



THE NECA SHOW OFFICE
3 BETHESDA METRO CENTER, SUITE 1100
BETHESDA, MD 20814
T 301.215.4507
F 301.215.4553
EIE@NECANET.ORG

Dear Exhibitor:

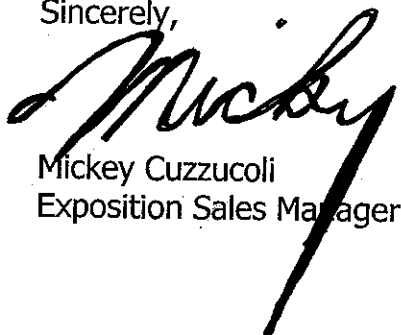
This is the 2008 Show Service Kit for the 54th NECA Show held in the McCormick Place, Lakeside Center, in Chicago, IL, October 4-7, 2008. Please review the following material carefully and if you should have any questions, please feel free to call me or our decorator, Greyhound Exposition Services (G.E.S.).

The standard booth equipment furnished under this contract will consist of an 8-foot high back wall of draperies with metal uprights and stanchions with division rails 36 inches high covered with draperies (show colors Teal/ Green and Silver). Please refer to the contract for other conditions and regulations governing participation in the NECA Show. Be advised that all booth set-up must conform with the **Guidelines** as set forth in your "**Exhibitor handbook: by IAEE.**" Don't forget to send to me a current **Certificate of Insurance** 30 days prior to the show if you are using an I+D company.

Your booth cost also includes:

1. Free exhibition lunch tickets for booth personnel.
2. Attendance at General Sessions and Technical Workshops.
3. Guest pass invitations for special clients.
4. Free Shuttle Service between Convention Center and hotels listed in our package.
5. Unlimited badges for Booth personnel.
6. Special ticket rates for Opening Reception and Closing Celebration.
7. Free Listing on the NECA Show website at www.necashow.org

Sincerely,



Mickey Cuzzucoli
Exposition Sales Manager

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Emergency Contact Form

Name _____

Company _____

Hotel in
Chicago: _____

Who to contact in
Case of an emergency: _____

Phone No.
in Chicago _____

PLEASE FAX BACK TO MICKEY CUZZUCOLI AT 301-215-4553

****This form is confidential and will not be published anywhere. For NECA office use only in the event of an emergency during the NECA Show, October 4-7, 2008.**



BOOTH DIMENSIONS



ALL BOOTH DIMENSIONS MUST CONFORM TO THE STANDARDS SET FORTH IN THIS EXHIBITOR MANUAL. ANY EXCEPTIONS MUST BE SUBMITTED IN WRITING TO NECA FOR APPROVAL. NECA RESERVES THE RIGHT TO ACCEPT OR DENY ANY OF THE REQUESTS SUBMITTED.

IMPORTANT NOTICE



Due to enforcement of regulations, all contractors must have a current *Certificate of Insurance* sent to our office 30 days prior to the show. A sample form is enclosed for your use. Please note that a booth *will not* be set without a current certificate on file.

PLEASE NOTE: This certificate is only needed if you are using an I & D Company

ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY) 01/01/03	
1. PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234 Fax: (212) 555-6100		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
2. INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819		INSURER A: Hartford Insurance Company of Illinois				INSURER B: Aetna Casualty & Surety Company
		INSURER C: Travelers Insurance Company				INSURER D: Royal Insurance Company
		INSURER E:				
3. COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE MM/DD/YY	POLICY EXPIRATION DATE MM/DD/YY	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/>	000P98298-A11	01/01/03	01/01/04	EACH OCCURENCE	\$1,000,000
					FIRE DAMAGE A	\$ 50,000
					MED EXP A	\$ 5,000
					PERSONAL & ADV INJURY	\$1,000,000
	GENERAL AGGRREGATE	\$2,000,000				
	PRODUCTS-COMP/OP AGG	\$2,000,000				
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> <input type="checkbox"/>	S LS-029499S	01/01/03	01/01/04	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
A	GARAGE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY-EA ACCIDENT	\$1,000,000
					OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
A	ECESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/03	01/01/04	EACH OCCURENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	A4145-SS-PJ3	01/01/03	01/01/04	<input checked="" type="checkbox"/> NO STATUTORY LIMITS <input type="checkbox"/> OTHER	
					E L EACH ACCIDENT	\$1,000,000
					E L DISEASE-EA EMPLOYEE	\$1,000,000
					E L DISEASE POLICY LIMIT	\$1,000,000
	OTHER Professional Liability	000P98298-A11	01/01/03	01/01/04	Each occurrence & Aggregate	\$1,000,000 \$3,000,000
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS GES Exposition Services, Inc. (Official Contractor), National Electrical Contractors Association (Show Management), Moscone Convention Center (Facility), and National Electrical Contractors Association (Show) are hereby named as additional insured, except for Workers' Compensation. GES Exposition Services, Inc. and/or the consignee are included as Loss Payee. The insurance provided for the benefit of GES Exposition Services, Inc., shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: October 6 - 8, 2007 at city of San Francisco.						
6. CERTIFICATE HOLDER		ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION		
GES Exposition Services, Inc. Exhibitor Services 3875 Bay Center Place Hayward, CA 94545				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY ON ANY INDIVIDUAL UPON THE INSURER ITS AGENTS OR REPRESENTATIONS AUTHORIZED REPRESENTATIVE John Smith, CPC John S. Smith		

ACORD 25 (2001/08)

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Contractors Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSURED: GES Expositions Services, Inc. (Show Contractor), National Electrical Contractors Association (Show Management), Moscone Convention Center (Facility), and National Electrical Contractors Association (Show) must be named as additional insureds.
6. CERTIFICATE HOLDER: Must be GES Expositions Services, Inc.
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of exhibitor move-in.
8. POLICY EXPIRATION DATE: Must be on or after the last day of exhibitor move-out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Contractors Information (form L-3) in this exhibitor manual).
10. NOTICE OF CANCELLATION: 30 days notice must be provided.
11. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

IMPORTANT NOTICE



No one under 16 years old is allowed on the show floor except on Monday, from 11:30am-4:00pm.

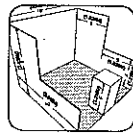


International Association
of Exhibitions and Events
formerly known as IAEM

Guidelines for Display Rules & Regulations 2007 Update

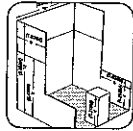


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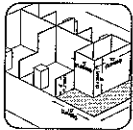
Linear Booth and Corner Booth

4



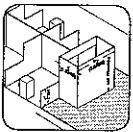
Perimeter Booth

5



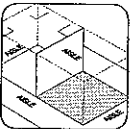
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6



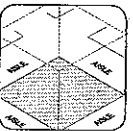
Peninsula Booth

7



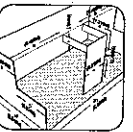
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8



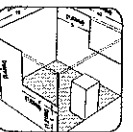
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Guidelines for Display Rules and Regulations 2007 Update

The following Guidelines for Display Rules and Regulations have been established in accordance with guidelines set forth by the International Association for Exhibition and Events (IAEE). Guidelines for Display Rules and Regulations were originally created to promote continuity and consistency among North American exhibitions. Since their introduction, they have become the model for most domestic exhibitions. Many exhibition organizers include a copy in their Exhibition Prospectus and/or Exhibition Rules.

This revised 2007 edition of IAEE's Guidelines for Display Rules and Regulations is offered as a resource for exhibition organizers to use in creating consistent and fair exhibiting standards for their events. The text and illustrations have been clarified and updated with the intent of affording exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other government requirements have also been addressed. However, always check with local exhibition service contractors for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibition organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibition management and operations.

Linear Booth

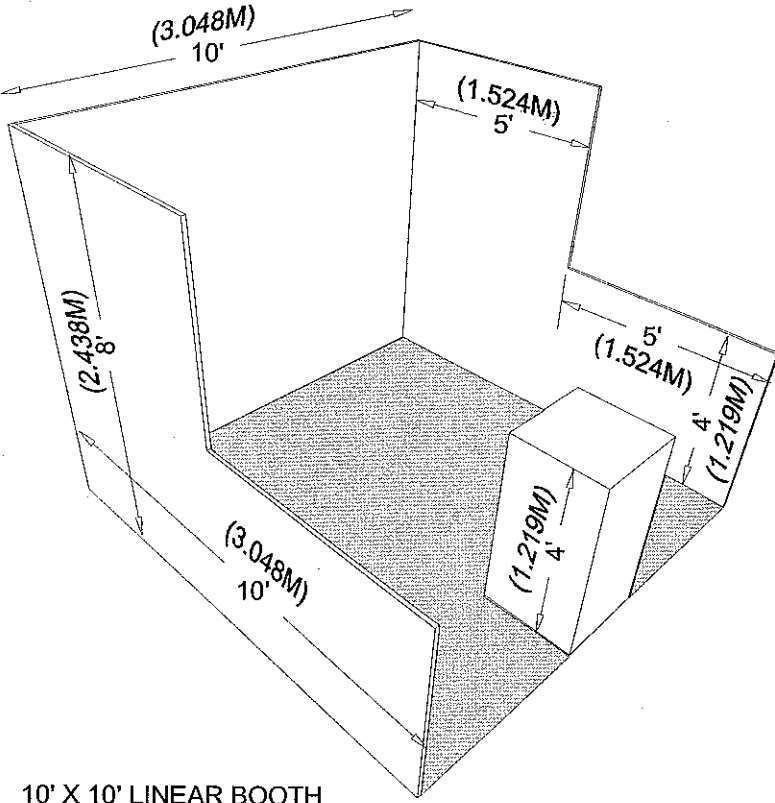
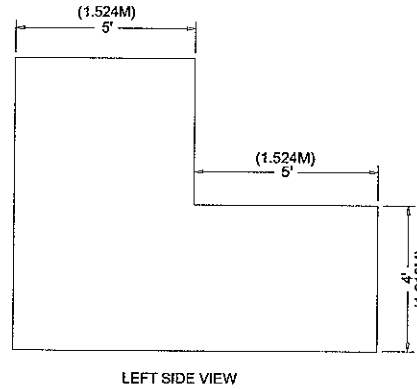
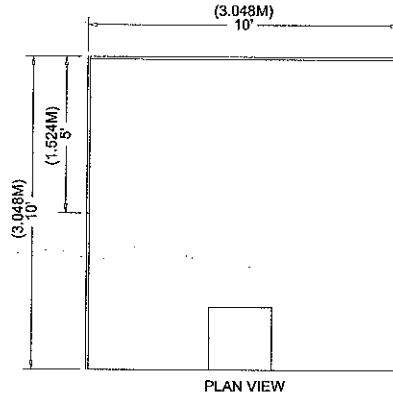
Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

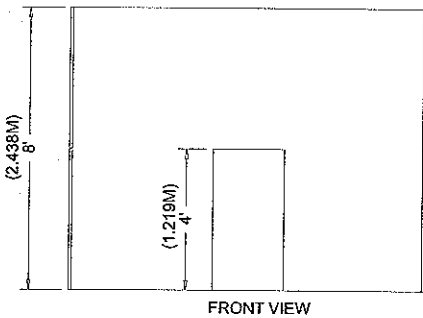
Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



Corner Booth

A Corner Booth is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

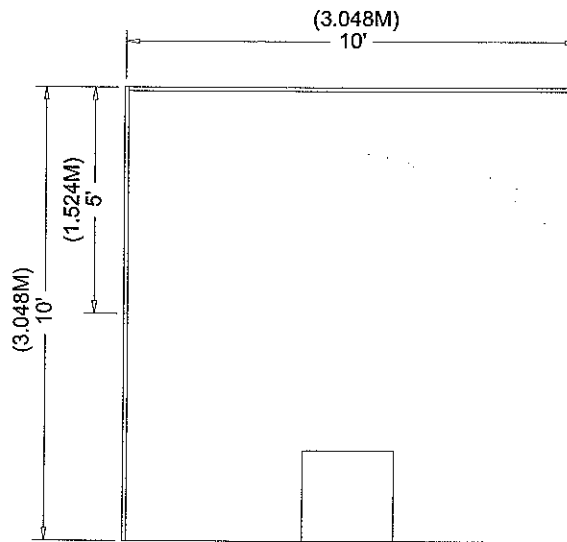


Perimeter Booth

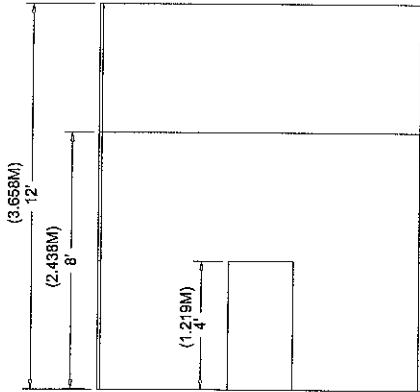
A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

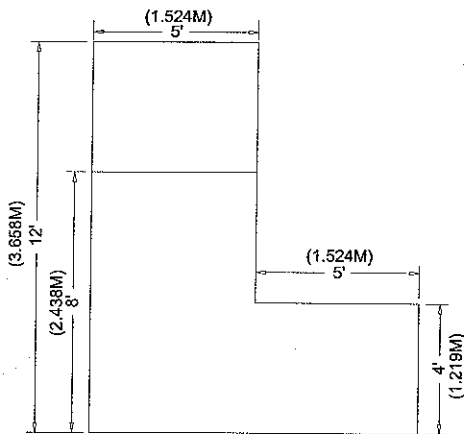
All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).



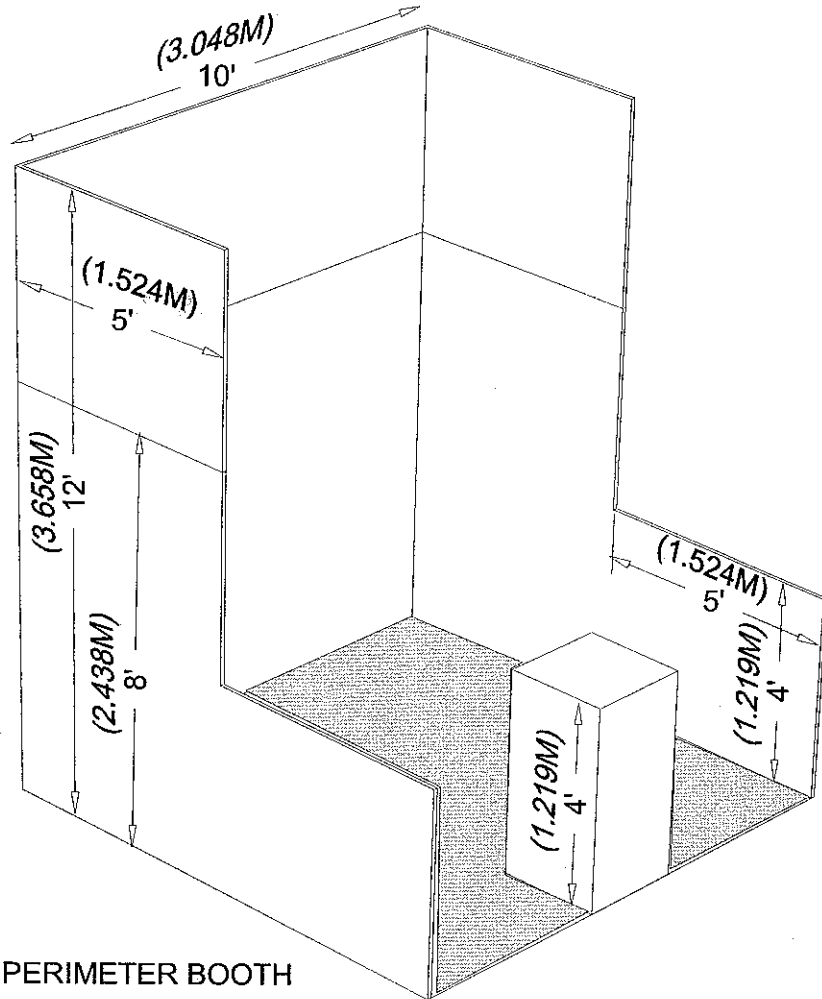
PLAN VIEW



FRONT VIEW



LEFT SIDE VIEW



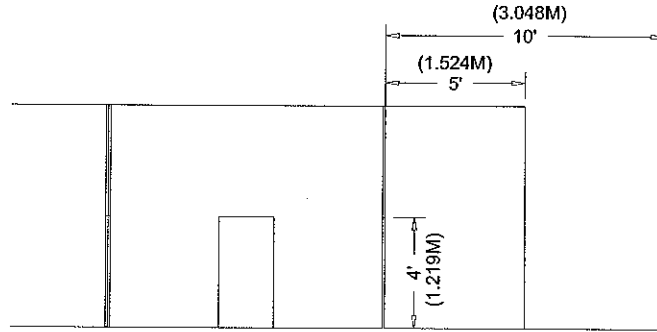
10' X 10' PERIMETER BOOTH

End-cap Booth

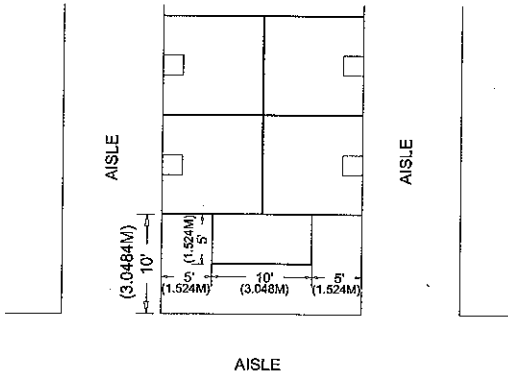
An End-cap Booth is exposed to aisles on three sides and composed of two booths.

