCE
Exhibitors must insure their exhibits against damages that may be caused by accidents at the time of delivery, removal and during the exhibition, as well as any injury caused to any member of the public that may be caused by the exhibits in the amount of $1,000,000. ASPRS must be named in all insurance policies as an additional insurer for all ASPRS shows, and a Certificate of Insurance must be provided to ASPRS prior to installation of any exhibit. Exhibits cannot be installed until such certificate has been provided. It is recommended that exhibitor’s insurance policies cover the shipment of merchandise to the exhibition, the exhibition period and the return to their offices. ASPRS will take reasonable measures to prevent accidents for the general management of the site, ASPRS is not be responsible for any act of God, theft, loss or damage.

LABOR
Exhibitors may set up and dismantle their own exhibits. A regular, permanent employee of the exhibiting firm must perform such work; no temporary employment personnel may be used. Exhibitors who plan to have an exhibit service firm (other than Levy Exposition Services, the official contractor) unpack, erect, assemble, dismantle, and pack displays and/or equipment must abide by the rules set forth in the "Intent to Use Non-Official Contractor" form in this service kit.
Levy Exposition Services will maintain an Exhibitor Service Center in the Technology Floor area at the Renaissance Denver Hotel. Any approved independent contractor will be permitted to maintain their check-in or service desks only within the confines of their client’s booths, but shall not, under any circumstances, maintain desks in the aisles of the Technology Floor. It is the exhibitor’s responsibility to advise its independent contractors of all rules and regulations.

MATERIAL DISTRIBUTION
Printed matter, samples, etc., must be distributed only from within the rented exhibit space. Special distribution of such materials elsewhere must be approved by ASPRS.

OCCUPANCY
It is explicitly agreed by the exhibitor that in the event the exhibitor fails to install their product in their exhibit space within the time specified for installation, fails to pay the space rental at the time specified, or fails to comply with any other provisions concerning use of exhibit space, the management shall have the right to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. If booth space is not occupied by 11:00 am on Tuesday, November 18, 2014, the ASPRS may take possession of said space. Exhibitors will not be allowed access to the Technology Floor until all outstanding invoices have been paid.

SAFETY DEVICES
Exhibitors agree to accept full responsibility for compliance with national, state and city safety and fire regulations and to provide and maintain adequate safety devices should any of the display machinery or equipment be operated. Demonstrations are permitted within the booth provided that such demonstrations are absolutely safe to the general public. If a demonstration causes extreme noise, intense light, heat or vibration, the symposium organizers may suspend the demonstration.

SECURITY
Every effort has been made by ASPRS to ensure the safety of your property. The Renaissance Denver Hotel will provide general security on a 24-hour basis. ASPRS objective is to implement reasonable measures designed to minimize the risk of loss of your property. However, because such reasonable measures cannot absolutely guarantee the prevention of loss, the Renaissance Denver Hotel, CaGIS, ASPRS, and Levy Exposition Services are not liable for any loss of merchandise or equipment from your booth before, during or after the event. Exhibitors are urged to carry their own insurance through their own sources at their own expense. It is crucial that every exhibitor work closely with ASPRS and Levy Exposition Services, Inc. to ensure that the exhibition is as secure as possible. Additional security guards have been retained by ASPRS to provide...
perimeter security services for this event. It is ultimately all exhibitors’ responsibility for safeguarding their exhibit. If you would like additional security for your booth, please contact Heather Staverman at 301-493-0290 ext.106. Orders must be placed by **October 17, 2014**.

The following are suggested security precautions:

- Ship in locked trunks or crates.
- Do not indicate the contents of boxes.
- All cartons should be securely taped or banded.
- Do not leave your booth unattended during the set-up period or during show hours.
- Avoid leaving small, easily concealed items in your booth overnight.
- Cover displays during non-show hours.
- Do not, under any circumstances, include merchandise in containers to be stored with empties.
- Pack your entire exhibit as soon as move-out period starts.
- Report any theft immediately to Symposium Organizers.
- Hire a security officer to be assigned to your booth during non-show hours.

**Shipping**

All shipping and drayage should be coordinated through the official show carrier, ICAT Expo or an approved non-official contractor. Shipments sent directly to the Renaissance Denver Hotel should arrive no earlier than three (3) days prior to the show and will be subject to receiving and delivery charges. Each exhibitor is responsible for their shipping expenses.

**SIGNS**

A complimentary identification sign will be provided for each exhibiting company. The sign, mounted on the backdrop, is 7” x 44” and bears the company’s name and booth number. Additional signs may be ordered through Levy Exposition Services. Order forms are enclosed.

**SOUND DEVICES AND LIGHTING**

Public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor’s display. ASPRS reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, vocal or instrumental, is prohibited.

**INTERNET SERVICE**

Private telephone and Internet service is available in exhibit booths at exhibitor’s expense and must be ordered through the Renaissance Denver Hotel. Order forms are included in this kit.

**LEAD RETRIEVAL SYSTEMS**

Because of the high cost involved, an electronic lead retrieval system is not available at this symposium.
SERVICE
LEVY EXPOSITION SERVICES INC.
14900 Interurban Ave. S, Suite 271
Seattle, WA  98168
Tel: 253 437 0031  Fax: 253 437 0032

CONTACT:

LOCATION:
Denver Renaissance Hotel
3801 Quebec St.
Denver, CO  80207

EXHIBITOR MOVE-IN:
Monday, November 17, 2014  8:00 am – 5:00 pm
Tuesday, November 18, 2014  8:00 am – 11:00 pm

EXHIBITION DATES:
Tuesday, November 18, 2014  12:00 pm – 7:00 pm
Wednesday, November 19, 2014  9:30 am – 3:30 pm

EXHIBITOR MOVE-OUT:
Wednesday, November 19, 2014  3:30 pm – 6:00 pm

BOOTH EQUIPMENT:
each 8’ X 10’ booth space comes with the following:
- 8’ high drapery backwall – blue/white
- 3’ high drapery sidewalls – blue
- 1 – 7” x 44” booth identification sign

If you require additional furnishings or services please complete
and return the appropriate enclosed order form(s).