Dimensions

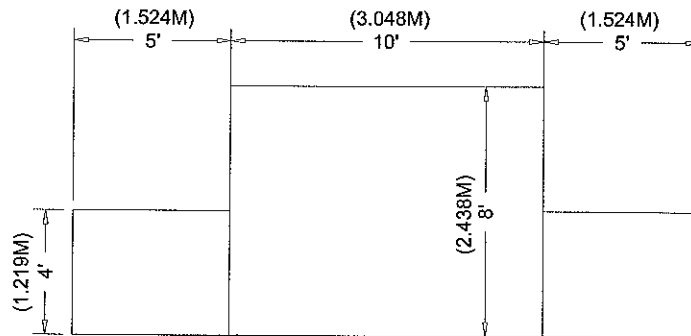
End-cap Booths are generally ten feet (10') deep by twenty feet (20') wide. The maximum backwall height of eight feet (8') is allowed only in the rear half of the booth space and within five feet (5') of the two side aisles with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



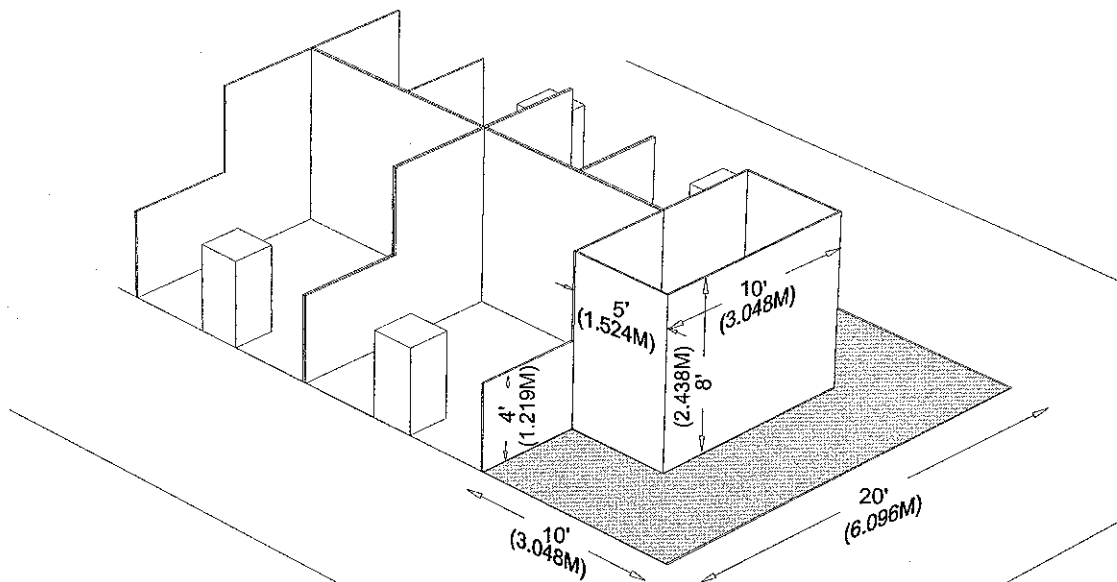
LEFT SIDE VIEW



PLAN VIEW



FRONT VIEW



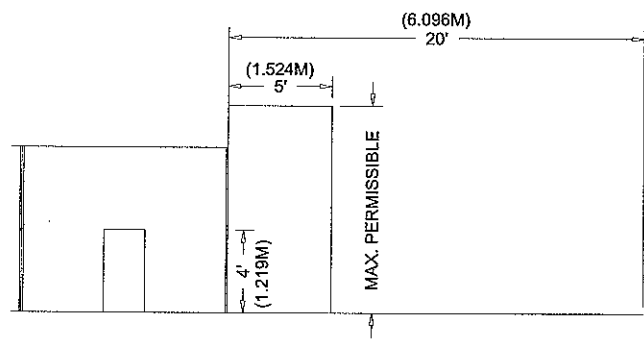
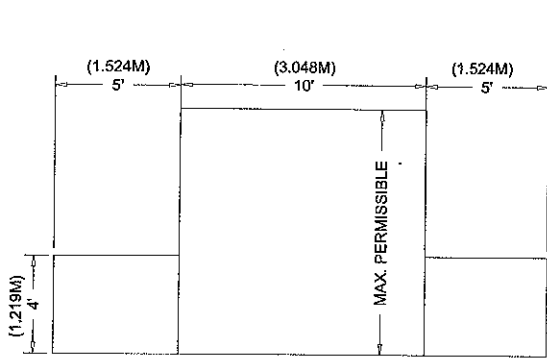
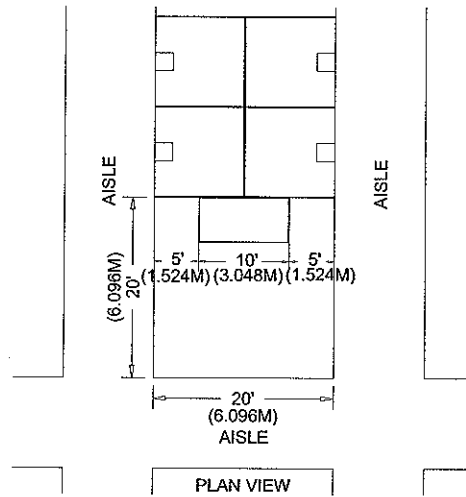
END-CAP BOOTH

Peninsula Booth

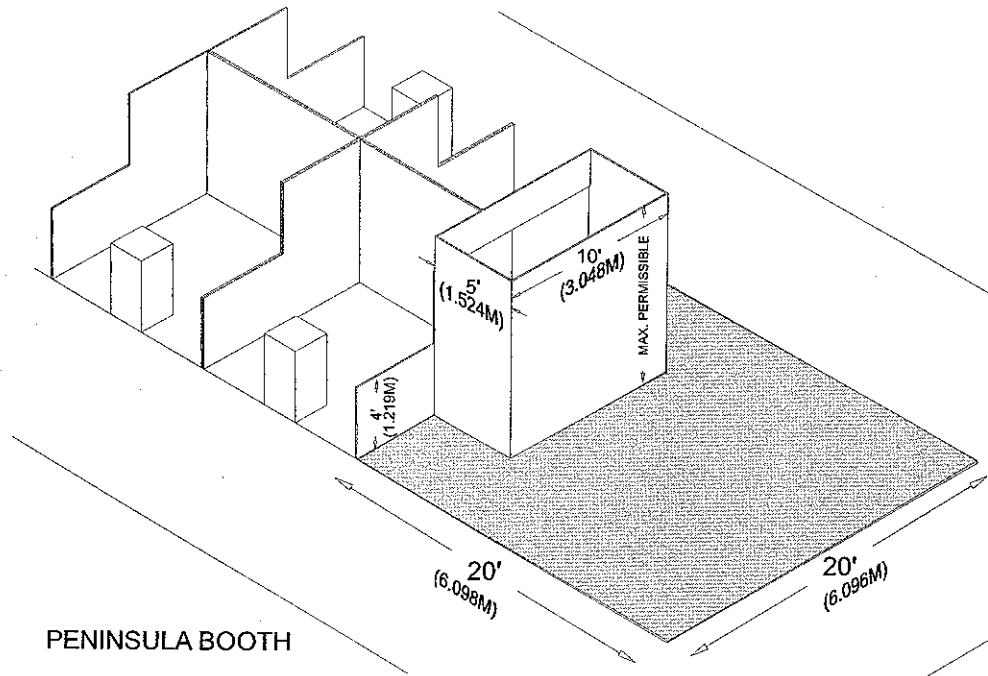
A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs up to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."

Dimensions

A Peninsula Booth is usually 20' x 20' or larger. When a Peninsula Booth backs up to two Linear Booths, the backwall is restricted to four feet (4') high within five feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Sixteen feet (16') is a typical maximum height allowance, including signage for the center portion of the backwall.



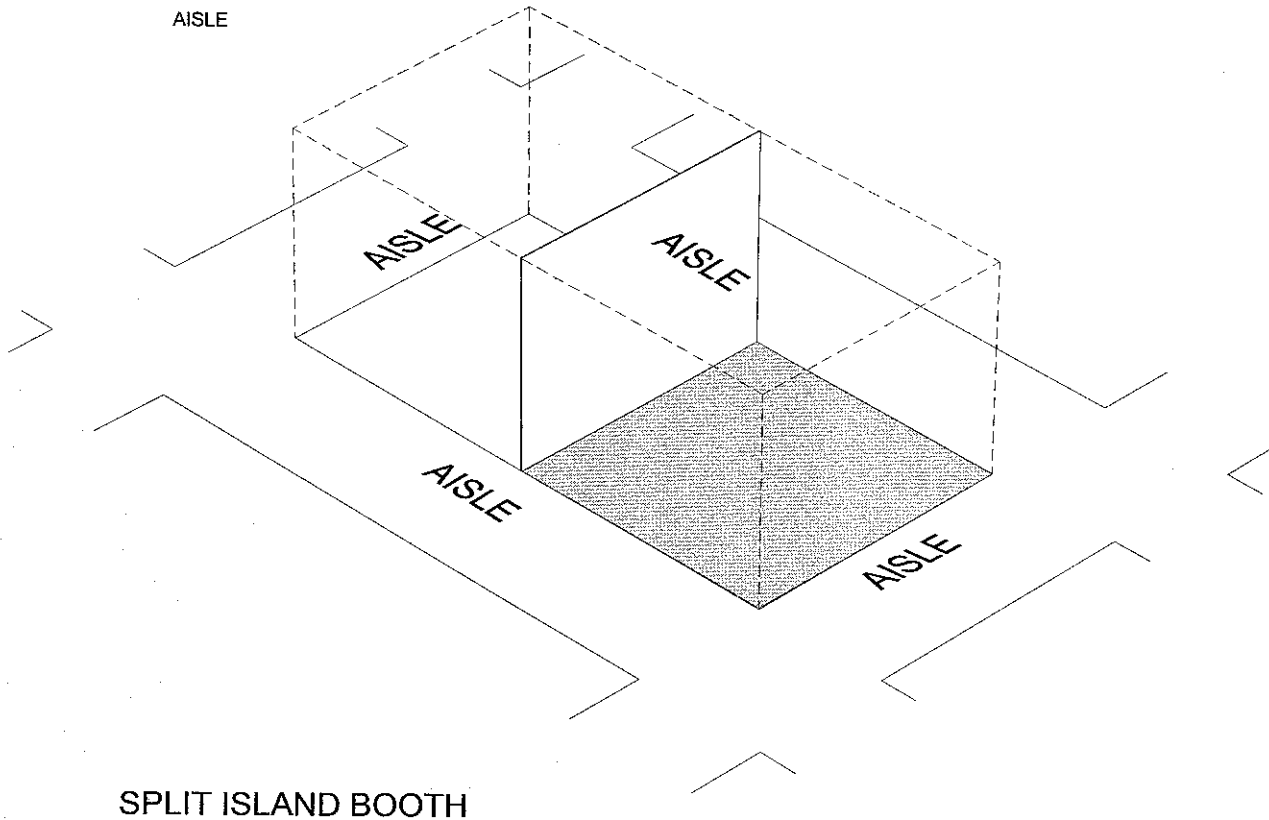
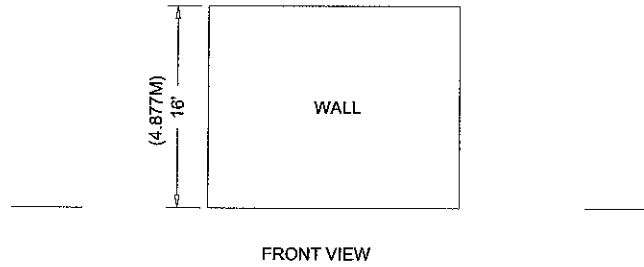
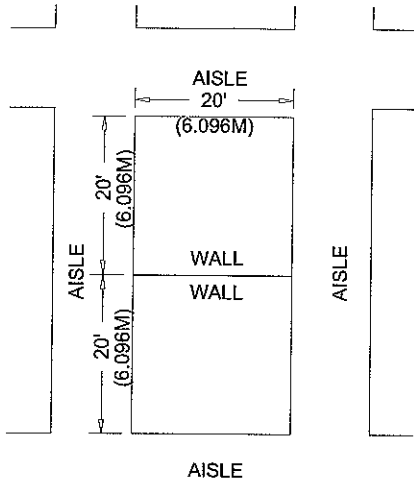
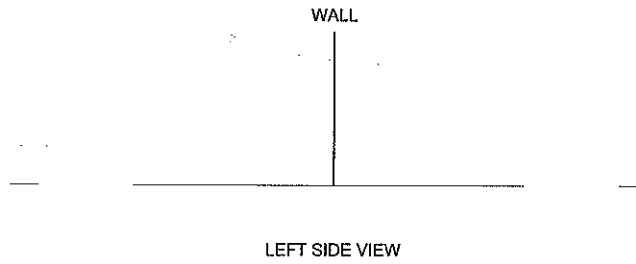
FRONT VIEW



PENINSULA BOOTH

Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common backwall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions. Sixteen feet (16') is a typical maximum height allowance, including signage. The entire cubic content of the space may be used up to the maximum allowable height.



Island Booth

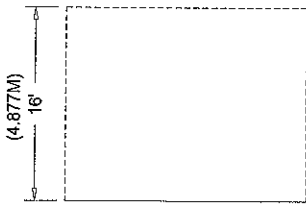
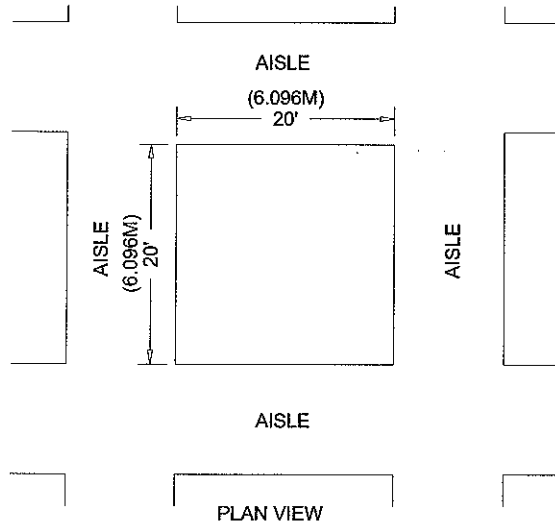
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

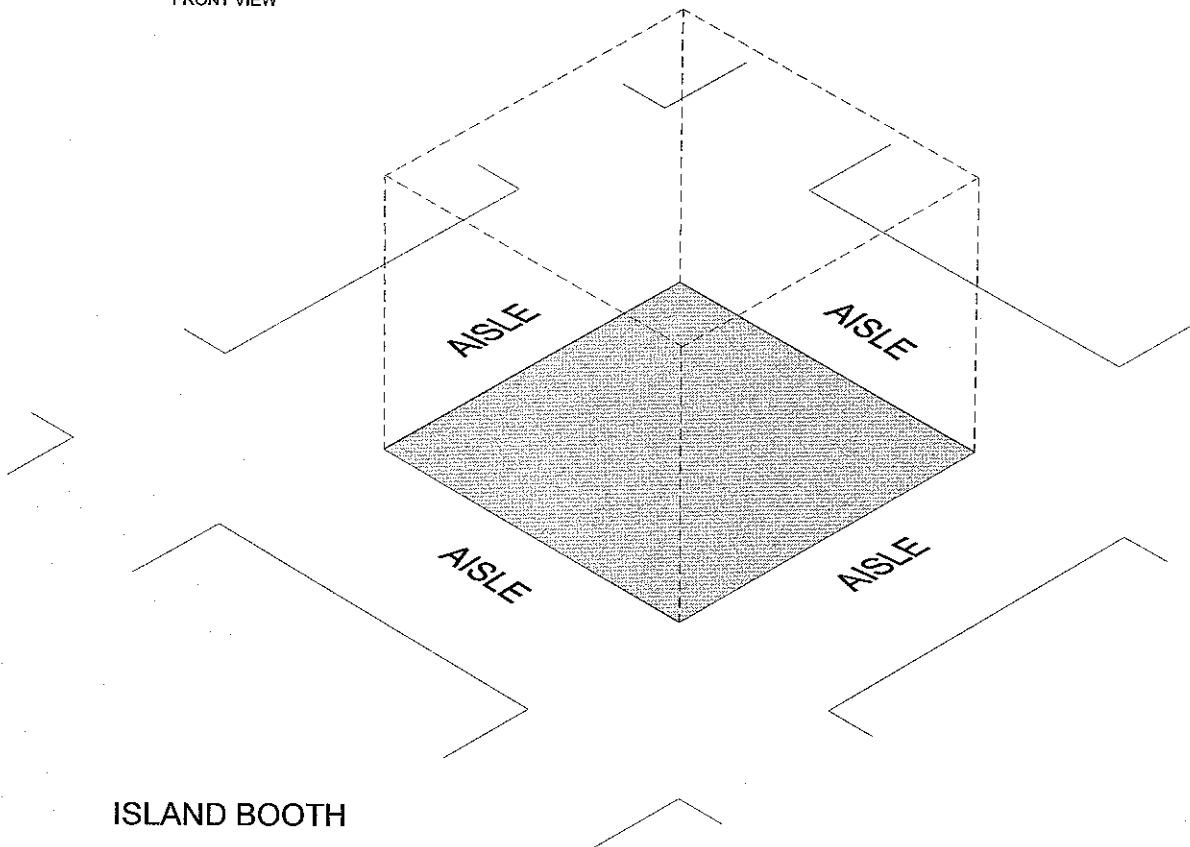
An Island Booth is typically 20' x 20' or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16'), including signage.



FRONT VIEW

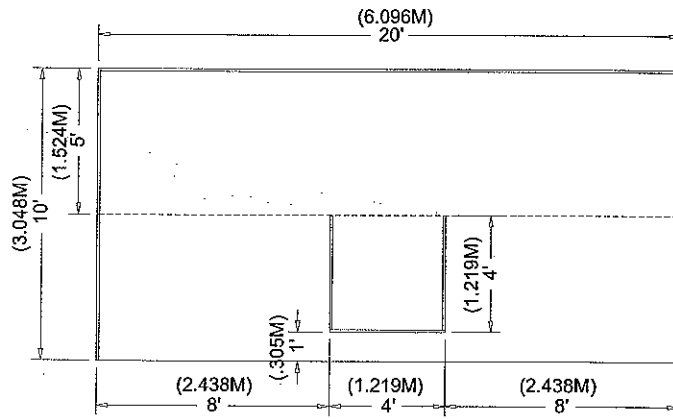


Extended Header Booth 20ft (6.10m) or Longer

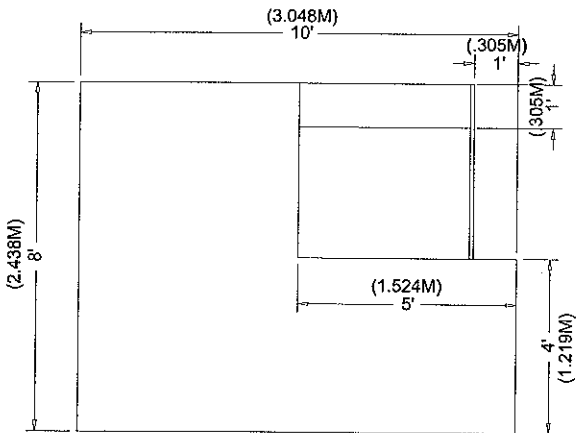
An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

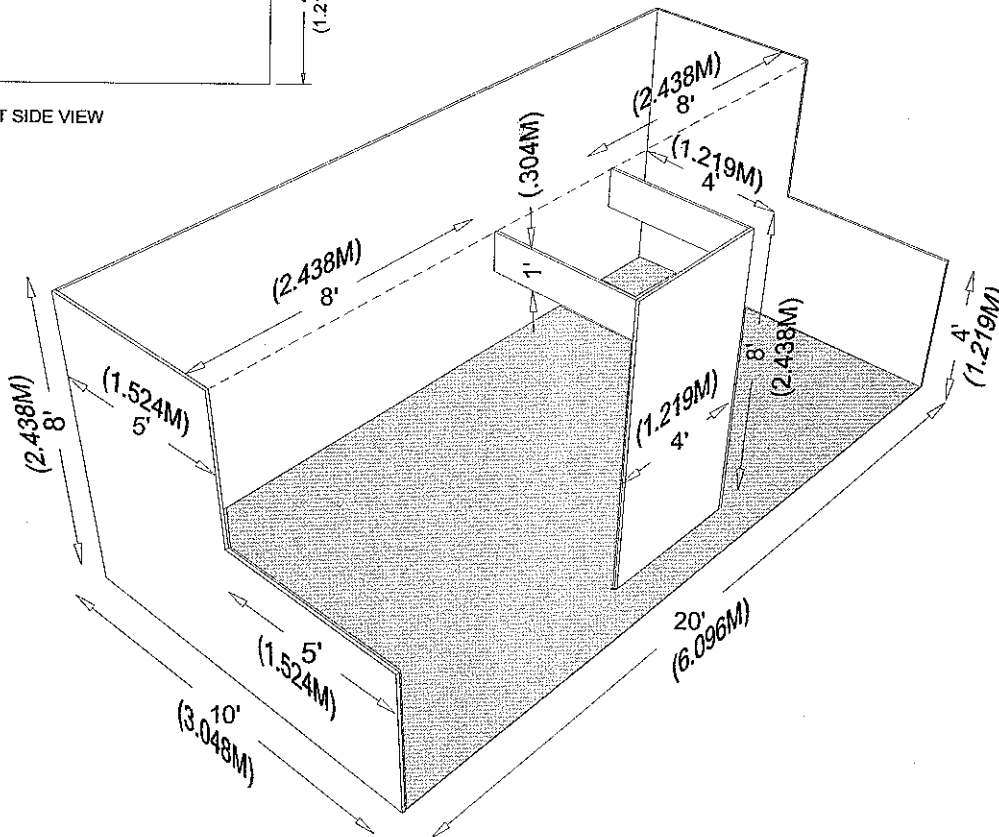
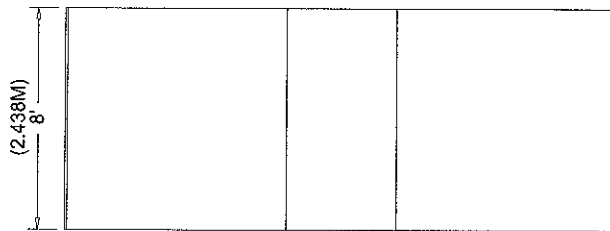
All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



PLAN VIEW



LEFT SIDE VIEW



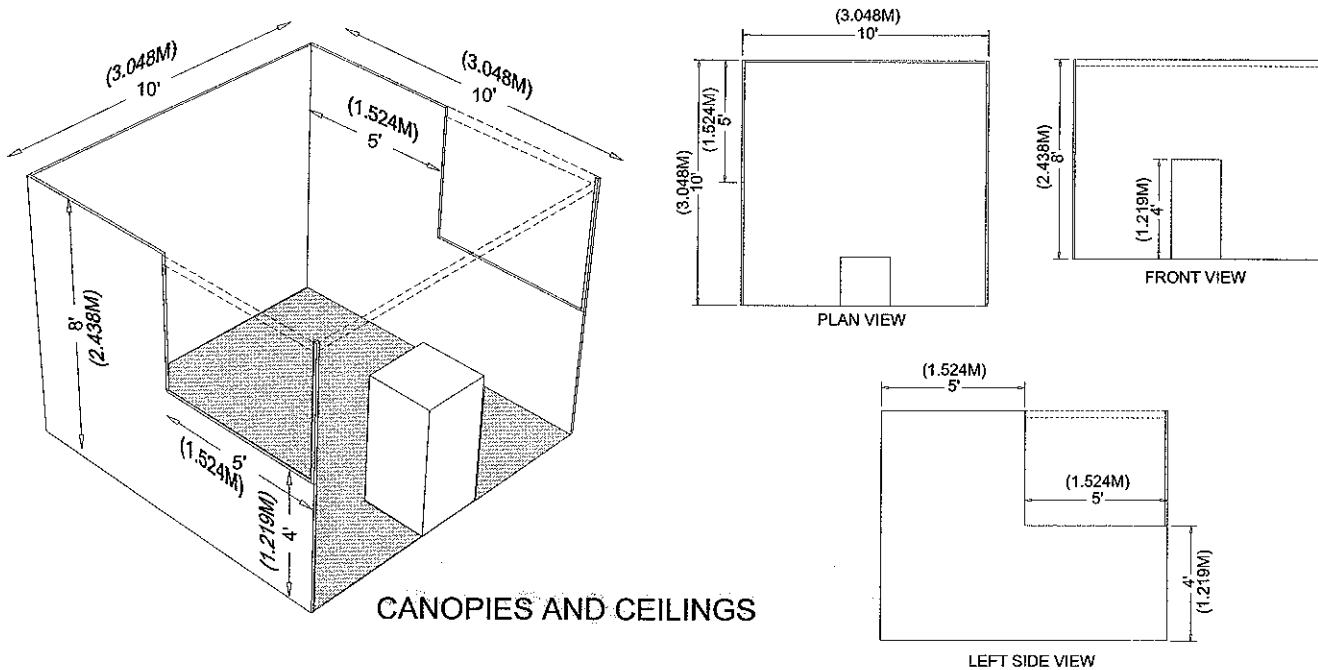
10' X 20' EXTENDED HEADER BOOTH

Other Important Considerations

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for Linear or Perimeter Booths should comply with line of sight requirements (see "Use of Space for Linear or Perimeter Booths").

The base of the Canopy should not be lower than seven feet (7') from the floor within five feet (5') of any aisle. Canopy supports should be no wider than three inches (3"). This applies to any booth configuration that has a sightline restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



CANOPIES AND CEILINGS

Hanging Signs & Graphics

Hanging signs and graphics are permitted in all standard Peninsula and Island Booths, usually to a maximum height of sixteen feet (16'). Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements (for example, the highest point of any sign should not exceed the maximum allowable height for the booth type).

Hanging Signs & Graphics should be set back ten feet (10') from adjacent booths.

Approval for the use of Hanging Signs & Graphics should be received from the exhibition organizer at least 60 days prior to installation. Drawings should be available for inspection.

Towers

A Tower is a freestanding exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit configuration being used.

Towers in excess of eight feet (8') should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit may be required.

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixtures exceed twelve feet (12'), including Double-decker and Triple-decker Booths. In many cities, a Multi-storied Exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a "structure" for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibition organizers should be prepared to assist exhibitors in this application process.

Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301) and from web site www.usdoj.gov/crt/ada/infoline.htm.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flameproofing certificate should be available for inspection.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Electrical

Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage".
- Cord wiring above floor level can be "SJ" which is rated for "hard usage".
- Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps are not recommended and are often prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

(continued on next page)

Issues Common To All Booth Types *(continued)*

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation and demonstration areas to ensure compliance.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of three feet (3') and/or install hazard barriers as necessary to prevent accidental injury to spectators. Sound demonstrations should not exceed 85 decibels. Additionally, demonstrations should only be conducted by qualified personnel.

Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Advisory Notes To Exhibition Organizers

End-cap Booths: End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe backwall height restrictions. Exhibition managers should be alert to exhibitors' reserving End-Cap configurations to ensure they do not violate Linear Booth line-of-sight regulations for neighboring exhibits.

Fire Equipment: Fire hoses and extinguishers should be visible and accessible at all times.

Hanging Signs: Although the Guidelines indicate sixteen feet (16') maximum height, some exhibitions permit eighteen feet (18'), twenty feet (20') or no limit. Caution should be exercised so exhibitors will not compete over air space for hanging signs.

Exhibitors should be advised to install "hanging points" at the time of manufacture of the sign or display.

Hardwall Booths: Expositions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

Line of Sight: It is common at certain events, such as gift and craft shows, to eliminate the line-of-sight requirement for Linear, End-Cap and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full cubic content of the booth.

Perimeter Openings: Large peninsulas and islands with long high walls can create a "tunnel-like" effect. Exhibitors may be required to install a minimum six-foot (6') opening every thirty feet (30').

Pipe and Drape: These are commonly used at exhibitions to define exhibits. Exhibition managers often include in their Rules and Regulations that this equipment is not intended as a display fixture. Therefore product and signs should not be attached or affixed.

Product Height: Some exhibitors have products that exceed display height restrictions. Exhibition organizers should establish guidelines for displaying such products. For example, some shows require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted.

Vehicles: Rules vary depending on the facility, but generally it is required that vehicles on display have no more than a 1/4 tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes.



**International Association
of Exhibitions and Events**
formerly known as IAEM

8111 LBJ Freeway

Suite 750

Dallas TX 75251-1313

+1 (972) 458-8002 phone

+1 (972) 458-8119 fax

www.iaee.com

DATE CHECKLIST

Chicago, IL 2008

- | | | |
|--------------------------|--|---|
| <input type="checkbox"/> | Final Booth Payment | June 16, 2008 |
| <input type="checkbox"/> | New Product Room | August 29, 2008 |
| <input type="checkbox"/> | Electrical Power | Discount Rate - Payment 21 Days prior to first day of Show |
| <input type="checkbox"/> | Supplemental Lighting | Discount Rate - Payment 21 Days prior to first day of Show |
| <input type="checkbox"/> | Telephone Service | Discount Rate - Payment 21 Days prior to first day of Show |
| <input type="checkbox"/> | Air-Water-Drain Service | Discount Rate - Payment 21 Days prior to first day of Show |
| <input type="checkbox"/> | Third Party Payment | Fourteen (14) work days prior to show opening |
| <input type="checkbox"/> | Insurance Certificate Due to NECA | Thirty (30) days prior to first day of Show |
| <input type="checkbox"/> | Use of Independent Contractor | Thirty days out |
| <input type="checkbox"/> | Credit Card Charge Application | Return with Order Forms |
| <input type="checkbox"/> | Reservation for Hotel Rooms | September 10, 2008 |
| <input type="checkbox"/> | Exhibitor Registration/Badge Request Form | September 3, 2008 |

It is advisable to read all the forms presented in this Exhibitor Kit to verify the timeliness of all your transactions.

Also contained in the information by GES, is discount prices on many items. However, to qualify for advance prices, full payment must be included with your order and received by GES Services at least 14 work days prior to show opening.

EXHIBITOR SHOW HOURS

Thursday – October 2, 2008

8:00 am - 5:00 pm

Set-Up

Friday – October 3, 2008

8:00 am - 5:00 pm

Set-Up

Saturday – October 4, 2008

8:00 am - 5:00 pm

Set-Up

Sunday – October 5, 2008

8:30 am - 11:00 am

11:30 am - 5:00 pm

Daily Clean Up
Show Hours

Monday – October 6, 2008

8:00 am - 9:30 am

11:30 am - 4:00 pm

Daily Clean Up
Show Hours

Tuesday – October 7, 2008

8:00 am - 9:30 am

10:00 am - 2:00 pm

2:15 pm - 10:00 pm

Daily Clean Up
Show Hours
Dismantling

Wednesday – October 8, 2008

8:00 am – 5:00 pm

Dismantling

*The sponsor reserves the right to authorize the installation of any exhibit on the floor but not installed by 9:00 am on Sunday, October 5, 2008, and the exhibitor will be charged for labor.

SPECIAL OFFERS FOR THE NECA SHOW EXHIBITOR



Opening Reception- Party at the Pier

Saturday, October 4, 2008

6:00pm to 9:00pm

* It's new, it's exciting and it's happening at NECA 2008 Chicago. On Saturday, October 4, NECA 2008 Chicago is opening with the Party at the Pier—a night of glitz and glamour you won't want to miss. This event will take you beyond the velvet ropes to the Navy Pier, transformed into an area made for partying. Part swanky nightclub, part jazz lounge, part dance club, this party will be unlike anything you have ever seen. - **\$100 per person**

Closing Celebration

Tuesday, October 7, 2008

8:30pm – 10:00pm

Featuring Ricky Skaggs &
Bruce Hornsby



* Ricky Skaggs and Bruce Hornsby will be the featured talent at our Closing Celebration on October 7. That evening, the Arie Crown Theater will ring with songs from their acclaimed joint venture and a few surprises, too – as if adding piano, inimitable songwriting, and remarkable solos to the core bluegrass lineup of mandolin, guitar, bass, fiddle, and banjo isn't a pleasant surprise in and of itself! -**\$100 per person**

****If you have any questions or would like to reserve tickets in advance, please call Katie Nolan at 301-215-4506 or fax the following form to 301-215-4553.**



Special Event Tickets Order Form

Please fill out the form to order tickets for the Party at the Pier (Opening Reception) at The Navy Pier and/or for tickets to the Closing Celebration featuring Ricky Skaggs and Bruce Hornsby at the Arie Crown Theater. You may then fax the form to us at (301) 215-4553 and we will have your tickets ready for you to pick up at the NECA Registration Area in McCormick Place, Lakeside Center. If you have any questions, please feel free to call us at (301) 215-4506!

Company Name: _____

Contact Name: _____

Contact Phone: _____

of Opening Reception Tickets: _____ @ \$100 each = _____

of Closing Celebration Tickets: _____ @ \$100 each = _____

TOTAL: _____

CREDIT CARD INFORMATION

Type of Card _____

Card Number _____

Expiration Date _____

Name on Card _____

List of NECA 2008 Chicago Exhibitors
(Link to website)

<http://www.securewebcc.com/exhibits/neca2008/exhibitors.php?UseLang=en>



EXHIBITOR BADGE REGISTRATION **NECA 2008 Chicago Show**

IMPORTANT EXHIBITOR REGISTRATION INFORMATION!

Exhibitor Registration Website:
www.cmrreg.com/neca_c8_exhib

Exhibitors have an unlimited number of complimentary exhibitor registrations per booth purchased. An exhibitor registration entitles exhibitors to attend the exhibit hall, general sessions and technical workshops, provided space is available. Exhibitors will also get lunch all three days the exhibit hall is open.

- Badges may not be supplemented with business cards, ribbons or company logos.
- Exhibit badges must be worn at all times in the exhibit hall.
- Exhibitors are required to register vendors and temporary help for a badge. Vendors and temporary help will not be permitted in the exhibit hall without a badge.

All information will be sent to the designated company contact, via email given in the application for NECA 2008 Chicago. If you need the log in information sent to a different email, please contact Sharon at necareg@cmrus.com.

On September 3, 2008 we will be sending you a proof sheet via email listing everyone you have registered for an Exhibitor Badge. Please return the proof sheet with all changes, and additions by Wednesday, September 10th to ensure that we can prepare your name badges and reduce the waiting time onsite. We can continue to help you with additions and changes after this date via email. Please send emails to necareg@cmrus.com.

If you do NOT receive your online Exhibitor Badge registration information by Monday, June 4th, or have question please contact Sharon or a member of the CMR staff at:

NECA 2008 Exhibitor Registration
Convention Management Resources (CMR)
necareg@cmrus.com

NECA

2008

Chicago

OCTOBER 4-7, 2007



Badge Form

Chicago, IL
McCormick Place
Lakeside Center

Sponsored By:
National Electrical Contractors
Association, Inc.

Please **type or print** the names of individuals as they should appear on their badges.

Please fax to CMR at 415-979-2275.