AISLE CARPET:
The hall is carpeted in ballroom grade carpeting.

DISCOUNT PRICE
In order to receive the discount rates listed on the enclosed order forms,
your PAID order is to be received by October 31, 2014.

DEADLINE:

SHIPPING:
Please see the Material Handling order form and invoice in this
manual for further information and associated costs. Please note
concerning outbound shipments at the close of the show, all carriers
must be checked in by 6:00 pm on Wednesday, November 19th. If your
carrier is not checked in by this time, the shipment(s) will be re-routed
via the official show carrier, Liberty Convention Freight.

All ADVANCE air and ground shipments should arrive at the
advance warehouse between October 6 – November 10, 2014
and should be consigned as follows:

Pecora 19
Company Name & Booth #
Levy Exposition Services, Inc.
c/o Liberty CFS NV, Inc.
14700 Smith Road
Aurora, CO  80011

All DIRECT air and ground shipments should not arrive prior to
8:00 am on Monday, November 17, 2014 and should be consigned as follows:

Pecora 19
Company Name & Booth #
Denver Renaissance Hotel
c/o Levy Exposition Services, Inc.
3801 Quebec Street
Denver, CO  80207
All decorating, display and material handling labor related to conventions, trade shows, promotional displays and consumer shows is performed by the Official Service Contractor.

DISPLAY AND EXHIBIT WORK – INSTALLATION, DISMANTLING AND DECORATING:
Full-time employees of an exhibiting firm may install and dismantle their own respective company display, if such work can be completed in less than sixty minutes without the use of mechanized tools. Any outside or additional labor required for installation, dismantle or decorating of displays is to be performed by the Official Service Contractor or by any other party signatory to the IATSE Local 7 under the guidelines established by the International Association of Expositions and Events.

MATERIALS DELIVERED TO OR PICKED UP FROM SHOW/JOB SITE:
All materials received, other than those in exhibitor owned vehicles as described below, will be handled by the Official Service Contractor. Please refer to the enclosed shipping instructions and material handling information.

EXHIBITOR OWNED VEHICLES:
Exhibitors, show organizers and other clients may handle their own materials which can be carried by hand by one person. Exhibitors may not bring or use carts, pallet jacks or other material handling equipment which would interfere with the operations of the Official Service Contractor. The above will be strictly followed.

All materials, other than exhibitor handled materials as described above, are chargeable as material handling will be handled through the Official Service Contractor. There are no storage facilities available for materials handled by exhibitors.

Space is limited at show site. To ensure the orderly move in and move out of the show, all docks and vehicle traffic are under the extensive control of the Official Service Contractor. As conditions permit, space may be made available for exhibitor owned vehicles to load or unload. One person should remain with the vehicle at all times. Due to volume and time constraints, exhibitor owned vehicles must be capable of being loaded/unloaded within fifteen minutes.

Any questions should be addressed to the Official Service Contractor or show management.

To arrange for display labor or material handling, complete the enclosed order forms.
# PAYMENT & CREDIT CARD Charge Authorization Form

**COMPANY**  
**BOOTH NUMBER**

**ADDRESS**  
street  
city  
state/province  
zip/postal code  
country

**PHONE**  
**FAX**  
**PO #**  
**E-MAIL**

**AUTHORIZED CONTACT SIGNATURE**  
**AUTHORIZED CONTACT - PLEASE PRINT**  
**DATE**

## CREDIT CARD AUTHORIZATION

<table>
<thead>
<tr>
<th>Credit Card Type</th>
<th>Account Number</th>
<th>Expire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MASTERCARD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMERICAN EXPRESS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CARDHOLDER’S BILLING ADDRESS**  
**city**  
**state/province**  
**zip/postal code**  
**country**

**CARDHOLDER’S SIGNATURE**  
**CARDHOLDER’S NAME - PLEASE PRINT**

---

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card and/or bank check, however, we require your credit card authorization to be on file with LES. 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 your representative for this event.

## CALCULATION OF ORDER FORMS

<table>
<thead>
<tr>
<th>Order Form</th>
<th>Total From Each Order Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet, Drape, &amp; Complements Rental Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Custom Carpet Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Table and Chair Rental Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Specialty Accessories Rental Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Rental Exhibits Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Table Top Exhibit &amp; Cabinets Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Graphics &amp; Sign Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Plant &amp; Flower Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Labor Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Material Handling Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Exhibit Booth Cleaning Order Form</td>
<td>$</td>
</tr>
</tbody>
</table>

**FULL PAYMENT IN US FUNDS**

To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.

Charge my credit card in the amount of $  
Check no. Dated in the amount of $
Table Drape Samples

Burgundy Red Peach Gold Teal Green

Blue Purple Black Grey White

Drape Samples

Burgundy Red Peach Light Beige Gold Teal

Green Blue Purple Black Grey White
--- Plan A ---
10’ N-Line
Hardwall Panels • Carpet
Side Chair (1) • Counter (1)
Shelves (2) • Header
Labor to Install and Dismantle

--- Plan B ---
20’ N-Line
Hardwall Panels • Carpet
Side Chairs (2) • Counter (1)
Shelves (4) • Header
Labor to Install and Dismantle

--- Plan C ---
20’ N-Line
Hardwall Panels
Upgraded Curved Returns
Upgraded Curved Header
Carpet • Side Chairs (2)
Counter (1) • Shelves (4)
Labor to Install and Dismantle

--- Plan D ---
20’ x 20’ Island
Hardwall Panels • Carpet
Counters (2) • Headers (4)
Labor to Install and Dismantle
(Floral not included)
From the simple to the elaborate, Levy transforms empty booth space into a custom tailored exhibit.

Built to exact specifications, each custom exhibit is:
- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today’s marketing strategies.

With a century of service, Levy continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Levy offers the perfect solution.