Type or Print Clearly

Booth No(s). _____

Your Name _____

Company _____ Division _____

Address _____ City _____

State _____ Zip +4 _____ Phone (____) _____ Fax(____) _____

E-mail _____ Website Address _____

Please list company personnel and other representatives who will attend the Exposition. Badges will be made up in advance for each individual based on information provided below.* Print or type individual's name, city, and state as you want it to appear on each badge. Thank you.

Name	Company	City/State
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Note: All pre-printed badges will be available for pickup by individuals at the Exposition Registration Desk. (If you have additional names, please attach typed sheet.)

DEADLINE IS Wednesday, September 3, 2008



THE NECA SHOW OFFICE
3 BETHESDA METRO CENTER, SUITE 1100
BETHESDA, MD 20814
T 301.215.4507
F 301.215.4553
EIE@NECANET.ORG

Dear 2008 NECA Exhibitor:

Chicago, Illinois, will be the site of the NECA Show and the **fourteenth** year that NECA has offered the **"New and Featured Product Room."** If you have a new product to unveil or just to "highlight," this is the place you want to be. Don't miss this opportunity to make a splash by showcasing your product(s) in this very unique location. The **New and Featured Products** has history of being highly effective in drawing attention to new products and this room is opened each day one hour prior to the trade show opening. Thus, giving attendees a heads up on companies to visit on the trade show floor.

The New Products room is an ideal place to display your literature or products on tabletops. There will be no exhibitor personnel permitted except to replace your material prior to the opening. Attendees may browse between seminars or before the show, educate themselves on the new offerings and prepare themselves to conduct business. The room will be secured with NECA staff members and security guards.

The cost is **\$200.00 per entry for three days of great exposure.** What could be better? Only companies who exhibit may participate.

The rules are as follows:

- 1) Description of product will be limited to 15 words or less.
- 2) Each product line (with literature) has 2'x3' space with sign.
- 3) Specific times will be set-aside for exhibitors to enter room to replenish materials.
- 4) A NECA Staff Member and/or Security Guard will be present during Open Hours.
- 5) If payment by check, **check must be out to NECA-New Product Showcase.**

August 29th is the deadline so sign up now. This is the best way to reach 2008 NECA audience. Don't miss this opportunity to maximize your trade show participation.

See you in Chicago!

Sincerely,



Mickey

Mickey Cuzzucoli
Exposition Sales Manager

NEW & FEATURED PRODUCT ROOM

NOW IS THE TIME TO PUT YOUR NEW PRODUCTS FORWARD

DEADLINE TO RECEIVE: August 29, 2008

The New and Featured Product Room is the place to feature your company's newest products. As a 2008 NECA Exhibitor, you have an opportunity to introduce your new product to the entire body of the NECA attendees for only \$200.00 per product.

A sign with your company name and booth number will be provided, form information listed below.

All exhibiting companies are eligible to enter items. There will be security in the New & Featured Product Room. Exhibitor personnel will be permitted to enter Showcase only during specified hours to replenish literature.

Complete the New and featured Product Room Entry Form below and return prior to August 29, 2008.

The information you supply here will be used to identify your product in the NEW & FEATURED PRODUCT ROOM.

Company _____

Booth # _____

Contact _____

Address _____

City _____ State _____

Zip _____

Telephone (____) _____

Fax (____) _____

Product Name

Product description (15 words or less):

The NECA SHOW
c/o NECA
3 Bethesda Metro Center, Suite 1100
Bethesda, MD 20817
Attention: Mickey Cuzzucoli - FAX: (301)215-4553



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National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

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The page features several decorative geometric shapes. In the top left, there are two blue rectangles of different sizes. In the center, there is a vertical green bar with a white rectangle overlapping its right side, and a smaller white rectangle to its right. To the right of the center, there are two yellow-outlined squares. In the bottom left, there are two yellow-outlined rectangles. In the bottom center, there is a blue vertical bar. On the right side, there is a yellow-outlined square above a yellow-outlined vertical bar. In the middle left, there are two dark blue vertical bars of different heights.

GENERAL INFORMATION

General INFORMATION

We have designed this brochure to help you better understand the role of the official services contractor, the services we offer and provide tips to maximize your cost savings.

What is a General Services Contractor?

GES® has been selected as the official services contractor by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

GES Show Services

Booth Furniture & Accessories

The booth furniture & accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, and grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

Custom Exhibits

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. For information, please call 866.481.9722 or visit our design gallery at www.ges.com.

Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. For more information, please call 800.475.2098 or visit our design gallery at www.ges.com.

Installation & Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the official service contractor on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

Shipping

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call 888.454.4437 to have your "shipping made easy".

Lighting & Rigging

A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

How Can I Order My Show Services?

1. GES® Online

GES® Online makes ordering GES products and services fast, simple and secure. Follow these simple instructions to order:

Step 1: If you have previously registered on GES® Online, enter your User ID and Password. If this is your first time on GES® Online, you will need to create an online account. We now have two ways for you to create an online ordering account:

- A.** Create an account by searching for your company name and zip code. This method does not require you to know your activation code.
- B.** Create an account by entering your Activation Code (CSN). Please note that the Activation Code is CASE SENSITIVE.

Step 2: Once logged in, sign up or select your show.

Step 3: Browse products and create orders for your show.

Step 4: Once you are satisfied with your choices, simply check out to process the order.

Additionally, GES® Online allows you to review show-specific product literature, download third-party vendor forms, access show and order information 24/7 and review order history. For online ordering help call 888.437.3976.

2. GES National ServicerSM

The GES National ServicerSM provides consistency and continuity of customer service for all GES exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7050 E. Lindell Road

Las Vegas NV, 89118

Phone: 800.475.2098

Fax: 866.FAX.1GES (866.329.1437)

International Phone: 702.515.5970 / Fax: 702.263.1520

3. GES Service Center®

Once you are at the show, the GES Service Center® is on site to place any last minute orders and provide show information.

Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!



Show Information

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

Official Service Contractor

GES Exposition Services 7050 Lindell Road Las Vegas, NV 89118-4702	Phone (in USA): 800.475.2098 FAX (in USA): 866.329.1437 Contact us Online: www.ges.com/contact	International Calls: 702.515.5970 International Faxes: 702.263.1520
--	---	--

Show Information

Backwall Drape:	Teal / Silver	Forest Green
Sidewall Drape:	Teal	Forest Green
Aisle Carpet Color:	Pepper	Green
Exhibit Hall is Not Carpeted		

Green Alley

Booth Package

Booth Size: 10' x 10'
1 - One line ID sign (7"x44") provided automatically

Important Dates *Be sure to check all order forms for additional deadlines.*

Friday, September 12	Discount Deadline for orders received with payment
Wednesday, September 3	Advance Shipments may begin arriving at Warehouse
Tuesday, September 30	Last day for Advance Shipments to arrive at Warehouse without surcharges
Friday, October 3	Direct Shipments may begin arriving at Exhibit Site after 8:00 am
Saturday, October 4	Last day for Direct Shipments to arrive at Exhibit Site by 5:00 pm
Thursday, October 2	Installation 8:00 am - 5:00 pm
Friday, October 3	8:00 am - 5:00 pm
Saturday, October 4	8:00 am - 5:00 pm
Sunday, October 5	Show Hours 11:30 am - 5:00 pm
Monday, October 6	11:30 am - 4:00 pm
Tuesday, October 7	10:00 am - 2:00 pm
Tuesday, October 7	Dismantle 2:15 pm - 10:00 pm
Wednesday, October 8	8:00 am - 5:00 pm
Wednesday, October 8	Carriers must be checked in by 2:00 pm
Wednesday, October 8	All exhibitor materials must be removed by 5:00 pm

Shipping Addresses

Advance Shipments to Warehouse	c/o GES Exposition Services 2350 South Wood Street Chicago, IL 60608	Shipments should arrive on or before: September 30, 2008
Direct Shipments to Exhibit Site	c/o GES Exposition Services McCormick Place 2301 South Lake Shore Dr Chicago, IL 60616-1490	Shipments will be accepted beginning: October 3, 2008

GES Servicenter®

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture, Cleaning, and Material Handling.

Friday, October 3	8:00 am - 5:00 pm	Monday, October 6	8:00 am - 5:00 pm
Saturday, October 4	8:00 am - 5:00 pm	Tuesday, October 7	8:00 am - 8:00 pm
Sunday, October 5	8:00 am - 5:00 pm	Wednesday, October 8	8:00 am - 5:00 pm



National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic working knowledge of the Exhibitor Service Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services.

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, contact name, and, most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct: including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.: do not order a 10' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items, don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In.

- Confirm your furnishings orders with the GES National ServicerSM. You should receive a confirmation of your order within 3-5 days of placement.
- Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.
- Keep the phone number of your carrier with you, including weekend contact.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are color coded, so make sure you get the correct color and be sure your booth number is on each label.

Showsite.

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Staples, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

Outbound - Move out.

- Keep in mind, the return of empty containers can take from 2 to 12 hours (depending on the size of the show), so coordinate your outbound flight to accommodate this.



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ATTENTION: PETROLEUM SURCHARGE INFORMATION

In order to offset the effects of increasing fuel costs being felt by every citizen and industry in North America, GES® Exposition Services has enacted a Petroleum Surcharge Program.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor service manual with the exception of GES® Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueens, propane fuel and diesel fuel.

GES thanks you for your continued support and patience during this critical time.



Payment & Credit Card Charge Authorization

G-2

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

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FORM DEADLINE DATE:
September 12, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER		
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER		
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #	CONTACT'S HOTEL (OPTIONAL)		

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES Exposition Services accepts MasterCard, Visa, Discover, Diners Club, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

* If you wish to purchase coverage for excess declared value, please see Material Handling Form (R-2).

Bank wire transfer payment information:

Beneficiary: GES Exposition Services c/o Bank of America 1655 Grant Street Concord, CA 94520 USA Telephone # 800.227.3337	Account #: 7188-1-01819 ABA Routing #: 0260-0959-3 SWIFT Address: BOFAUS3N CHIPS Address: 0959
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If requested, following is the physical address for routing identifiers:
100 West 33rd Street, New York, NY 10001 USA

To properly credit your account, send the following information to the GES address listed on the order forms:

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

• If you have any questions regarding our payment policy, please call GES National ServicenterSM at 800.475.2098 or visit the GES Servicenter[®] at the show.

• Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.

• You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

• For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Credit Card Charge Authorization

All information must be provided. Your order will not be processed if any information is missing. (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Account Number	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card
<input type="text"/>	<input type="text"/>	<input type="text"/>

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- MasterCard American Express
 VISA Diners Club
 Discover

CARDHOLDER'S NAME	PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS	CITY
STATE	ZIP COUNTRY

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

DATE

Calculation of Orders

TOTAL

Exhibit System Rental	\$
Furniture & Accessories	\$
Carpet	\$
Hanging Sign	\$
Cleaning	\$
Labor	\$
Material Handling	\$
Other GES Services (Specify)	\$
1. Total of All Above Items	\$
2. Add Petroleum Surcharge Assessment @ 3%	\$
3. FULL PAYMENT in U.S. funds drawn on a U.S. Bank GES Exposition Services, Inc. Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to GES Exposition, Inc. for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$

Enclosed is a check in the amount of: \$

Check No. Dated

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

SAVE TIME WITH GES ONLINE AT: www.ges.com



3rd Party Billing Request

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association
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FORM DEADLINE DATE:
September 12, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including **Third Party Credit Card Charge Authorization below**. Return form by the deadline date. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

Exhibiting Firm			
EXHIBITING FIRM			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

The items checked below are to be invoiced to the Exhibiting Firm:

- I & D Labor
- Signs
- Transportation Charges
- Other (Please Specify)
- Booth Cleaning
- Rental Furniture
- Material Handling In & Out

Third Party			
EXHIBITING FIRM			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

The items checked below are to be invoiced to the Third Party:

- All Services
- I & D Labor
- Signs
- Material Handling In & Out
- Other (Please Specify)
- Booth Cleaning
- Rental Furniture
- Transportation Charges

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Exhibiting Firm Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

_____-_____-_____-_____

PROVIDE EXPIRATION DATE MasterCard American Express
 VISA Diners Club
 Discover

_____-_____-_____-_____

CARDHOLDER'S NAME PLEASE PRINT

CITY

STATE ZIP COUNTRY

PLEASE SIGN _____
CARDHOLDER'S SIGNATURE

DATE

Third Party Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

_____-_____-_____-_____

PROVIDE EXPIRATION DATE MasterCard American Express
 VISA Diners Club
 Discover

_____-_____-_____-_____

CARDHOLDER'S NAME PLEASE PRINT

CITY

STATE ZIP COUNTRY

PLEASE SIGN _____
CARDHOLDER'S SIGNATURE

DATE

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National Electrical Contractors Association

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Safety is very important for everyone working in the exhibit hall - especially you!

GES Exposition Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Exposition Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors.

Exhibitor loss prevention guidelines at show site

- Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is on-going. Wearing of appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open-toed shoes are inappropriate and violate safety standards.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- GES forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Bicycles, skateboards, skates, etc. are prohibited on the show floor unless approved by the facility in advance. If you are authorized to use your own cart, please be sure to register it with the facility. They should also provide you with a "safe operating" procedure. If they do not, a GES representative at the Exhibitor Service Desk can provide it to you.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load. Keep the aisles free and open at all times. Please utilize your booth space to store and work in while preparing your booth.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a GES supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.



Show Site Work Rules

National Electrical Contractors Association

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Union Information

To assist you in planning your participation at your Chicago area show, we are certain you will appreciate knowing, in advance, that union labor will be required for certain aspects of your exhibit handling.

There are six major unions which have jurisdiction over trade shows. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction. Adherence to these guidelines can save you a substantial amount of money.

Teamsters

Handle all material in and out of the hall. Exhibitors are permitted to carry small packages into the hall without the use of wheeled carts and /or dollies.

Riggers

Uncrating, unskidding, positioning and leveling of all machinery and reskidding of all machinery.

Carpenters

Uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc. laying of floor tile, carpet, recrating of exhibits and closing of machinery crates. Installation and dismantling of scaffolding, bleachers and binding of chairs.

Decorators

Hanging all non-electrical signs, drape and cloth installation and tacked fabric panels.

Electricians

Responsible for assembly, installation and dismantle of anything that uses electricity as a source of power. This includes electrical wiring, hook-ups, interconnections, etc.

Plumbers

Handle all plumbing work such as compressed air, water, drain or natural gas.

Helpful Hints

Exhibitors may perform the following functions as long as they are a full-time employee of the exhibiting company:

- Hand carry small items and pop-up displays. No hand trucks or carts are permitted.
- Install and dismantle displays within a 300 sq. ft. or less booth space if one person can accomplish the task in 1/2 hour or less without the use of tools.
- Install graphics and small signs, and logos and graphics that are attached with pre-cut velcro strips.
- Make technical, electrical connections and interwire equipment for computers providing the cables do not exceed 10' in length.
- Perform simple electrical requirements, such as installing light bulbs.

If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of GES Exposition Services. Please refrain from voicing complaints directly to labor.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at 866.225.8230 to report fraudulent or unethical behavior.

National Electrical Contractors Association McCormick Place • October 5 - 7, 2008

GES TERMS AND CONDITIONS ARE SUBJECT TO
CHANGE AT GES' SOLE DISCRETION WITHOUT NOTICE
TO ANY PARTIES

I. Definitions:

GES: GES Exposition Services, Inc., d/b/a GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE), and/or Trade Show Rigging (a/k/a TSR) and their employees;

Agents: GES' agents, sub-contractors, carriers, and the agents of each.

Customer: Exhibitor or other party requesting Services from GES.

Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

Shipper: Party who tenders Goods to Carrier for transportation.

Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services.

Cold Storage: Holding of Goods in a climate controlled area.

Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.

Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services.

Show Site: The venue or place where an exposition or event takes place.

Supervised Labor: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES.

Un-Supervised Labor: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility for the work of union labor when Customer elects to use unsupervised labor.

II. Scope:

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations

Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

IV. Mutual Obligations

Indemnification:

Customer to GES: Except to the extent of GES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Liability for Loss or Damage to Goods

Negligence standard: GES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES.

Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.

Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Goods for any and all risk of loss.

Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES and show management with an indemnity, including defense costs, for any

claims that result from Customers' supervision or failure to supervise assigned labor.

Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage. Damage that is the direct result of GES' negligence shall be limited to the limitations of liability set forth in this document.

Forced Freight: GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases GES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES' discretion, and at Customer's expense assuming the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

Unattended Booth: GES shall not be liable for any loss or damage occurring while Goods are unattended in Customers booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of damage: GES' liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$50 (fifty cents) per pound per piece, \$100.00 (one hundred dollars) per package or \$1,500.00 (one thousand five hundred dollars) per occurrence.

Excess Declared Value: If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the GES services order form(s) and also on the **Material Handling Order Form and paying by the appropriate additional charge in advance of the commencement of services by GES.** Maximum liability for damages resulting from GES' negligence shall then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed \$100,000, for the purpose of this provision and GES' liability in all circumstances shall be limited to the amount of this cap.

No Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage: In order to have a valid claim notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of suit: Any action at law regarding loss or damage to Goods must be filed within two years of the date of declaration of any part of a claim.