Call our experienced professionals for an innovative and customized approach.
**CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE**

### COLORED CARPET SELECTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size - 9 ft. X 10 ft.</td>
<td>169.00</td>
<td>219.70</td>
<td></td>
</tr>
<tr>
<td>9 ft. X 20 ft.</td>
<td>338.00</td>
<td>439.40</td>
<td></td>
</tr>
<tr>
<td>9 ft. X 30 ft.</td>
<td>507.00</td>
<td>659.10</td>
<td></td>
</tr>
<tr>
<td>9 ft. X 40 ft.</td>
<td>676.00</td>
<td>878.80</td>
<td></td>
</tr>
<tr>
<td>Custom cut size. Calculate sq. ft. x price per sq. ft.</td>
<td>3.45</td>
<td>4.49</td>
<td></td>
</tr>
</tbody>
</table>

- Blue
- Red
- Teal
- Grey
- Burgundy
- Purple
- Black

### CARPET OPTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet foam padding per sq. ft.</td>
<td>3.50</td>
<td>4.56</td>
<td></td>
</tr>
</tbody>
</table>

\[ \text{Size} \quad \text{ft. x} \quad \text{ft.} \times \text{Price per sq. ft.} \]

\[ \text{Poly covering per sq. ft.} \]

\[ \text{Size} \quad \text{ft. x} \quad \text{ft.} \times \text{Price per sq. ft.} \]

\[ \text{DRAPE} \quad \text{(includes installation and removal)} \]

- 1 lin. ft. of 3' high drape $7.50/ft $9.75/ft
- 1 lin. ft. of 8' high drape $11.50/ft $14.95/ft

- Blue
- Red
- Teal
- Peach
- White
- Gold
- Black
- Purple
- Green
- Grey
- Burgundy
- Light Beige

### COMPLEMENTS (Also see Specialty Accessories Form)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste basket</td>
<td>27.00</td>
<td>35.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome coat tree</td>
<td>92.00</td>
<td>119.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aluminum easel</td>
<td>40.00</td>
<td>52.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome sign holder 22&quot; X 28&quot;</td>
<td>102.00</td>
<td>132.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome stanchions</td>
<td>29.00</td>
<td>38.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Velvet stanchion ropes - blue</td>
<td>29.00</td>
<td>38.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COST SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATE ADJUSTMENT</td>
<td>(OFFICE USE ONLY)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25% CANCELLATION FEE</td>
<td>(OFFICE USE ONLY)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>7.62% SALES TAX</th>
<th>TOTAL US DOLLARS</th>
</tr>
</thead>
</table>

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

**STANDARD RATE** will be applied to all orders not received and paid in full by **October 31, 2014**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.
CUSTOM CARPET ORDER FORM

Custom Carpet can also be ordered on the regular Carpet Order Form.

Deluxe Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

☐ Black  ☐ French Beige
☐ Blue Mist  ☐ Grey Pearl
☐ Charcoal  ☐ Jade
☐ Colony Blue  ☐ Peony
☐ Emerald  ☐ Red

(CHECK BOX OF COLOR DESIRED)
SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal. Orders must be received by October 31, 2014 to guarantee availability.

<table>
<thead>
<tr>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE (late order)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Size ______ ft. x ______ ft. = _______sq. Ft. at $4.40 per sq. ft.</td>
<td>$5.72 per sq. ft. =________</td>
</tr>
<tr>
<td>Carpet Pad ______ ft. x ______ ft. = _______sq. Ft. at $1.50 per sq. ft.</td>
<td>$1.95 per sq. ft. =________</td>
</tr>
</tbody>
</table>

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

SPECIAL INSTRUCTIONS
________________________________________
________________________________________
________________________________________

EXHIBITOR INFORMATION
COMPANY ________________________________
CONTACT ________________________________
BOOTH# ________________________________

COST SUMMARY
RATE ADJUSTMENT  (OFFICE USE ONLY)
CANCELLATION FEE (OFFICE USE ONLY)

SUBTOTAL
7.62 % SALES TAX

TOTAL US DOLLARS

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM
**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

STANDARD RATE will be applied to all orders not received and paid in full by October 31, 2014. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.
# TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

## TABLES

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TABLES 30” HEIGHT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ x 2’ Skirted</td>
<td></td>
<td>177.00</td>
<td>231.10</td>
<td></td>
</tr>
<tr>
<td>6’ x 2’ Skirted</td>
<td></td>
<td>156.00</td>
<td>202.80</td>
<td></td>
</tr>
<tr>
<td>4’ x 2’ Skirted</td>
<td></td>
<td>135.00</td>
<td>175.50</td>
<td></td>
</tr>
<tr>
<td>Fourth side of table skirted</td>
<td></td>
<td>58.00</td>
<td>75.40</td>
<td></td>
</tr>
<tr>
<td>Unskirted table</td>
<td>8’</td>
<td>74.00</td>
<td>96.20</td>
<td></td>
</tr>
<tr>
<td>Unskirted table</td>
<td>6’</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unskirted table</td>
<td>4’</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TABLES 40” COUNTER HEIGHT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ x 2’ Skirted</td>
<td></td>
<td>206.00</td>
<td>267.80</td>
<td></td>
</tr>
<tr>
<td>6’ x 2’ Skirted</td>
<td></td>
<td>179.00</td>
<td>232.70</td>
<td></td>
</tr>
<tr>
<td>4’ x 2’ Skirted</td>
<td></td>
<td>155.00</td>
<td>201.50</td>
<td></td>
</tr>
<tr>
<td>Fourth side of table skirted</td>
<td></td>
<td>58.00</td>
<td>75.40</td>
<td></td>
</tr>
<tr>
<td>Unskirted table</td>
<td>8’</td>
<td>82.00</td>
<td>106.60</td>
<td></td>
</tr>
<tr>
<td>Unskirted table</td>
<td>6’</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unskirted table</td>
<td>4’</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GREY PEDESTAL TABLE - 30” DIAMETER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17” Coffee table height</td>
<td></td>
<td>98.00</td>
<td>127.40</td>
<td></td>
</tr>
<tr>
<td>30” Table height</td>
<td></td>
<td>128.00</td>
<td>166.40</td>
<td></td>
</tr>
<tr>
<td>40” Counter height</td>
<td></td>
<td>156.00</td>
<td>202.80</td>
<td></td>
</tr>
</tbody>
</table>

### FABRIC SLED BASE
- **CHAIR - GREY**
  - 109.00
- **ARMCHAIR - GREY**
  - 128.00
- **STOOL - GREY**
  - 137.00

## CHAIRS

### FABRIC SLED BASE
- **CHAIR - GREY**
  - 141.70
- **ARMCHAIR - GREY**
  - 166.40
- **STOOL - GREY**
  - 178.10

## COST SUMMARY

- **RATE ADJUSTMENT** (OFFICE USE ONLY)
- **CANCELLATION FEE** (OFFICE USE ONLY)
- **SUBTOTAL**
- 7.62% **SALES TAX**
- **TOTAL US DOLLARS**

---

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

**STANDARD RATE** will be applied to all orders not received and paid in full by **October 31, 2014**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.
## SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

### DISPLAY UNITS

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides</td>
<td>150.00</td>
<td>195.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POP-UP BOOTH 9'-6&quot; x 7'-5&quot; tall Velcro compatible Set of four lights</td>
<td>1,766.00</td>
<td>2,295.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLACK UPRIGHT LITERATURE RACK 6 pockets for 8.5&quot; x 11&quot; material</td>
<td>125.00</td>
<td>162.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLEXIGLASS BROCHURE HOLDER 9&quot; x 11&quot; Table top Wall mount</td>
<td>27.00</td>
<td>35.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALUMINUM EASEL Fits sign sizes: 22&quot; x 28&quot; 24&quot; x 36&quot; 28&quot; x 44&quot;</td>
<td>40.00</td>
<td>52.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHROME SIGN HOLDER 22&quot; x 28&quot;</td>
<td>102.00</td>
<td>132.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COUNTER UNITS

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHITE COUNTER Sliding doors &amp; storage shelf 20&quot; x 40&quot; x 40&quot; tall</td>
<td></td>
<td>325.00</td>
<td>422.50</td>
<td></td>
</tr>
<tr>
<td>LOCK ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JEWELRY CASE One shelf 20&quot; x 40&quot; x 40&quot; tall</td>
<td></td>
<td>420.00</td>
<td>546.00</td>
<td></td>
</tr>
<tr>
<td>LOCK ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHOW CASE Two shelves 20&quot; x 40&quot; x 40&quot; tall</td>
<td></td>
<td>470.00</td>
<td>611.00</td>
<td></td>
</tr>
<tr>
<td>LOCK ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIGHTS ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPUTER COUNTER 12&quot; keyboard extension Sliding doors &amp; storage shelf base - 20&quot; x 40&quot; x 40&quot; tall</td>
<td></td>
<td>360.00</td>
<td>468.00</td>
<td></td>
</tr>
<tr>
<td>LOCK ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIGHTS ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ACCESSORIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE TOP PLEXI DRAW BOX 12&quot; x 12&quot; x 12&quot; tall</td>
<td></td>
<td>70.00</td>
<td>91.00</td>
<td></td>
</tr>
<tr>
<td>CHROME BAG HOLDER OR CLOTHING STAND</td>
<td></td>
<td>92.00</td>
<td>119.60</td>
<td></td>
</tr>
<tr>
<td>CHROME COAT TREE</td>
<td></td>
<td>92.00</td>
<td>119.60</td>
<td></td>
</tr>
</tbody>
</table>

### COST SUMMARY

- **Rate Adjustment (Office Use Only)**
- **25% Cancellation Fee (Office Use Only)**
- **Subtotal**
- **7.62% Sales Tax**
- **Total US Dollars**

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

**STANDARD RATE** will be applied to all orders not received and paid in full by October 31, 2014. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.
# Tabletop & Cabinets Order Form & Invoice

**Tabletop Display**
Includes 8’ draped table, please check color choice

- Blue
- Red
- Teal
- Grey
- White
- Black
- Peach
- Green
- Burgundy
- Purple
- Gold

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$810.00</td>
<td>$1,053.00</td>
<td></td>
</tr>
</tbody>
</table>

**Cabinet “A”**
20” x 40” x 41” High

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$325.00</td>
<td>$422.50</td>
<td></td>
</tr>
</tbody>
</table>

**Cabinet “B”**
20” x 80” x 41” High

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$495.00</td>
<td>$643.50</td>
<td></td>
</tr>
</tbody>
</table>

**Cabinet “C”**
20” x 61” x 41” High

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$410.00</td>
<td>$533.00</td>
<td></td>
</tr>
</tbody>
</table>

**Cabinet “D”**
20” x 61” x 41” High with locking doors

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$399.00</td>
<td>$519.00</td>
<td></td>
</tr>
</tbody>
</table>

---

## Exhibitor Information

**Company**

**Contact**

**Booth#**

---

## Cost Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate Adjustment</th>
<th>Cancellation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rate Adjustment</strong></td>
<td>(Office Use Only)</td>
<td>(Office Use Only)</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7.62% Sales Tax</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total US Dollars</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Please refer to the Payment & Credit Card Charge Authorization Form**

**Orders will not be processed without payment**

---

**Standard Rate** will be applied to all orders not received and paid in full by October 31, 2014. We reserve the right to adjust orders calculated incorrectly.