VII. Jurisdiction, Choice of forum. This Agreement shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

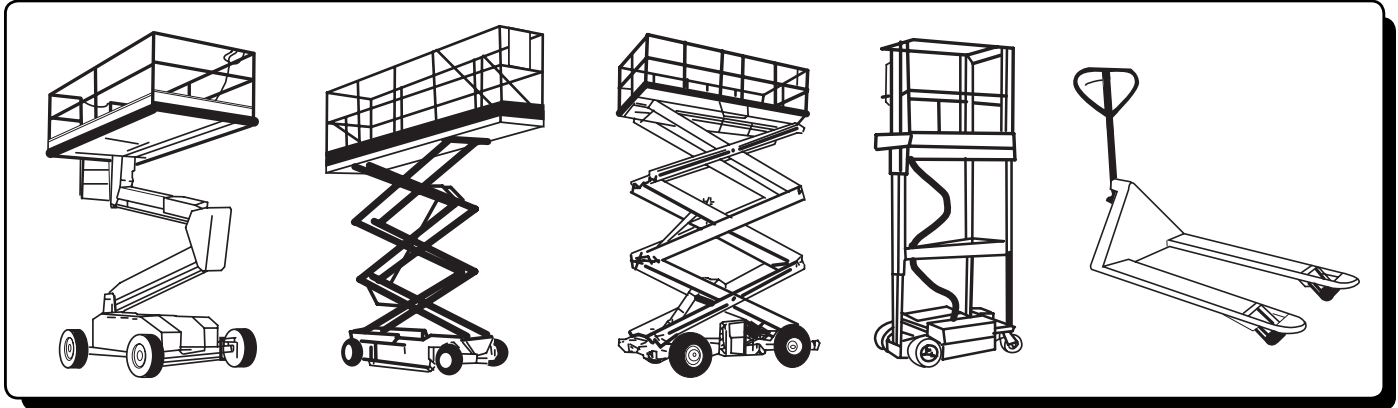
VIII. Advanced Warehousing/Temporary Storage/Long Term Storage.

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Terms Storage are contained in the separate agreement, entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods:

The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to sixty cents per pound (\$60) of the actual cash value per article. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Exhibitors' Material. The risk of loss remains the Customers alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.

National Electrical Contractors Association
McCormick Place • October 5 - 7, 2008

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

**ALL LIFTS AND MANPOWER MUST BE PROVIDED BY
THE OFFICIAL SERVICE CONTRACTOR**

Thank you for your complete cooperation.

SHIPPING



Let GES[®] manage your TRADESHOW TRANSPORTATION

GES Logistics skillfully manages the transportation process. We give all shipments priority handling and work only with proven, leading carriers. Plus, we're fully integrated with all other GES services, including material handling. Partner with the one company that does it all.

Simplified Rates

Thanks to our simplified domestic LTL rates for ground and air, there's no guesswork. Budgeting is made easy and all at a competitive price. Ask for quotes for transportation to one show or multiple shows.

Online Tracking

Shipment information is seconds away on the GES website. Track and trace your shipment any time of the day or night. Just one more example of GES' continued commitment to our customers.

Single Invoice

With GES, we can put it all on one invoice — furnishings, graphics, transportation, installation & dismantle services, and electrical. So you can focus on the show, not the paperwork.

For shipping made easy, call 888.454.4437 or visit us online at www.ges.com/logistics

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 a.m. on your first day of move-in (schedule permitting).
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site

- Consign all shipments c/o GES Exposition Services.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **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.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.

- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
- **Shipment Surcharges** – A surcharge will apply if shipments are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicenter** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty."

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicenter**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-crating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability & Excess Declared Value

- **Liability** – GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- **Measure of Damage** – If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
 - b. The lesser of **\$0.50** per pound per package, **\$100** per package, or **\$1500** per occurrence.
 - c. Damages will be limited to a declared value, if you fill in a **Declared Value Amount**, check the box requesting **Excess Declared Value**, and pay the appropriate charges for **Excess Declared Value**. (Maximum allowed declared value \$100,000)
- **Cost** – Excess declared value available from GES for \$1.00 per \$100 of excess valuation. (\$50.00 minimum charge per request)
- **Not Insurance** – Excess declared value is not insurance. GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage or loss was not caused by GES negligence.

GET GES[®] TRANSPORTATION PLUS SAVE 10% ON MATERIAL HANDLING

GES[®] Logistics turns an exhibiting necessity into an added show value with GES[®] Transportation Plus. You count on reliable service and great rates when you ship with GES. Now with our GES[®] Transportation Plus service, you save money on material handling when you order round-trip shipping. Another reason it pays to use GES.

- **Online Tracking**

Shipment information is seconds away on the GES website. Track and trace your shipment any time of the day or night. Just one more example of GES' continued commitment to our customers.

- **Your Shipping Partner**

GES[®] Logistics gives you reliable service and great rates on air and ground shipping. You can also save 10% on round-trip shipping with GES[®] Roundtrip Plus. Count on GES as your shipping partner.

- **Smooth Integration**

Our integrated services mean less hassle. From shipping and material handling to installing and dismantling, we make sure you have a smooth show experience.

**For more info call 888.454.4437
or visit us online at www.ges.com/logistics**



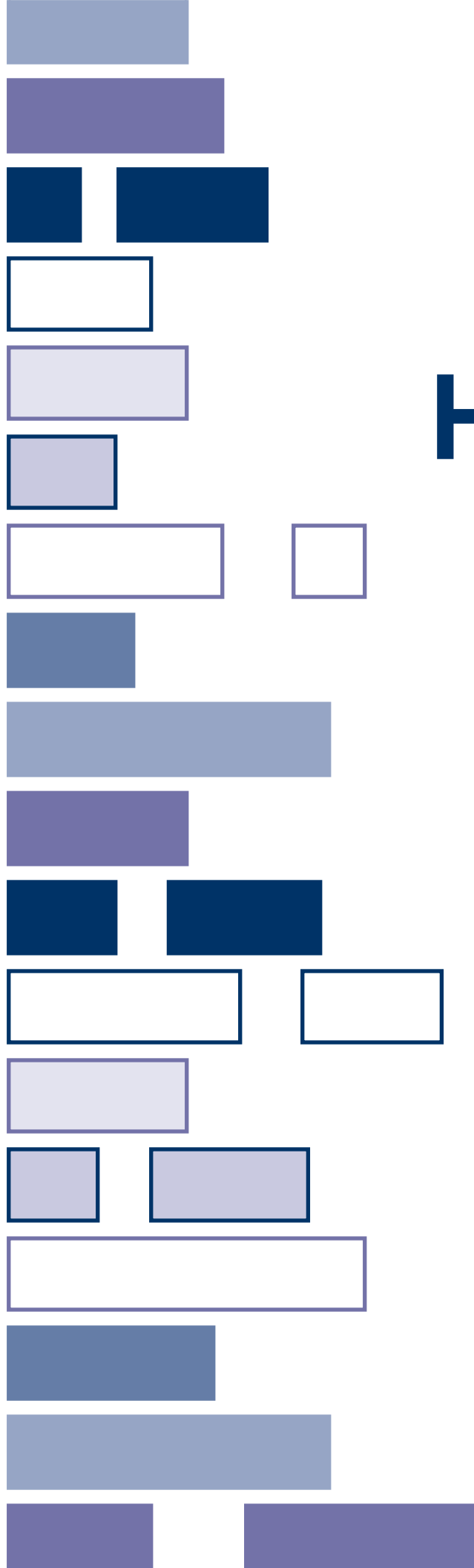
Logistics

shipping made easy

Exposition Services Exhibits & Design Graphics Logistics
Electrical Installing & Dismantling Technology Event Services

888.454.4437 www.ges.com

SPECIAL HANDLING



Let GES[®] manage your TRADESHOW TRANSPORTATION

GES Logistics skillfully manages the transportation process. We give all shipments priority handling and work only with proven, leading carriers. Plus, we're fully integrated with all other GES services, including material handling. Partner with the one company that does it all.

Simplified Rates

Thanks to our simplified domestic LTL rates for ground and air, there's no guesswork. Budgeting is made easy and all at a competitive price. Ask for quotes for transportation to one show or multiple shows.

Online Tracking

Shipment information is seconds away on the GES website. Track and trace your shipment any time of the day or night. Just one more example of GES' continued commitment to our customers.

Single Invoice

With GES, we can put it all on one invoice — furnishings, graphics, transportation, installation & dismantle services, and electrical. So you can focus on the show, not the paperwork.

For shipping made easy, call 888.454.4437 or visit us online at www.ges.com/logistics



Transportation Plus & Material Handling Form

R-2c

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

FORM DEADLINE DATE:

September 12, 2008

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

SHIP WITH GES LOGISTICS TO RECEIVE A 10% SAVINGS ON MATERIAL HANDLING WITH TRANSPORTATION PLUS
 To set up your saving with Transportation Plus, please call 888.454.4437, or complete the GES Logistics Material Handling & Shipping Form (R-8b) included in this exhibitor services manual and fax it to 702.515.5972, or email us at logistics@ges.com. Call 888.454.4437 for a quote for any shipments that are under 10,000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 10,000 lbs. Round Trip shipping is required to qualify for Transportation Plus rates.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 2:30pm; Closed 11:30am - 12:30pm, Saturdays, Sundays & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$25.00 fee will be charged per shipment.

Advance Shipments to GES Warehouse (200 pound minimum per shipment)

GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.

Rates include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Crated Materials

	Standard Rates		Transportation Plus Saving Rates	
ST/ST	\$ 80.50 cwt		\$ 72.45 cwt	
ST/OT	\$ 104.75 cwt		\$ 94.28 cwt	
OT/OT	\$ 128.75 cwt		\$ 115.88 cwt	

Materials Requiring Special Handling

	Standard Rates		Transportation Plus Saving Rates	
	\$ 100.75 cwt		\$ 90.68 cwt	
	\$ 131.00 cwt		\$ 117.90 cwt	
	\$ 161.25 cwt		\$ 145.13 cwt	

Direct Shipments to Exhibit Site (200 pound minimum per shipment)

Rates include: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Crated Materials

	Standard Rates		Transportation Plus Saving Rates	
ST/ST	\$ 70.50 cwt		\$ 63.45 cwt	
ST/OT	\$ 91.75 cwt		\$ 82.58 cwt	
OT/OT	\$ 112.75 cwt		\$ 101.48 cwt	

Materials Requiring Special Handling

	Standard Rates		Transportation Plus Saving Rates	
	\$ 91.75 cwt		\$ 82.58 cwt	
	\$ 119.25 cwt		\$ 107.33 cwt	
	\$ 146.75 cwt		\$ 132.08 cwt	

Uncrated Materials

	Standard Rates		Transportation Plus Saving Rates	
	\$ 112.75 cwt		\$ 101.48 cwt	
	\$ 146.50 cwt		\$ 131.85 cwt	
	\$ 180.50 cwt		\$ 162.45 cwt	

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall in to the small package category may be subject to special handling charges.

First Carton.....\$ 39.00
 Each Additional Carton.....\$ 20.00

- **Straight Time:** Monday through Friday 8:00 am to 4:30 pm. Trucks loaded / unloaded after 4:30 pm will be charged at the overtime rate.
- **Overtime:** All other times, Saturdays, Sundays, Holidays.
- Use "ST/ST" rate if freight will be handled on straight time into the show and out of the show.
- Use "ST/OT" rate if freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
- Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.

EXCESS DECLARED VALUE OPTION:

Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value \$ _____. Excess declared value available from GES, up to \$100,000.00. Excess declared value is not available for items listed on form G-7.

Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

Calculation Of Material Handling Charges For Standard Rates Only (Use Form R-8b For Transportation Plus Rates)

Our shipment will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date: _____	via: _____	Total pieces: _____
Total Weight (200 lb minimum per shipment): _____	÷ 100 = _____	x Rate: _____ = \$ _____
Small package cartons will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date: _____	via: _____	Total cartons: _____ = \$ _____

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:

Advance Date:

- **September 3, 2008:** Advance shipments may begin arriving at warehouse.
- **September 30, 2008:** Last day for crated shipments to arrive at advance warehouse without surcharge. A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date.

Direct Dates:

- **October 3, 2008:** Direct shipments may begin arriving at the exhibit site.
- **October 4, 2008:** Last day for shipments to arrive at the exhibit site.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature: _____

1. Total Estimated Charges	\$ _____
2. \$25.00 Weight Certificate Fee	\$ _____
3. \$40.00 Marshalling Yard Fee	\$ _____
3. 30% Late Arrival Surcharge	\$ _____
4. Excess Declared Value	\$ _____
5. Payment Enclosed	\$ _____

AUTHORIZED NAME - PLEASE PRINT _____ DATE _____



GES Logistics Material Handling & Shipping Form

R-8b

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

FORM DEADLINE DATE:

September 12, 2008

COMPANY NAME		EMAIL ADDRESS			BOOTH NUMBER
Pick Up Information					
DATE		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED)			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PICK UP CONTACT		PHONE NUMBER		FAX NUMBER	
SPECIAL INSTRUCTIONS (ADDITIONAL CHARGES MY APPLY)					WEEKEND <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

Delivery Information					
DATE		RECEIVING HOURS			
DESTINATION		EXHIBITOR NAME			
SHOW NAME		BOOTH #			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
SHOW CONTRACTOR		CONTACT		PHONE NUMBER	

Method Of Shipment		
Ground: <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (price per shipment) Shipments 0-100 lbs* Shipments 101 lbs and up* *Subject to applicable surcharges	Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred *Dim weight or actual weight which ever is greater will apply to Next Day, and 2nd Day.	<input type="checkbox"/> Special Instructions (Additional charges may apply)

Weight & Dimensions (Final Rate Subject To Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Our shipment will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date:	via:	Total pieces:
Total Weight (200 lb minimum per shipment):	÷ 100 =	x Rate: = \$
Small package cartons will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date:	via:	Total cartons: = \$

Hazardous Materials Contact Number
() -

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:
Advance Date:
 • **September 3, 2008:** Advance shipments may begin arriving at warehouse.
 • **September 30, 2008:** Last day for crated shipments to arrive at advance warehouse without surcharge. **A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date.**

Direct Dates:
 • **October 3, 2008:** Direct shipments may begin arriving at the exhibit site.
 • **October 4, 2008:** Last day for shipments to arrive at the exhibit site.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions**

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Authorized Signature – Please Sign:	<input checked="" type="checkbox"/>	1. Total Estimated Charges	\$
	<input type="checkbox"/>	2. 30% Late Arrival Surcharge	\$
	<input type="checkbox"/>	3. Excess Declared Value	\$
	<input type="checkbox"/>	4. Payment Enclosed	\$
AUTHORIZED NAME - PLEASE PRINT		DATE	

EXCESS DECLARED VALUE OPTION:
Note 1: STOP! You must read form G-7 before going any further... I have read the Terms & Conditions set forth on form G-7 and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the G-7 form.
Note 2: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.
Note 3: Declared value \$_____. Excess declared value available from GES, up to \$100,000.00.
 Excess declared value is not available for items listed on form G-7.
 Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

050806



Pre-Printed Outbound Material Handling Request

R-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association
McCormick Place • October 5 - 7, 2008

FORM DEADLINE DATE:
September 12, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Please complete this form and return it to GES before the above Deadline Date so we can provide you with printed outbound material handling documents and shipping labels at the close of the show for you to review and sign. To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

Shipping Information

FROM:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

SHIPPING DESTINATION 1: Number of Labels Needed:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

SHIPPING DESTINATION 2: Number of Labels Needed:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

Method Of Shipment

Please Select Desired Method of Shipment Below:

- GES Logistics:**
 - Ground**
 - Air**
 - Next Day Delivery**
 - 2nd Day Delivery**
 - Deferred Delivery**
 - Van Line** – Full Pad Partial Pad Crated
 - Specialized Service:** _____

EXCESS DECLARED VALUE OPTION:

Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value \$_____. Excess declared value available from GES, up to \$100,000.00.

Excess declared value is not available for items listed on form G-7.

Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

- Other:** _____
- Common Carrier**
- Air**
 - Next Day
 - 2nd Day
 - Deferred
- Van Line**
 - Full Pad
 - Partial Pad
 - Crated

Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicenter**. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at exhibitor's expense.**

GES does not accept responsibility for any exhibitor property left on the show floor unattended.

060205

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed. See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

A RUSH!
EXHIBITION FREIGHT

A RUSH!
EXHIBITION FREIGHT

FROM:

FROM:

ADVANCE SHIPMENT

ADVANCE SHIPMENT

TO:

TO:

EXHIBITING COMPANY

EXHIBITING COMPANY

National Electrical Contractors Association

National Electrical Contractors Association

NAME OF EXHIBITION

NAME OF EXHIBITION

BOOTH NUMBER

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
2350 SOUTH WOOD STREET
CHICAGO, IL 60608**

**C/O GES EXPOSITION SERVICES
2350 SOUTH WOOD STREET
CHICAGO, IL 60608**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
September 3, 2008 and September 30, 2008.**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
September 3, 2008 and September 30, 2008.**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 2:30pm; Closed 11:30am - 12:30pm, Saturday, Sunday & Holidays.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 2:30pm; Closed 11:30am - 12:30pm, Saturday, Sunday & Holidays.

Carrier _____ of _____ pieces

Carrier _____ of _____ pieces



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

D RUSH!
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY

National Electrical Contractors Association
NAME OF EXHIBITION

BOOTH NUMBER _____

**C/O GES EXPOSITION SERVICES
MCCORMICK PLACE
2301 SOUTH LAKE SHORE DR
CHICAGO, IL 60616-1490**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
October 3, 2008 and October 4, 2008.**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____ of _____ pieces
Number _____ of _____ pieces



D RUSH!
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY

National Electrical Contractors Association
NAME OF EXHIBITION

BOOTH NUMBER _____

**C/O GES EXPOSITION SERVICES
MCCORMICK PLACE
2301 SOUTH LAKE SHORE DR
CHICAGO, IL 60616-1490**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
October 3, 2008 and October 4, 2008.**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____ of _____ pieces
Number _____ of _____ pieces





Marshaling Yard & Direct Deliveries Information

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

IMPORTANT NOTICE

GES Exposition Services has established a Marshaling Yard to ease congestion in the vicinity of McCormick Place and to better utilize the available dock space at the convention center.