**A 25% Cancellation Fee** will be applied to all orders received and then cancelled. If full service has been provided then 100% of original fee will be applied.
RENTAL EXHIBITS ORDER FORM & INVOICE

RENTAL INCLUDES:  (Electricity NOT included)
Hardwall Panels (choose color below)
Standard Expo Carpeting (choose color below)
Standard Counter - 20" X 40" X 41" high
Header - One line black block letters (logos, special lettering & color available at additional cost - call for quote)
Labor to install and dismantle

<table>
<thead>
<tr>
<th>HARDWARE PANELS</th>
<th>Quantity</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAN “A” 10’ Exhibit</td>
<td></td>
<td>$2,140.00</td>
<td>$2,782.00</td>
<td></td>
</tr>
<tr>
<td>PLAN “B” 20’ Exhibit</td>
<td></td>
<td>$3,970.00</td>
<td>$5,161.00</td>
<td></td>
</tr>
<tr>
<td>PLAN “C” 20’ N-Line Exhibit</td>
<td></td>
<td>$4,210.00</td>
<td>$5,473.00</td>
<td></td>
</tr>
<tr>
<td>PLAN “D” 20’ Island Exhibit</td>
<td></td>
<td>$6,200.00</td>
<td>$8,060.00</td>
<td></td>
</tr>
</tbody>
</table>

COLOR CHOICES (please complete)

HARDWALL PANEL
- Grey
- White

CARPET COLOR SELECTIONS
- Grey
- Red
- Teal
- Blue
- Black
- Burgundy
- Purple

HEADER TO READ (one line, block characters, black lettering)
- Header
- One

SPECIAL INSTRUCTIONS


EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#  

ACCESSORY OPTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 M Angeled Shelves</td>
<td></td>
<td>62.00</td>
<td>80.60</td>
<td></td>
</tr>
<tr>
<td>1 M Shelves</td>
<td></td>
<td>62.00</td>
<td>80.60</td>
<td></td>
</tr>
<tr>
<td>Spot Lights (F or use with rental unit)</td>
<td></td>
<td>72.00</td>
<td>93.60</td>
<td></td>
</tr>
<tr>
<td>Literature Pockets 8 ½” X 11”</td>
<td></td>
<td>19.50</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>Nylon Loop Fabric Panel</td>
<td></td>
<td>119.00 (per panel)</td>
<td>155.00 (per panel)</td>
<td></td>
</tr>
</tbody>
</table>

COST SUMMARY

| RATE ADJUSTMENT (OFFICE USE ONLY) | |
| CANCELLATION FEE (OFFICE USE ONLY) | |

SUBTOTAL

7.62% SALES TAX

TOTAL US DOLLARS

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

STANDARD RATE will be applied to all orders not received and paid in full by October 31, 2014. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.
GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td></td>
<td>31.00</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>7” x 44”</td>
<td></td>
<td>37.00</td>
<td>48.00</td>
<td></td>
</tr>
<tr>
<td>11” x 14”</td>
<td></td>
<td>47.00</td>
<td>61.00</td>
<td></td>
</tr>
<tr>
<td>14” x 22”</td>
<td></td>
<td>63.00</td>
<td>82.00</td>
<td></td>
</tr>
<tr>
<td>22” x 28”</td>
<td></td>
<td>79.00</td>
<td>103.00</td>
<td></td>
</tr>
<tr>
<td>28” x 44”</td>
<td></td>
<td>113.00</td>
<td>147.00</td>
<td></td>
</tr>
</tbody>
</table>

Prices listed are for one-color copy (up to 10 words) on a white background.

OPTIONAL SERVICES

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Over 10 words (Add per word)</td>
<td>3.62</td>
<td>4.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Easel back on sign (Up to 22” x 28”)</td>
<td>4.83</td>
<td>6.23</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Logo sign</td>
<td>Quoted on Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Banner</td>
<td>Quoted on Request</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
- Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
- Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of $75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate)</td>
<td>$17.25</td>
<td>$25.90</td>
<td></td>
</tr>
</tbody>
</table>

EXHIBITOR INFORMATION

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTACT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOOTH#</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INDICATE YOUR SIGN COPY HERE

CHOOSE YOUR LAYOUT

- Vertical
- Horizontal

LETTER COLOR SELECTIONS

- Blue
- Red
- Green
- Teal
- Black
- Purple

Black lettering will be provided unless otherwise specified.

ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

STANDARD RATE will be applied to all orders not received and paid in full by October 31, 2014. We reserve the right to adjust orders calculated incorrectly.

A 100% CANCELLATION FEE will be applied to all orders received then cancelled.
PLANT & FLOWER RENTAL ORDER FORM & INVOICE

### LIVE PLANTS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Potted flowers</td>
<td>48.00</td>
<td>62.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boston fern</td>
<td>56.00</td>
<td>72.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hanging green plant</td>
<td>58.00</td>
<td>75.40</td>
<td></td>
</tr>
</tbody>
</table>

### LIVE TROPICAL PLANTS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3’ - 4’ tall floor plant</td>
<td>82.00</td>
<td>106.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4’ - 5’ tall floor plant</td>
<td>99.00</td>
<td>128.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ tall floor plant</td>
<td>131.00</td>
<td>170.30</td>
<td></td>
</tr>
</tbody>
</table>

### COLORFUL FRESH CUT FLOWERS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Small floral arrangement</td>
<td>91.00</td>
<td>118.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large floral arrangement</td>
<td>142.00</td>
<td>184.60</td>
<td></td>
</tr>
</tbody>
</table>

Please indicate color preference here, if any:

The above items are priced on a rental basis only. Price includes container, delivery, installation and removal at the end of show. Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

### SPECIAL INSTRUCTIONS

**COST SUMMARY**

<table>
<thead>
<tr>
<th>Rate Adjustment (Office Use Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% Cancellation Fee (Office Use Only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>7.62% Sales Tax</th>
<th>Total US Dollars</th>
</tr>
</thead>
</table>

Please refer to the payment & credit card charge authorization form.

**Orders will not be processed without payment**

**Standard Rate** will be applied to all orders not received and paid in full by **October 31, 2014**. We reserve the right to adjust orders calculated incorrectly.

**A 25% Cancellation Fee** will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.
LABOR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY EXPOSITION SERVICES INC. SUPERVISED

☐ MOVE IN    ☐ MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE
labor to unpack and install display before exhibitor arrival at show site
and/or dismantle and pack display after show closing.

A 35% ($50.00 minimum) Surcharge will be added to the
labor rates below for this professional supervision.

LABOR RATES

| REGULAR TIME | 8:00 AM - 4:30 PM Monday to Friday | $82.00 per Hour |
| OVER TIME    | 4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday, and holidays. | $128.00 per Hour |

ESTIMATED INSTALLATION REQUIREMENTS

| REGULAR TIME | Laborers | Hours | $82.00 per Hour | $__________ Total |
| OVER TIME    | Laborers | Hours | $128.00 per Hour | $__________ Total |

A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments.

DATE REQUIRED

Start Time

ESTIMATED DISMANTLE REQUIREMENTS

| REGULAR TIME | Laborers | Hours | $82.00 per Hour | $__________ Total |
| OVER TIME    | Laborers | Hours | $128.00 per Hour | $__________ Total |

A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments.

DATE REQUIRED

Start Time

INBOUND FREIGHT INFORMATION

Carrier

Number of Pieces

Pro Number

Weight

Arrival Date (Target)

☐ Loose Display  ☐ Crated Display

Quantity of Ladders Required (Optional)

COST SUMMARY

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT</th>
<th>CANCELLATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(OFFICE USE ONLY)</td>
<td>(OFFICE USE ONLY)</td>
</tr>
</tbody>
</table>

SUBTOTAL

SUPERVISION 35% ($50.00 min.)

TOTAL US DOLLARS

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

TERMS & CONDITIONS

Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

CANCELLATION FEE

A one (1) hour “per person, per hour” charge will be applied for all canceled labor orders.
Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address:
If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company/Show: [ ]
Address: [ ]
City/State/Zip: [ ]
Attention: [ ]
Booth #: [ ]

Select Shipping Method:
- Ship via carrier of exhibitor’s choice
  Name of Carrier: [ ]
- Ship via official show freight carrier
  Select Service Preferred [ ]

Please note:
If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at close of show.
Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy’s discretion.

Bill Shipping Charges to (if different from above):
Shipper (signature): [ ]
Shipper (print name): [ ]
Freight Charges Billed To (Company/Show): [ ]
Address: [ ]
City/State/Zip: [ ]
Telephone: [ ]
Attention: [ ]
PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR
- WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR
- WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.

DEFINITIONS

“Levy Exposition Services Inc.” (“LES”), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR’s booth. In the event of cancellation, a one-hour “per person, per hour” charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR’S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all orders, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF COLORADO. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’s estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or any other contractors not under LES’s direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES’s reasonable control.

INDEMNIFICATION

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR’s indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” and to any violation by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO LES’S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.
MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?
• We will accept freight beginning 30 days prior to show move-in.
• To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
• To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
• The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
• The warehouse will accept crates, cartons, skids, trunks/cases and wrapped. Loose or pad-wrapped materials must be sent directly to show site.
• All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
• Certified weight tickets must accompany all shipments.
• Warehouse freight will be delivered to the booth prior to exhibitor setup.
• Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

HOW DO I SHIP TO SHOW SITE?
• Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
• All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
• Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?
• Collect shipments will be returned to the delivery carrier.
• To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
• “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?
• The label should contain the exhibiting company name, the booth number and the name of the event.
• The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?
• Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
• On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
• Next, select the category that best describes your shipment. There are three categories of freight:
  - Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loaded mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.
  - Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
  - Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on the Quick Facts and Shipping Instructions pages. This includes both warehouse and show site shipments.
  - Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on the Quick Facts and Shipping Instructions pages.
  - Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
  - The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
  - Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?
• Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
• At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
• Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?
• Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?
• Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
• To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
• After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
• Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
• For your convenience, show-recommended carriers will be on site to handle outbound transportation.

WHERE DO I GET A FORKLIFT?
• Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
• Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
• Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?
• Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
• All materials handled by LEVY are subject to the enclosed Terms and Conditions.

OTHER AVAILABLE SERVICES (may not be available in all locations)
• Cranes
• Scissor lifts, condors
• Access storage at show site
• Exhibit transportation services (see enclosed Liberty Convention Freight form)
• Security storage at show site
• Short-term and long-term warehouse storage
• Local pick-up and delivery
MATERIAL HANDLING ORDER FORM & INVOICE

MATERIAL HANDLING SERVICES

Crated: material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

Normal Warehouse Hours for Receiving Freight: 8:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Straight Time - 8:00 A.M. To 4:30 pm Monday through Friday

Overtime - 4:30 P.M. To 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays.

** Please be advised that overtime charges may apply during move-in or move-out.**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CWT Price</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$ 94.00</td>
<td>$ 188.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>118.00</td>
<td>236.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>127.00</td>
<td>254.00</td>
</tr>
<tr>
<td>Small Package shipment (max weight is 30lbs per shipment)</td>
<td>41.00</td>
<td>41.00</td>
</tr>
</tbody>
</table>

| Advance Shipment | CWT Price | Minimum |
| Crated or Skidded Shipment | $ 106.00 | $ 212.00 |
| Special Handling Shipment | 133.00 | 266.00 |
| Late to Warehouse (In Addition to Base Rate) | 42.00 | 84.00 |
| Small Package shipment (max weight is 30 lbs per shipment) | 44.00 | 44.00 |

| Overtime Charge (Inbound)(In addition to above rates) | CWT Price | Minimum |
| Crated or Skidded Shipment | $ 25.00 | $ 50.00 |
| Special Handling Shipment | 25.00 | 50.00 |
| Uncrated or Pad Wrapped Shipment | 25.00 | 50.00 |

| Overtime Charge (Outbound)(In addition to above rates) | CWT Price | Minimum |
| Crated or Skidded Shipment | $ 25.00 | $ 50.00 |
| Special Handling Shipment | 25.00 | 50.00 |
| Uncrated or Pad Wrapped Shipment | 25.00 | 50.00 |

PLEASE NOTE: Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Unit Price</th>
<th>Estimated Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded Shipment</td>
<td>1200 LBS</td>
<td>÷ 100 = 12</td>
<td>$106.00</td>
<td>$1272.00</td>
</tr>
</tbody>
</table>

PLEASE NOTE: Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor’s materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

EXHIBITOR INFORMATION

 COMPANY

 CONTACT

 BOOTH#  

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

Pecora 19 In Conjunction With The Joint Symposium
Of ISPRS Technical Commission I and IAG Commission 4
November 17 - 20, 2014
Denver Renaissance Hotel
Denver, CO
SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect WILL NOT be accepted.