A map to the Marshaling Yard is provided on the next page.

A \$40.00 per shipment fee will be added to your invoice for use of this yard.

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to showsite deliveries.
- All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a pass number and dispatched to the appropriate dock at McCormick Place as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload, the type of loads being unloaded at the convention center, the number of booths on a truck, etc.
- After unloading, all vehicles are returned to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$25.00 fee will be charged per shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.

If we can answer any questions or be of assistance with your inbound freight arrangements, please contact our National Servicenter at 800.475.2098.



Marshaling Yard Location

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

Directions

Phone: 312.808.3161

McCormick Place Marshaling Area

North of Chicago to McCormick Place - Interstate 90 (Kennedy Expressway) to Interstate 55. Bear right just past 18th Street. Then bear left to go North on Interstate 55 to Lake Shore Drive South (41 South).* Lake Shore Drive South to 31st Street. At the 31st Street Exit bear right to Marshaling Yard. Signs for Marshaling Yard are posted at 31st Street Exit.

West of Chicago to McCormick Place - Interstate 290 (Eisenhower Expressway) to Interstate 94 (Dan Ryan Expressway). East on Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Bear right just past 18th Street. Then bear left to go North on Interstate 55 to Lake Shore Drive South (41 South).* Lake Shore Drive South to 31st Street. At the 31st Street Exit bear right to Marshaling Yard. Signs for Marshaling Yard are posted at 31st Street Exit.

Southwest of Chicago to McCormick Place - Interstate 55 North directly to Lake Shore Drive South (41 South).* Lake Shore Drive South to 31st Street. At the 31st Street Exit bear right to Marshaling Yard. Signs are posted at 31st Street Exit.

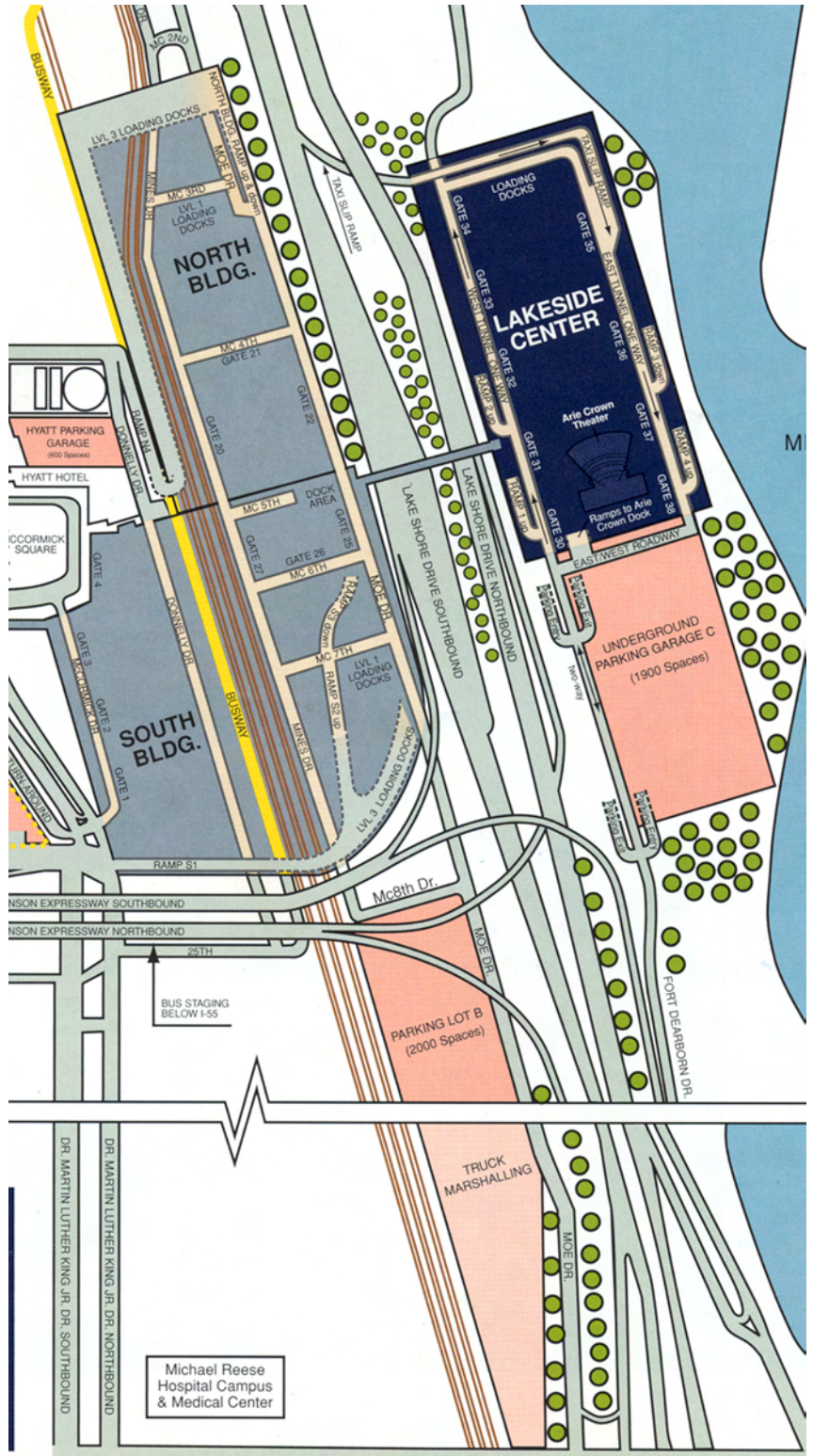
South of Chicago McCormick Place - Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Interstate 55 to Lake Shore Drive South to 31st Street.* At the 31st Street Exit bear right to Marshaling Yard. Signs for Marshaling Yard are posted at 31st Street Exit.

***Trucks permitted on Lake Shore Drive southbound between Interstate 55 and 31st Street**

State of Illinois Trailer Restrictions

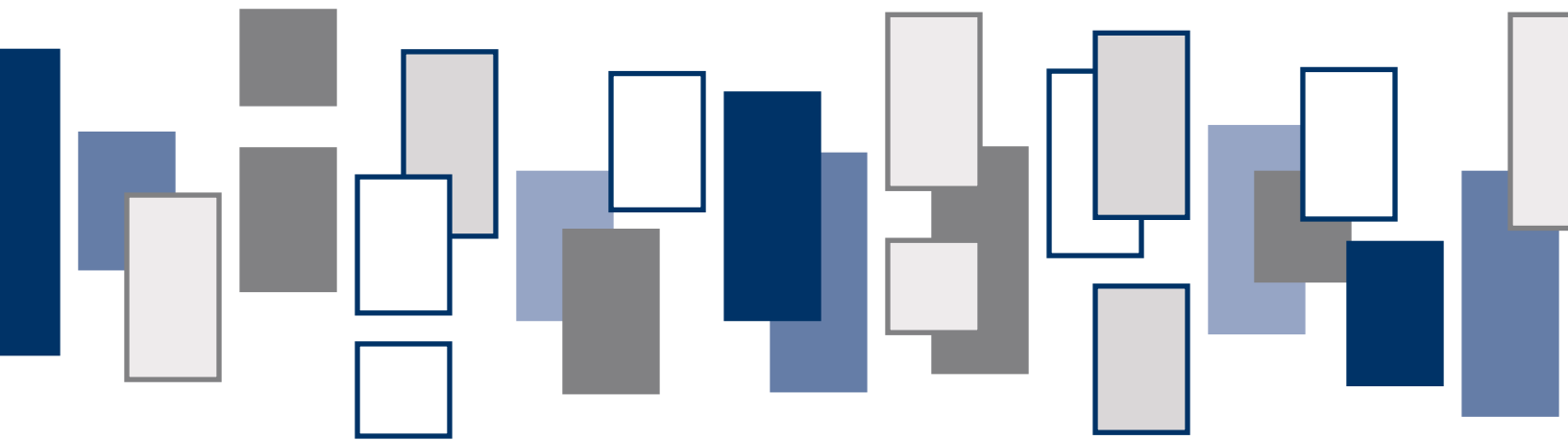
Legal:
102" in width
13'6" in height

PLEASE NOTE: Traffic routes to the McCormick Place Marshaling area are subject to change due to ongoing construction considerations.



CARPET

With eco-friendly
flooring solutions



Carpet

GES® offers eco-friendly and conventional carpet to enhance the look and comfort of your exhibit. Available in various colors of three carpet grades with padding option:

Ultra Plush (50 oz.)

50 oz. carpet is 100% recyclable and offered as a business standard for our premium grades.

Plush (26 oz.)

26 oz. carpet is 100% recyclable and offered as a business standard for our premium grades.

Standard (13 oz.)

13 oz. is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders

Padding (5/8 in.)

Double-netted rebond pad is 100% recyclable, made with 98% pre & post consumer content.

100% recyclable flooring solutions have the same industry tradeshow performance standards as conventional carpet and help to reduce the volume of excess materials from entering landfills.

 The leaf symbol indicates recyclable or eco-friendly materials per manufacturer's specifications.

Ultra Plush

Includes:

- 50 oz. 100% recyclable premium carpet 
- 4 mil poly covering
- anti-static treatment
- 3M Scotchgard™ protection



Bisque



Black



Cabernet



Graphite



Iceberg



Midnight



Seascape



Sterling



Teal

Ultra Plush

Ultra Plush Carpet
Color Codes:

BIS - Bisque **MID** - Midnight
BLA - Black **SEA** - Seascape
CAB - Cabernet **STR** - Sterling
GRP - Graphite **TEA** - Teal
ICB - Iceberg

Our carpet is offered as pre-cut, custom-cut or in carpet packages that include visqueen and recycled padding. Visqueen and recycled padding are also available as upgrades.

Rental includes material handling, installation, front edge taping, and pick-up at the close of the show.

To order contact the GES National ServicerSM at 800.475.2098 or fill out and fax the enclosed order form.

Carpet

Plush

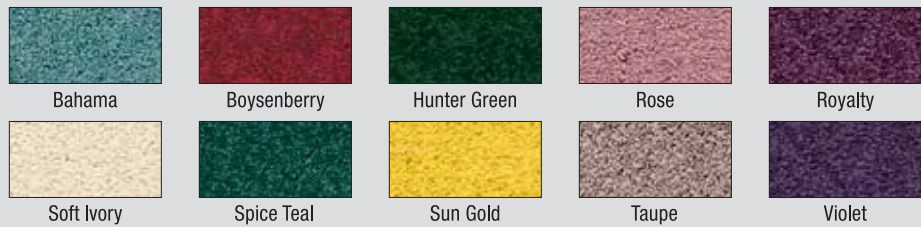
Includes:

- 26 oz. 100% recyclable premium carpet 
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection



Limited Plush Colors

- Limited Plush Colors are only available in Chicago and Las Vegas



Standard

Includes:

- 13 oz. filament nylon carpet
- Available in pre-cut sizes (see order form for details)
- Custom-cut includes 4 mil poly covering



Plush

Plush Carpet
Color Codes:

CMT - Cement
CHA - Charcoal
COB - Cobalt
DOV - Dove
LRO - Lava Rock
NAV - Navy
ONY - Onyx
RED - Red
RBL - Royal Blue
SBE - Silky Beige
SIL - Silver
SNO - Snow

Limited Plush Carpet - (Chicago & Las Vegas only)
Color Codes:

BAH - Bahama
BOY - Boysenberry
HGR - Hunter Green
ROS - Rose
ROY - Royalty
SIV - Soft Ivory
STE - Spice Teal
SWG - Sun Gold
TAP - Taupe
VLT - Violet

Standard

Standard Carpet
Color Codes:

BLA - Black
BLU - Blue
BUR - Burgundy
EMG - Emerald Green
GRA - Gray
PUR - Purple
RED - Red
SBL - Stone Blue



Carpet Order Form

C-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association
McCormick Place • October 5 - 7, 2008

DISCOUNT DEADLINE DATE:
September 12, 2008

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
STANDARD CARPET			
<i>Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.</i>			
5304	10'x10' 16 oz. Standard Booth Carpet	\$ 135.25	\$ 189.50
5305	10'x20' 16 oz. Standard Booth Carpet	\$ 272.00	\$ 380.75
5306	10'x30' 16 oz. Standard Booth Carpet	\$ 408.25	\$ 572.00
VISQUEEN PLASTIC COVERING FOR PROTECTION			
<i>Includes installation and removal.</i>			
5312	Plastic Covering	price/sq ft \$ 0.51	\$ 0.73
PADDING			
<i>GES Offers the finest padding used in the industry, a 5/8" double-netted rebound pad. We guarantee your satisfaction.</i>			
5313	Padding	price/sq ft \$ 1.14	\$ 1.60

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
CUSTOM-CUT CARPET			
<i>Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.</i>			
5309	16 oz. Standard Custom	price/sq ft \$ 2.28	\$ 3.20
5310	26 oz. Plush Custom	price/sq ft \$ 3.13	\$ 4.38
5311	50 oz. Ultra Plush Custom	price/sq ft \$ 3.79	\$ 5.30
<i>Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (Please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.</i>			
<i>Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.</i>			
Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			

Please Indicate Choice **Place Order Here**

- ▶ **16 oz. Standard Booth Carpet Color** (Item #'s 5304-5306 ONLY). Gray will be provided if no color is indicated below:
 - Black Emerald Green Red
 - Blue Gray Stone Blue
 - Burgundy Purple
- ▶ **16 oz. Standard Custom-Cut Carpet Color** (Item # 5309 ONLY). Gray will be provided if no color is indicated below:
 - Black Burgundy Gray
 - Blue Emerald Green Red
- ▶ **26 oz. Plush Custom-Cut Carpet Color** (Item # 5310 ONLY). Dove will be provided if no color is indicated below:
 - Cement Lava Rock Royal Blue
 - Charcoal Navy Silky Beige
 - Cobalt Onyx Silver
 - Dove Red Snow
- ▶ **50 oz. Ultra Plush Custom-Cut Carpet Color** (Item # 5311 ONLY). Iceberg will be provided if no color is indicated below:
 - Bisque Graphite Seascape
 - Black Iceberg Sterling
 - Cabernet Midnight Teal
- ▶ **Electrical Under Carpet?**
 - Yes No
- ▶ **Calculate Total Square Footage**
 Width _____ x Length _____ = _____ Square Feet

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5304	10'x10' 16oz. Standard Carpet		1	\$
5305	10'x20' 16oz. Standard Carpet		1	\$
5306	10'x30' 16oz. Standard Carpet		1	\$

ITEM #	DESCRIPTION	TOTAL SQ FT X PRICE/SQ FT = TOTAL PRICE
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total All Items Ordered	\$
	2. 8% Applicable Tax	\$
	3. Payment Enclosed	\$

Authorized Signature – Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
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Carpet Package Order Form

C-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

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National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

DISCOUNT DEADLINE DATE:

September 12, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

GES Carpet Packages offer significant savings!

Rent any carpet package and save 10% off the regular price if these items were rented separately.

Carpet Packages must be received 14 days prior to move-in to guarantee delivery and color selection.

16 oz. carpet is included with all Standard Exhibit Systems (except #5101), and Hardwall.

26 oz. Plush and 50 oz. Ultra Plush are available with all exhibit system rentals as upgrades.

Price List

SAVE \$\$\$ **All Carpet Packages include:**
Padding, Visqueen, and Cleaning.

Prices include delivery, installation, rental, and removal.
Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5301	16 oz. Standard Custom price/sq ft	\$ 3.94	\$ 5.51
5302	26 oz. Plush Custom price/sq ft	\$ 4.71	\$ 6.57
5303	50 oz. Ultra Plush Custom price/sq ft	\$ 5.30	\$ 7.40

A minimum of 100 square feet is required for carpet package orders.

Please Indicate Choice

Place Order Here

➤ **16 oz. Standard Custom-Cut Carpet Color** (Item # 5301 ONLY). Gray will be provided if no color is indicated below:

- Black Burgundy Gray
 Blue Emerald Green Red

➤ **26 oz. Plush Custom-Cut Carpet Color** (Item # 5302 ONLY). Dove will be provided if no color is indicated below:

- Cement Lava Rock Royal Blue
 Charcoal Navy Silky Beige
 Cobalt Onyx Silver
 Dove Red Snow

➤ **50 oz. Ultra Plush Custom-Cut Carpet Color** (Item # 5303 ONLY). Iceberg will be provided if no color is indicated below:

- Bisque Graphite Seascape
 Black Iceberg Sterling
 Cabernet Midnight Teal

➤ **Electrical Under Carpet?**
 Yes No

➤ **Calculate Total Square Footage**
 Width _____ x Length _____ = _____ Square Feet

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT =	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
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				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total All Items Ordered	\$
	2. 8% Applicable Tax	\$
	3. Payment Enclosed	\$

Authorized Signature – Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

050806

The image features a central title 'FURNITURE & ACCESSORIES' in a bold, dark blue, sans-serif font. The background is white and is decorated with several abstract clusters of geometric shapes. These shapes include rectangles and squares in various colors: dark blue, light blue, green, and grey. Some shapes are solid, while others are outlined. The clusters are arranged in a non-linear, scattered pattern, with some shapes overlapping. The overall aesthetic is modern and minimalist.

FURNITURE & ACCESSORIES

Seating

Chairs



Tables



Skirted Tables



Available Skirting Colors



Suggested Combinations



Chairs

5401 - Contour Chair
Plastic
32"L 18"D 18-1/2"H

5402 - Side Chair
Contemporary
23"L 23"D 18"H

5403 - Arm Chair
Contemporary
31"L 23"D 18"H

5404 - Stool
Contemporary
48"L 17"D 18"H

Tables

5409 - Round Table
Starbase
40" Round x 30"H

5412 - Round Table
Starbase
30" Round x 40"H

5408 - Table
Rectangular
24"L 36"D 30"H

5407 - Table
Square
24"L 24"D 30"H

Skirted Tables

Skirted Tables
24"D 30"H
5804 - 4 ft. (48"L)
5805 - 6 ft. (72"L)
5806 - 8 ft. (96"L)

Skirted Counters
24"D 42"H
5808 - 4 ft. (48"L)
5809 - 6 ft. (72"L)
5810 - 8 ft. (96"L)

Table Risers
5812 - single 4 ft.
5813 - single 6 ft.
5814 - double 4 ft.
5815 - double 6 ft.

Skirted tables and counters include white vinyl top and pleated skirt on three sides. (4 ft. are skirted on all 4 sides).

Fourth-side draping is available for other tables sizes.

Display Furniture



Accessories



Display Furniture

BPDL - Locking Pedestal
Black
24"L 24"D 42"H

Pedestals
12" Square 42"H
BPDA - Grey Nebula
BPDB - Graphite Nebula

18" Square 30"H
BPDC - Grey Nebula
BPDD - Graphite Nebula

30" Square 42"H
BPDJ - Grey Nebula
BPDK - Graphite Nebula

24" Square 36"H
BPDE - Grey Nebula
BPDF - Graphite Nebula

24" Square 42"H
BPDG - Grey Nebula
BPDH - Graphite Nebula

Etagere
30"L 16"D 70"H
BET1 - Pewter
BET2 - Black

Full View Display Case
5818 - 4 ft. (shown)
5819 - 5 ft.
5820 - 6 ft. (shown)

Half View Display Case
5821 - 4 ft. (shown)
5822 - 5 ft.
5823 - 6 ft.

Quarter View
Display Case
5824 - 4 ft. (shown)
5825 - 5 ft.
5826 - 6 ft.
5827 - Corner (shown)

Vertical Display Case
5828 - (shown)

Accessories

5801 - Pegboard
White, 1/4" hole

5816 - Tackboard
Grey

5730 - Sign Holder
Bell Base

5731 - Sign Holder
Chrome

5732 - Easel
Aluminum

5733 - Clothes Tree

5734 - Bag Stand

5735 - Garment Rack

5736 - Waterfall Stand

5737 - Literature Rack

5802 - Security Cage
Large
84"L 48"D 72"H

5803 - Security Cage
Small
30"L 23"D 24"H

5741 - Refrigerator

5738 - Aisle Stanchion
without chain

5739 - Plastic Chain

5740 - Ticket Tumbler

5817 - Wastebasket



Furniture & Accessories Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

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National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

DISCOUNT DEADLINE DATE:

September 12, 2008

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
CHAIRS				DISPLAY FURNITURE (Continued)			
5401	Plastic Contour Chair, 32x18x18.5	\$ 51.50	\$ 72.00	5653	BPDH: Pedestal, Graphite Nebula 24x24x42	\$ 323.00	\$ 452.00
5402	Contemporary Chair, 31x23x18	\$ 80.75	\$ 113.25	5654	BPDJ: Pedestal, Grey Nebula 30x30x42	\$ 348.50	\$ 488.25
5403	Contemporary Arm Chair, 31x23x18	\$ 87.75	\$ 123.00	5655	BPDK: Pedestal, Graphite Nebula 30x30x42	\$ 348.50	\$ 488.25
5404	Contemporary Stool, 48x17x18	\$ 94.50	\$ 132.50	5643	BET1: Etagere, Silver Finish	\$ 245.00	\$ 343.25
TABLES				5644	BET2: Etagere, Black	\$ 245.00	\$ 343.25
5407	Square Table, 24x24x30	\$ 84.50	\$ 118.50	5818	4' Full View Display Case	\$ 471.00	\$ 659.75
5408	Rectangular Table, 24x36x30	\$ 91.25	\$ 128.00	5819	5' Full View Display Case	\$ 484.50	\$ 678.75
5409	Round Starbase Table, 40x30h	\$ 183.75	\$ 257.75	5820	6' Full View Display Case	\$ 498.50	\$ 698.25
5412	Round Starbase Table, 30x40h	\$ 183.75	\$ 257.75	5821	4' Half View Display Case	\$ 471.00	\$ 659.75
SKIRTED TABLES				5822	5' Half View Display Case	\$ 484.50	\$ 678.75
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides</i>							
5804	Skirted 4' Table, Skirted 4 Sides, 24x30	\$ 122.25	\$ 171.50	5823	6' Half View Display Case	\$ 498.50	\$ 698.25
5805	Skirted 6' Table, 24x30	\$ 137.00	\$ 191.75	5824	4' Quarter View Display Case	\$ 471.00	\$ 659.75
5806	Skirted 8' Table, 24x30	\$ 151.25	\$ 212.00	5825	5' Quarter View Display Case	\$ 484.50	\$ 678.75
5807	4th Side Skirted, Optional	\$ 38.25	\$ 53.75	5826	6' Quarter View Display Case	\$ 498.50	\$ 698.25
SKIRTED COUNTERS				5827	4' Corner View Display Case	\$ 484.50	\$ 678.75
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides</i>							
5808	Skirted 4' Counter, Skirted 4 Sides, 24x42	\$ 143.75	\$ 201.75	5828	7' Vertical Display Case	\$ 651.50	\$ 912.50
5809	Skirted 6' Counter, 24x42	\$ 166.00	\$ 232.50	ACCESSORIES			
5810	Skirted 8' Counter, 24x42	\$ 187.75	\$ 263.00	5801	Pegboard, White (1/4" Hole)	\$ 145.00	\$ 203.00
5811	4th Side Skirted, Optional	\$ 38.25	\$ 53.75	5816	Tackboard, Gray	\$ 152.75	\$ 213.75
RISERS				5730	Bell Base Sign Holder	\$ 68.00	\$ 95.25
5812	4' Single Tier, 7" or 15"h, 8"w	\$ 33.25	\$ 47.00	5731	Chrome Sign Holder	\$ 68.00	\$ 95.25
5813	6' Single Tier, 7" or 15"h, 8"w	\$ 47.25	\$ 66.00	5732	Aluminum Easel	\$ 54.25	\$ 76.25
5814	4' Double Tier, 7" and 15"h, 8"w	\$ 47.25	\$ 66.00	5733	Clothes Tree	\$ 75.00	\$ 105.00
5815	6' Double Tier, 7" and 15"h, 8"w	\$ 61.00	\$ 85.50	5734	Bag Stand	\$ 75.00	\$ 105.00
CUSTOM BOOTH DRAPE				5735	Garment Rack	\$ 75.00	\$ 105.00
0501	8'h Back Drape, 4' minimum Price/Ft.	\$ 16.60	\$ 23.25	5736	Waterfall Stand	\$ 75.00	\$ 105.00
0502	3'h Side Drape, 4' minimum Price/Ft.	\$ 13.75	\$ 19.25	5737	Literature Rack	\$ 126.50	\$ 177.50
DISPLAY FURNITURE				5741	Refrigerator	\$ 297.25	\$ 416.25
5645	BPDL: Pedestal w/Locking Door, Black	\$ 362.00	\$ 507.00	5738	Aisle Stanchion w/o Chain	\$ 40.25	\$ 56.25
5646	BPDA: Pedestal, Grey Nebula 12x12x42	\$ 179.50	\$ 251.75	5739	Plastic Chain Price/Ft.	\$ 4.22	\$ 6.00
5647	BPDB: Pedestal, Graphite Nebula 12x12x42	\$ 179.50	\$ 251.75	5740	Ticket Tumbler	\$ 116.50	\$ 163.50
5648	BPDC: Pedestal, Grey Nebula 18x18x30	\$ 242.75	\$ 340.25	5817	Wastebasket	\$ 16.60	\$ 23.25
5649	BPDD: Pedestal, Graphite Nebula 18x18x30	\$ 242.75	\$ 340.25	<i>Prices include delivery, installation, rental, and removal.</i>			
5650	BPDE: Pedestal, Grey Nebula 24x24x36	\$ 306.00	\$ 428.75	Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
5651	BPDF: Pedestal, Graphite Nebula 24x24x36	\$ 306.00	\$ 428.75				
5652	BPDG: Pedestal, Grey Nebula 24x24x42	\$ 323.00	\$ 452.00				

Please Indicate Choice

- ▶ **Table/Counter Skirt Color** (Item #'s 0501-0502, 5804-5811 ONLY). Gray will be provided if no color is indicated below:

<input type="checkbox"/> Beige	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Purple
<input type="checkbox"/> Black	<input type="checkbox"/> Gold	<input type="checkbox"/> Red
<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Teal
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Mauve	<input type="checkbox"/> White
- ▶ **Optional 4th Side Table Skirt** (Item #'s 5805-5806 ONLY).

<input type="checkbox"/> 6' Table	<input type="checkbox"/> 8' Table
-----------------------------------	-----------------------------------
- ▶ **Optional 4th Side Counter Skirt** (Item #'s 5809-5810 ONLY).

<input type="checkbox"/> 6' Table	<input type="checkbox"/> 8' Table
-----------------------------------	-----------------------------------
- ▶ **Tackboard/Pegboard Physical Alignment** (Item #'s 5801 & 5816 ONLY).

<input type="checkbox"/> Horizontal	<input type="checkbox"/> Vertical
-------------------------------------	-----------------------------------

Please include Booth Layout form (H-3) for placement of items.

Orders received after the discount deadline date are subject to availability and/or substitutions.

Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.		1. Total All Items Ordered		\$
		2. 8% Applicable Tax		\$
		3. Payment Enclosed		\$
Authorized Signature – Please Sign:			X	
AUTHORIZED NAME - PLEASE PRINT			DATE	

050306



Furniture Package Order Form

A-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

DISCOUNT DEADLINE DATE:

September 12, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

GES Furniture Packages offer significant savings!

Rent any furniture package and save 10% off the regular price, if these items were rented separately.

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5410	Furniture Package 1 <i>Includes: (1) 6' Skirted Table, (2) Plastic Contour Chairs, (1) Wastebasket</i>	\$ 230.94	\$ 323.10	5411	Furniture Package 2 <i>Includes: (1) Starbase Table, (4) Contemporary Arm Chairs, (1) Wastebasket</i>	\$ 496.22	\$ 695.70

Prices include delivery, installation, rental, and removal.

Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Please Indicate Choice

Place Order Here

▶ **Table Skirt Color** (Item # 5410 ONLY). Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Black | <input type="checkbox"/> Gold | <input type="checkbox"/> Red |
| <input type="checkbox"/> Blue | <input type="checkbox"/> Gray | <input type="checkbox"/> Teal |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Mauve | <input type="checkbox"/> White |

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE	
5410	Furniture Package 1			\$	
5411	Furniture Package 2			\$	
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				1. Total All Items Ordered	\$
				2. 8% Applicable Tax	\$
				3. Payment Enclosed	\$
Authorized Signature – Please Sign:				X	
AUTHORIZED NAME - PLEASE PRINT				DATE	

050806

SPECIALTY FURNITURE



Seating Collections

Newport



BLSO



BCOD

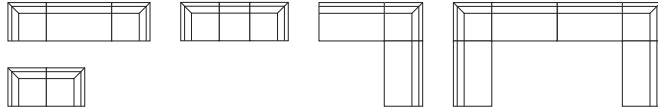


BSED



BCHD

Suggested uses of Newport



South Beach



BSO2



BOTS

BSO1

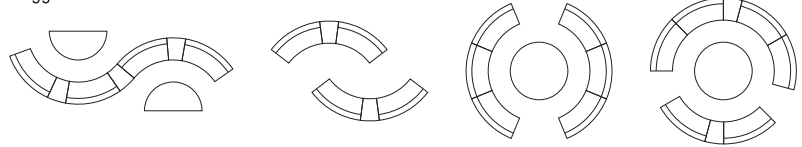


BOCA



BSC9

Suggested uses of South Beach



Rio



BSOK



BCHK

Newport

BSED - 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

BLSO - Loveseat
Charcoal Leather
54"L 34"D 33"H

BCOD - Corner
Charcoal Leather
34"L 34"D 33"H

BCHD - Armless Chair
Charcoal Leather
24"L 34"D 33"H

South Beach

BSO2 - 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

BSO1 - Sofa
Platinum Suede
69"L 29"D 33"H

BOTS - Ottoman Wedge
Platinum Suede
25"L 31"D 18"H

BOCA - T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

BSC9 - Pantone Chair
White
20"L 24"D 33"H

Rio

BSOK - Sofa
Blue Suede
76"L 34"D 33"H

BCHK - Chair
Blue Suede
39"L 34"D 33"H

Seating Collections

Lisbon



BSOC



BLSC



BCHC

Florence



BSOG



BCHG

Cappuccino



BOCL

Monaco



BSOL



BOCK

Key West



BSOM



BLSM



BOCB

Lisbon

BSOC - Sofa
Black Leather
88"L 36"D 34"H

BLSC - Loveseat
Black Leather
64"L 36"D 34"H

BCHC - Chair
Black Leather
40"L 36"D 34"H

Florence

BSOG - Sofa
Cream
77"L 38"D 34"H

BCHG - Chair
Cream
40"L 36"D 34"H

Cappuccino

BOCL - Chair
Chocolate
29"L 29"D 34"H

Monaco

BSOL - Sofa
Gold Suede
88"L 37"D 32"H

BOCK - Chair
Camouflage
37"L 36"D 37"H

Key West

BSOM - Sofa
Black
85"L 35"D 33"H

BLSM - Loveseat
Black
57"L 35"D 33"H

BOCB - Tub Chair
Black
31"L 31"D 31"H

Seating

Club Chairs



BCHD



BCOD



BCHC



BCHG



BCHK



BOCH



BOCB



BOCK

Ottomans



BOTS



BOTQ



BOTN



BOTH



BOTE



BOTP



BOTM



BOTL



BOTK

Chairs



BOCA



BOCX



BOCL



BOCR



BOCC



BOCY



BOCZ



BSCR



BSCY



BSC9



BSC1



BSC4



BSC6

Club Chairs

BCHD - Newport Armless Chair, Charcoal Leather
24"L 34"D 33"H

BCHK - Rio Chair
Blue Suede
39"L 34"D 33"H

BCOD - Newport Corner Chair
Charcoal Leather
34"L 34"D 33"H

BOCH - Barcelona Chair
Black Leather
30"L 31"D 35"H

BCHC - Lisbon Chair
Black Leather
40"L 36"D 34"H

BOCB - Key West Tub Chair
Black
31"L 31"D 31"H

BCHG - Florence Chair
Cream
40"L 38"D 34"H

BOCK - Camouflage Chair
37"L 36"D 37"H

Ottomans

BOTS - South Beach Wedge, Platinum Suede
25"L 31"D 18"H

BOTQ - Square White Leather
40"L 40"D 17"H

BOTN - Bench White Leather
24"L 60"D 17"H

BOTP - Square Black Leather
40"L 40"D 17"H

BOTM - Bench Black Leather
24"L 60"D 17"H

BOTH - Cube Black Leather
17"L 17"D 18"H

BOTE - Cube Raspberry
17"L 17"D 18"H

BOTB - Cube, Natural
BOTC - Cube, Lemon
BOTD - Cube, Blueberry
BOTF - Cube, Brown
BOTG - Cube, Russet

BOTL - Half Round White Leather
72"L 36"D 17"H

BOTK - Half Round Black Leather
72"L 36"D 17"H

Chairs

BOCA - T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

BOCX - Tub Chair
Black
29"L 31"D 32"H

BOCL - Cappuccino Chair
Chocolate
29"L 29"D 34"H

Stage Chairs
24"L 26"D 36"H
BOCR - Red
BOCC - Camel
BOCY - Onyx
BOCZ - Beige

Panton Chair
20"L 24"D 33"H

BSCR - Orange

BSC9 - White

BSCY - Yellow

BSC1 - New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

BSC4 - Jetson Chair
Black
19"L 18"D 31"H

BSC6 - Manhattan Chair
Oyster
26"L 22"D 34"H

Seating

Chairs Continued



BSC3



BSC2



BC04



BXC6



BXC3



BCS2



BCS1

Barstools



BBS1



BBS2



BBS3



BBST



BBSS



BBSD



BBSC



BBSL



BBSN

Office & Utility Seating



BSC5



BXC2



BXC1



BXC5



BXC4



BTC1



BSY1



BDF1



BSC8

Chairs Continued

BSC3 - Brewer Chair
Onyx, Black
20"L 20"D 32"H

BSC2 - Brewer Chair
Grey, Chrome
20"L 20"D 32"H

BC04 - Iso Mesh Chair
Black
26"L 24"D 38"H

BXC6 - Altura Guest Chair
Black Crepe
25"L 20"D 34"H

BXC3 - Luxor Guest Chair
Black Leather
27"L 28"D 40"H

BCS2 - Stacking Chair
Red
21"L 21"D 37"H

BCS1 - Stacking Chair
Blue
21"L 21"D 31"H

Barstools

BBS1 - Ohio Barstool
Red, Chrome
18"Round 31"H Adj.

BBS2 - Ohio Barstool
Black, Chrome
18"Round 31"H Adj.

BBS3 - Ohio Barstool
Grey, Chrome
18"Round 31"H Adj.

BBST - Banana Barstool
White, Chrome
21"L 22"D 30"H

BBSS - Banana Barstool
Black, Chrome
21"L 22"D 30"H

BBSD - Oslo Barstool
Blue
17"L 20"D 30"H

BBSC - Oslo Barstool
White
17"L 20"D 30"H

BBSL - Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BBSN - Jetson Barstool
Black
18"L 19"D 29"H

Office & Utility

BSC5 - Tilt Exec. Chair
with Arms, Onyx Black
26"L 25"D 34"H

BXC2 - Luxor Exec. Chair
Mid Back, Black Leather
27"L 28"D 41"H Adj.