Advance receiving includes the following:
- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

Pecora 19
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS NV, Inc.
14700 Smith Road
Aurora, CO 80011

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time will not be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than October 6, 2014 and no later than November 10, 2014. Shipments that arrive prior to October 6, 2014 or after November 10, 2014 will incur a surcharge. Shipments must include an official weight ticket or bill of lading.

SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect WILL NOT be accepted.

Show-site receiving includes the following:
- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show
SHOW-SITE RECEIVING (CONT'D.)

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

Pecora 19  
COMPANY NAME & BOOTH #  
Renaissance Denver Hotel  
c/o Levy Exposition Services Inc.  
3801 Quebec Street  
Denver, CO  80207

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE RENAISSANCE DENVER HOTEL PRIOR TO 8:00 AM ON MONDAY, NOVEMBER 17, 2014. ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.
MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:
- THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR
- WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTORS; OR
- WHEN AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.

1. DEFINITIONS. “Levy Exposition Services Inc” (“LES”), and any sub-contractors affiliated within the show.

2. PACKAGING AND CRATES. LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the container is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENT(S). Consistent with industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.

5. OUTBOUND SHIPMENT(S). Consistent with industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services for Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.

6. LES’S RESPONSIBILITIES. LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES’s direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES’s reasonable control, nor for ordinary wear & tear in the handling of materials.

7. INSURANCE. It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.

8. CLAIM(S) FOR LOSS. Claims for loss or damage must be reported at show-site.
   A. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
   B. MAXIMUM RECOVERY. If found damaged LES’s sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR’s materials and EXHIBITOR’s sole and exclusive remedy is limited to $.50 per pound article with a maximum liability of $100.00 per item, or $1,500.00 per shipment.

9. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF COLORADO WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DENVER, COLORADO.

10. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney’s fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
   - EXHIBITOR’s negligence in the supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR’s employees, agents, representatives, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
   - E-HIBITOR’s negligence, willful misconduct, or deliberate act of EXHIBITOR’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
   - EXHIBITOR’s violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
   - EXHIBITOR’s inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.

11. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.
To: ________________________________

EXHIBITOR NAME
Levy Exposition Services Inc.
c/o Liberty CFS NV, Inc.
14700 Smith Road
Aurora, CO 80011

EVENT: Pecora 19

BOOTH NO. _________ # ________ OF _________PCS.

Cut along line and tape label to shipment

To: ________________________________

EXHIBITOR NAME
Levy Exposition Services Inc.
c/o Liberty CFS NV, Inc.
14700 Smith Road
Aurora, CO 80011

EVENT: Pecora 19

BOOTH NO. _________ # ________ OF _________PCS.

Cut along line and tape label to shipment

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE

If more labels are needed, copies are acceptable.
The above labels are provided for your convenience.
Place one on each piece shipped to SHOWSITE.

If more labels are needed, copies are acceptable.
Please accept this form as your authority to provide Customs and/or Transportation services.

We wish to use LibertyCFS NV, Inc. for the following:

- [ ] Customs & Transportation
- [ ] Customs Only
- [ ] Transportation Only
- [ ] Return Only

**Company**

- **Exhibitor**: Booth
- **Show Name**: 
- **Address 1**: 
- **Address 2**: 
- **Address 3**: 
- **City**: 
- **State**: 
- **Zip**: 
- **On-site Contact**: 
- **Cell**: 
- **Pick-up** Location
- **Phone**: 
- **Fax**: 

**Shipper**

- **Other**: 
- **Address 1**: 
- **Address 2**: 
- **City**: 
- **State**: 
- **Zip**: 
- **Contact**: 
- **Phone**: 
- **Fax**: 
- **PU Date**: 
- **Charge to**: 
- **Visa** 
- **Master Card** 
- **AMEX**

**Billing Address**

- **Address 1**: 
- **Address 2**: 
- **City**: 
- **State**: 
- **Zip**: 
- **Contact**: 
- **Phone**: 
- **Fax**: 

**Credit Card**

- **Card Number**: 
- **Expiry Date**: 
- **Security Code**: 
- **E-mail Address**: 
- **Card Holder Name**: 
- **Signature**: 

**Transportation Info**

- **Pick up** Date: 
- **Delivery** Date: 
- **Hours - From** To: 
- **Service Requested**: 
  - [ ] Express 
  - [ ] Economy LTL 5-7 Day 
  - [ ] Overseas 
  - [ ] Inside Pickup 
  - [ ] Inside Delivery 
  - [ ] Liftgate for pickup 
  - [ ] Liftgate for delivery 
  - [ ] Other (Specify below)

**Description of Packages/Contents**

- [ ] Cartons or Boxes
- [ ] Vinyl Cases
- [ ] Wooden Crates
- [ ] Flat Pieces
- [ ] Skids or Pallets
- [ ] Trunks
- [ ] Tubes
- [ ] Other

**Dimensions**

- **Description of Goods**

**Declared Value for Carriage**

The declared value for carriage of this shipment is agreed to and understood to be $0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than $50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below.

- **Enter Amount $**: 

**FAA/DOT Security Approval**: 

- **Known/Unknown** 

- **Shipper Security and Hazardous Material Declaration**

- **FAA/DOT Security Approval**: 
  - **Known/Unknown** 
  - [ ] Expired 
  - [ ] Unknown 

I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT.

**Signature**: 

---

**Please note:** When shipping to a second conference, please complete a second form.
REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Levy Exposition Services Inc. no later than October 17, 2014. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with Renaissance Denver Hotel. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor’s own employees must provide Levy Exposition Services with Certificates of Insurance naming Levy Exposition Services Inc., American society for Photogrammetry & Remote Sensing and Pecora 19 as additional insured’s by October 17, 2014. These Certificates of Insurance must include public liability and property damage insurance for at least $1,000,000, and workmen’s compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than October 17, 2014. If this form and the certificate of insurance from the non-official contractor is not received by October 17, 2014 your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.

ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

Name of Exhibiting Company: _______________________________ Booth Number: __________________________

Contracting Company Name: _______________________________________________________________________

Contracting Company Address: ______________________________________________________________________

City: ________________ State: ________________ Zip: _______ Telephone: ___________________ Fax__________

Estimated Arrival at Show_________________________________ Number of Workers: _________________________

Authorized By: _________________________________________Title: ______________________________________

(Sign & Print Name)
# ASPRS Equipment Order Form  
(November 17\textsuperscript{th} – 20\textsuperscript{th})

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD Support Package (Screen/Cart/Power)</td>
<td>$100.00 Per Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Projector (3000 Lumens)</td>
<td>$250.00 Per Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead Projector</td>
<td>$ 55.00 Per Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blu-Ray/DVD Player</td>
<td>$ 55.00 Per Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Lapel/Mixer/2 JBL EONs</td>
<td>$250.00 Per Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Hand/Mixer/2 JBL EONs</td>
<td>$250.00 Per Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC Speakers (NO DELIVERY CHARGE)</td>
<td>$ 25.00 Per Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Hand/Mixer/2 JBL EONs</td>
<td>$45.00 Per Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop w/Office/Win 7</td>
<td>$150.00 Show Price</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24” LCD Monitor</td>
<td>$100.00 Show Price</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26” LCD Monitor</td>
<td>$125.00 Show Price</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32” LCD Monitor</td>
<td>$195.00 Show Price</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42” LCD Monitor</td>
<td>$350.00 Show Price</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50” LCD Monitor</td>
<td>$425.00 Show Price</td>
<td></td>
<td></td>
</tr>
<tr>
<td>55” LCD Monitor</td>
<td>$450.00 Show Price</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70” LCD Monitor</td>
<td>$850.00 Show Price</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll Cart w/Skirt (For LCD Monitors)</td>
<td>$ 75.00 Show Price</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Stand w/ Shelf (For LCD Monitors)</td>
<td>$125.00 Show Price</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Call for pricing on any equipment not listed*

<table>
<thead>
<tr>
<th>Delivery Date: ________</th>
<th>Time: __________</th>
<th>Equipment Total</th>
<th>Tax @ 7.95%</th>
<th>Delivery/Pickup</th>
<th>Subtotal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pickup Date: ________</td>
<td>Time: __________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room/Booth: __________</td>
<td>Time: __________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Orders must be received by November 7\textsuperscript{th}, any orders placed after the 7\textsuperscript{th} will be charged a $75.00 late fee.**

**Contact:**  Mike Coultas  •  Voice: (636) 978-1005  •  Email: mcoultas@av-ps.com

**EQUIPMENT ORDERS MUST BE CANCELLED 72-HOURS PRIOR TO DELIVERY OR WILL BE SUBJECT TO 100% FEE.**
ASPRS Credit Card Authorization Form

I hereby certify that I am the Card member or Authorized User with signature rights to the credit card referenced below. I acknowledge receipt of audio visual/computer goods and/or services from Technology Express, Inc. I authorize Technology Express, Inc. to charge all costs associated with these goods and/or services to the below referenced credit card. Itemization of all charges made to this card will be sent to billing address provided below. I agree to perform all the obligations set forth in the Card member’s agreement with issuer.

Signature ______________________________________________________________

Printed Name ___________________________________________________________

Please provide the information below exactly as it appears on the card.

Credit Card Number ______________________________________________________

Expiration Date ____________ V Code (On Signature Line) ____________

Card members Name ______________________________________________________

Credit Card Billing Address

________________________________________________________________________

Phone Number __________________________________________________________

Fax Number ____________________________________________________________

Company Name

EQUIPMENT ORDERS MUST BE CANCELLED 72-HOURS PRIOR TO DELIVERY OR WILL BE SUBJECT TO 100% FEE.

Technology Express, Inc.
820 Midpoint Drive
O Fallon, MO 63366
Phone 636-978-1005
Fax 636-614-1489
mcoultas@av-ps.com
AV SERVICES REQUEST FORM

Must be received a minimum of seven (7) business days prior to your arrival. Please include a copy of the credit card used.

Conference Name: ____________________________  Conference Date: ____________

Information:

Company Name: ________________________________________________________________

On-site Contact Name: ________________________________________________________  Booth # _______

Company Address: _____________________________________________________________

City: ____________________________  State: _____  Zip: ____________

Phone: ____________  Fax: ____________  E-mail: ____________________________

Credit Card Information:

Credit Card Number: ____________________________  Expiration Date: _______

Print Cardholder Name: ______________________________________  Type of Card: ______

Card Holder Signature: ____________________________

Security Code (4 digits for AMEX, 3 digits for VISA/MASTERCARD): ____________________________

Card Holder Information:

Billing Address: ________________________________________________________________

City: ____________________________  State: _____  Zip: ____________

Phone: ____________  Fax: ____________  E-mail: ____________________________

All charges will be posted to this credit card at the conclusion of the event.

I have read and agree to the above terms. (please initial) _________________
## ELECTRICITY

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Daily Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standard electrical access</td>
<td>$30.00</td>
<td></td>
</tr>
</tbody>
</table>

## INTERNET PRODUCTS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Daily Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>High Speed, Wired Internet Line</td>
<td>$180.00/line</td>
<td></td>
</tr>
<tr>
<td></td>
<td>High Speed, Wireless Internet Line</td>
<td>$25.00/device</td>
<td></td>
</tr>
</tbody>
</table>

For advanced networking requirements please call PSAV.

## AUDIO VISUAL EQUIPMENT

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Daily Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Flat screen computer monitor 19”</td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flat screen monitor on stand, 32”</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LCD projector with 8’ screen</td>
<td>$580.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Audio Patch from mixer to laptop</td>
<td>$50.00</td>
<td></td>
</tr>
</tbody>
</table>

Additional Audio/Visual equipment is available by calling Presentation Services (PSAV) @303-336-5304. PSAV is the preferred Audio Visual provider of the Renaissance Denver Hotel, with offices in house.

Disclaimer: The Renaissance Denver Hotel and PSAV are not responsible for any lost, stolen, damaged or misdirected equipment, personal items or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in the meeting room outside of the Event hours.

Fax or scan and email completed form to:

PSAV  
Albert Deschchenko  
Phone 303-336-5304  
adeshchenko@psav.com  
Fax 303-336-5204