BXC1 - Luxor Exec. Chair
High Back, Black Leather
27"L 28"D 47"H Adj.

BXC5 - Altura Exec. Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adj.

BXC4 - Altura Exec. Chair
High Back, Black Crepe
25"L 25"D 43"H Adj.

BTC1 - Tablet Chair
Flip Top
22"L 30"D 31"H

BSY1 - Altura Task Chair
Black Crepe
25"L 26"D 21"H

BDF1 - Altura Drafting
Stool, Black Crepe
25"L 26"D 34"H

BSC8 - Flex Chair
with Wheels
24"L 22"D 31"H

Tables

Café



BZTK - 30"
BZTP - 36"



Maple

BXTK - 30"
BXTP - 36"

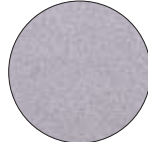
BZTJ - 30"
BZTN - 36"



Graphite Nebula

BXTJ - 30"
BXTN - 36"

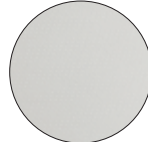
BZTM - 36"



Grey Nebula

BXTM - 36"

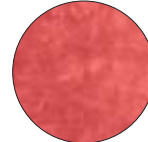
BZTF - 30"



Metallic Silver

BXTF - 30"

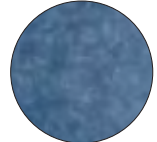
BZTB - 30"



Brushed Red

BXTB - 30"

BZTC - 30"



Brushed Blue

BXTC - 30"



Bar



BVTK - 30"
BVTP - 36"



Maple

BWTK - 30"
BWTP - 36"

BVTJ - 30"
BVTN - 36"



Graphite Nebula

BWTJ - 30"
BWTN - 36"

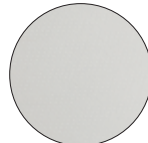
BVTM - 36"



Grey Nebula

BWTM - 36"

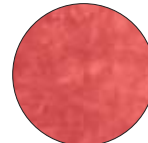
BVTF - 30"



Metallic Silver

BWTF - 30"

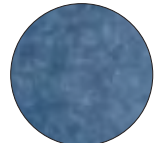
BVTB - 30"



Brushed Red

BWTB - 30"

BVTC - 30"



Brushed Blue

BWTC - 30"



Café Tables

Black Starbase
30" Round 29"H

BZTK - Maple
BZTJ - Graphite Nebula
BZTF - Metallic Silver
BZTB - Brushed Red
BZTC - Brushed Blue

Chrome Tulip Base
30" Round 29"H

BXTK - Maple
BXTJ - Graphite Nebula
BXTF - Metallic Silver
BXTB - Brushed Red
BXTC - Brushed Blue

Black Starbase
36" Round 29"H

BZTP - Maple
BZTN - Graphite Nebula
BZTM - Grey Nebula

Chrome Tulip Base
36" Round 29"H

BXTP - Maple
BXTN - Graphite Nebula
BXTM - Grey Nebula

Bar Tables

Black Starbase
30" Round 42"H

BVTK - Maple
BVTJ - Graphite Nebula
BVTF - Metallic Silver
BVTB - Brushed Red
BVTC - Brushed Blue

Chrome Tulip Base
30" Round 42"H

BWTK - Maple
BWTJ - Graphite Nebula
BWTF - Metallic Silver
BWTB - Brushed Red
BWTC - Brushed Blue

Black Starbase
36" Round 42"H

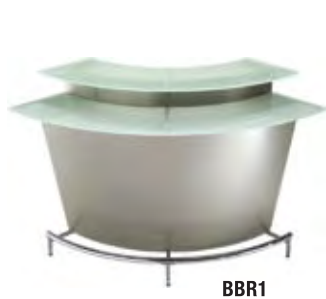
BVTP - Maple
BVTN - Graphite Nebula
BVTM - Grey Nebula

Chrome Tulip Base
36" Round 42"H

BWTP - Maple
BWTN - Graphite Nebula
BWTM - Grey Nebula

Tables

Bar

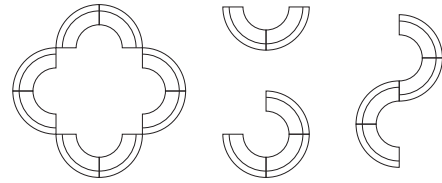


BBR1



BBRC

Suggested uses of Bar



Conference



BCE2



BCF2



BCE1



BCF1



BCG1



**BCB2 - 6 ft.
BCB3 - 8 ft.**



**BCD2 - 6 ft.
BCD3 - 8 ft.**



**BCA2 - 6 ft.
BCA3 - 8 ft.
BCA4 - 10 ft.**



**BCC2 - 6 ft.
BCC3 - 8 ft.
BCC4 - 10 ft.**



BCB1



BCD1



BCA1



BCC1

Bar

BBR1 - Bar
50"L 50"D 47"H

BBRC - Circle Bar
Comprised of three
BR1 Bars
100"L 100"D 47"H

Conference

BCE2 - Geo Table
Glass, Chrome
60"L 36"D 29"H

BCF2 - Geo Table
Glass, Black
60"L 36"D 29"H

BCE1 - Geo Table
Glass, Chrome
42"L 42"D 29"H

BCF1 - Geo Table
Glass, Black
42"L 42"D 29"H

BCG1 - Manhattan
Table, Glass, Black
42" Round 29"H

Graphite Nebula Table
36"D 29"H
BCB2 - 6 ft. (72"L)
BCB3 - 8 ft. (96"L)

Grey Nebula Table
36"D 29"H
BCD2 - 6 ft. (72"L)
BCD3 - 8 ft. (96"L)

Rectangle Brandy Table
36"D 29"H
BCA2 - 6 ft. (72"L)
BCA3 - 8 ft. (96"L)
BCA4 - 10 ft. (120"L)

Rectangle Maple Table
36"D 29"H
BCC2 - 6 ft. (72"L)
BCC3 - 8 ft. (96"L)
BCC4 - 10 ft. (120"L)

BCB1 - Table
Graphite Nebula
42" Round 29"H

BCD1 - Table
Grey Nebula
42" Round 29"H

BCA1 - Table
Brandy
42" Round 29"H

BCC1 - Table
Maple
42" Round 29"H

Tables

Cocktail



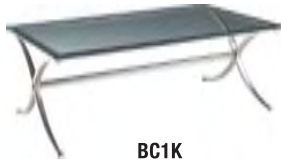
BC1E



BC1D



BC1G



BC1K



BC1F



BC1C



BC1M



BC1H



BC1L

End Tables



BE1E



BE1D



BE1K



BE1F



BE1C



BE1M



BE1H



BE1L

Cocktail

BC1E - Silverado Table
36" Round 17"H

BC1D - Soho Table, Steel
Base, Chocolate Top
38"L 38"D 18.5"H

BC1K - Inspiration Table
42"L 28"D 18"H

BC1F - Geo Table
Glass, Black
50"L 22"D 16"H

BC1C - Geo Table
Glass, Chrome
50"L 22"D 16"H

BC1M - Visions Table
Cherry
48"L 28"D 17"H

BC1H - West Indies Table
50"L 30"D 19"H

BC1L - Chestnut Table
Graphite
48"L 26"D 18"H

BC1G - Paris Table
20" Round 20"H

End Tables

BE1E - Silverado
End Table
24" Round 22"H

BE1D - Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

BE1K - Inspiration
End Table
24"L 28"D 22"H

BE1F - Geo End Table
Glass, Black
26"L 26"D 20"H

BE1C - Geo End Table
Glass, Chrome
26"L 26"D 20"H

BE1M - Visions End Table
Cherry
22"L 24"D 21"H

BE1H - West Indies
End Table
24"L 28"D 24"H

BE1L - Chestnut End Table
Graphite
23"L 27"D 22"H

Product Display



Office & Utility Furniture



Lamps



Product Display

BBC1 - Bookcase
Maple
33"L 13"D 66"H

BBC2 - Bookcase
Brandy
36"L 13"D 71"H

BET1 - Etagere
Pewter
30"L 16"D 70"H

BET2 - Etagere
Black
30"L 16"D 70"H

BPDL - Pedestal with
Locking Door, Black
24"L 24"D 42"H

Pedestal
12" Square 42"H
BPDA - Grey Nebula
BPDB - Graphite Nebula

Pedestal
18" Square 30"H
BPDC - Grey Nebula
BPDD - Graphite Nebula

Pedestal
30" Square 42"H
BPDJ - Grey Nebula
BPDK - Graphite Nebula

Pedestal
24" Square
BPDE - Grey Nebula, 36"H
BPDF - Graphite Nebula, 36"H
BPDG - Grey Nebula, 42"H
BPDH - Graphite Nebula, 42"H

Office & Utility Furniture

Desk
60"L 30"D 29"H
BJD1 - Maple
BJD2 - Brandy

Credenza
72"L 24"D 29"H
BCR1 - Maple
BCR2 - Brandy

BL21 - Lateral File
Maple
36"L 24"D 29"H

BL22 - Lateral File
Brandy
36"L 20"D 29"H

BP01 - Lecturn Podium
Cherry
24"L 19"D 50"H

BP02 - Podium
Adjustable Height
32"L 19"D 45"H

BP03 - Kiosk
Black, Maple
24"L 21"D 42"H

BCP3 - Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H

BCP5 - Computer Table
Graphite Nebula
36"L 30"D 42"H

BWD2 - Writing Desk
Graphite
48"L 24"D 30"H

Lamps

Lumalight Lamp
15"L 13"D 90"H

BLAF - Red
BLAD - White
BLAE - Orange

BLA1 - Floor Lamp
Pewter, 58"H

BLA2 - Parisian Lamp
Pewter, 28"H

BLA3 - Lamp
Ruby, 28"H

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

DISCOUNT DEADLINE DATE:

September 12, 2008

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
SEATING COLLECTIONS - NEWPORT				SEATING - CHAIRS (Continued)			
5500	BLSD: Loveseat, Charcoal Leather	\$ 604.50	\$ 846.75	5542	BSCY: Panton Side Chair, Yellow	\$ 167.25	\$ 234.50
5501	BCOD: Corner, Charcoal Leather	\$ 415.50	\$ 582.00	5508	BSC9: Panton Side Chair, White	\$ 167.25	\$ 234.50
5502	BSED: 3 pc. Sectional, Charcoal Leather	\$ 1196.75	\$ 1676.25	5543	BSC1: NY Chair, Onyx/Maple Back/Chrome	\$ 158.00	\$ 221.25
5503	BCHD: Armless Chair, Charcoal Leather	\$ 358.00	\$ 501.75	5544	BSC4: Jetson Chair, Black	\$ 153.50	\$ 215.00
SEATING COLLECTIONS - SOUTH BEACH				5545	BSC6: Manhattan Chair, Oyster	\$ 186.00	\$ 260.75
5504	BSO2: 3 pc. Sectional, Platinum Suede	\$ 1103.25	\$ 1545.00	5546	BSC3: Brewer Chair, Onyx/Black	\$ 116.00	\$ 162.75
5505	BOTS: Wedge Ottoman, Platinum Suede	\$ 191.75	\$ 268.50	5547	BSC2: Brewer Chair, Grey/Chrome	\$ 116.00	\$ 162.75
5506	BSO1: Sofa, Platinum Suede	\$ 501.75	\$ 702.50	5548	BCO4: Iso Mesh Chair, Black	\$ 243.00	\$ 340.50
5507	BOCA: T-Vac Chair, Translucent/Chrome	\$ 237.75	\$ 333.00	5549	BXC6: Altura Guest Chair, Black Crepe	\$ 232.00	\$ 324.75
5508	BSC9: Panton Side Chair, White	\$ 167.25	\$ 234.50	5550	BXC3: Luxor Guest Chair, Black Leather	\$ 256.00	\$ 358.50
SEATING COLLECTIONS - RIO				5551	BCS2: Stacking Chair, Red	\$ 104.00	\$ 146.00
5509	BSOK: Sofa, Blue Suede/Chrome Leg	\$ 516.00	\$ 723.00	5552	BCS1: Stacking Chair, Blue	\$ 104.00	\$ 146.00
5510	BCHK: Chair, Blue Suede/Chrome Leg	\$ 400.50	\$ 561.00	SEATING - BARSTOOLS			
SEATING COLLECTIONS - LISBON				5553	BBS1: Ohio Barstool, Red/Chrome	\$ 177.75	\$ 249.00
5511	BSOC: Sofa, Black Leather	\$ 602.75	\$ 844.25	5554	BBS2: Ohio Barstool, Black/Chrome	\$ 177.75	\$ 249.00
5512	BLSC: Loveseat, Black Leather	\$ 551.50	\$ 772.50	5555	BBS3: Ohio Barstool, Grey/Chrome	\$ 177.75	\$ 249.00
5513	BCHC: Chair, Black Leather	\$ 419.25	\$ 587.25	5556	BBST: Banana Barstool, White/Chrome	\$ 124.00	\$ 173.75
SEATING COLLECTIONS - FLORENCE				5557	BBS8: Banana Barstool, Black/Chrome	\$ 124.00	\$ 173.75
5514	BSOG: Sofa, Cream	\$ 463.75	\$ 650.00	5558	BBSD: Oslo Barstool, Blue	\$ 226.75	\$ 317.75
5515	BCHG: Chair, Cream	\$ 376.75	\$ 527.75	5559	BBS: Oslo Barstool, White	\$ 226.75	\$ 317.75
SEATING COLLECTIONS - CAPPUCCINO				5560	BBSL: Gin Barstool, Maple/Chrome	\$ 159.75	\$ 224.00
5516	BOCL: Occasional Chair, Chocolate	\$ 290.50	\$ 407.25	5561	BBSN: Jetson Barstool, Black	\$ 205.25	\$ 287.75
SEATING COLLECTIONS - MONACO				SEATING - OFFICE & UTILITY SEATING			
5517	BSOL: Sofa, Gold Suede	\$ 543.00	\$ 761.00	5562	BSC5: Tilt Executive Arm Chair, Black	\$ 215.50	\$ 302.00
5518	BOCK: Chair, Camouflage	\$ 368.75	\$ 516.75	5563	BXC2: Luxor Mid Back Executive, Black	\$ 288.00	\$ 403.25
SEATING COLLECTIONS - KEY WEST				5564	BXC1: Luxor High Back Executive, Black	\$ 316.00	\$ 442.50
5519	BSOM: Sofa, Black	\$ 429.00	\$ 600.75	5565	BXC5: Altura Mid Back Executive, Black	\$ 268.75	\$ 376.50
5520	BLSM: Loveseat, Black	\$ 382.50	\$ 535.50	5566	BXC4: Altura High Back Executive, Black	\$ 281.25	\$ 393.75
5521	BOCB: Tub Chair, Black	\$ 294.50	\$ 412.50	5567	BTC1: Tablet Chair, Flip Top	\$ 116.25	\$ 163.25
SEATING - CLUB CHAIRS				5568	BSY1: Altura Task Chair, Black Crepe	\$ 114.00	\$ 159.50
5503	BCHD: Newport Armless Chair, Charcoal	\$ 358.00	\$ 501.75	5569	BDF1: Altura Drafting Stool, Black Crepe	\$ 165.75	\$ 231.75
5501	BCOD: Newport Corner, Charcoal Leather	\$ 415.50	\$ 582.00	5570	BSC8: Flex Side Wheel Chair	\$ 125.50	\$ 175.50
5513	BCHC: Lisbon Chair, Black Leather	\$ 419.25	\$ 587.25	TABLES - CAFÉ			
5515	BCHG: Florence Chair, Cream	\$ 376.75	\$ 527.75	5571	BZTK: 30" Maple, Black Base	\$ 174.25	\$ 244.25
5510	BCHK: Rio Chair, Blue Suede/Chrome Leg	\$ 400.50	\$ 561.00	5572	BZTP: 36" Maple, Black Base	\$ 203.50	\$ 285.00
5522	BOCH: Barcelona Chair, Black	\$ 610.50	\$ 855.50	5573	BZTJ: 30" Graphite Nebula, Black Base	\$ 174.25	\$ 244.25
5521	BOCB: Tub Chair, Black	\$ 294.50	\$ 412.50	5574	BZTN: 36" Graphite Nebula, Black Base	\$ 203.50	\$ 285.00
5518	BOCK: Chair, Camouflage	\$ 368.75	\$ 516.75	5575	BZTM: 36" Grey Nebula, Black Base	\$ 203.50	\$ 285.00
SEATING - OTTOMANS				5576	BZTF: 30" Metallic Silver, Black Base	\$ 225.50	\$ 315.75
5505	BOTS: South Beach Ottoman, Platinum	\$ 191.75	\$ 268.50	5577	BZTB: 30" Brushed Red, Black Base	\$ 174.25	\$ 244.25
5523	BOTQ: Square Ottoman, White Leather	\$ 267.50	\$ 374.75	5578	BZTC: 30" Brushed Blue, Black Base	\$ 174.25	\$ 244.25
5524	BOTN: Bench Ottoman, White Leather	\$ 320.75	\$ 449.25	5579	BXTK: 30" Maple, Tulip Chrome Base	\$ 232.50	\$ 325.50
5525	BOTP: Square Ottoman, Black Leather	\$ 267.50	\$ 374.75	5580	BXTP: 36" Maple, Tulip Chrome Base	\$ 276.25	\$ 386.75
5526	BOTM: Bench Ottoman, Black Leather	\$ 320.75	\$ 449.25	5581	BXTJ: 30" Graphite Nebula, Chrome Base	\$ 232.50	\$ 325.50
5527	BOTH: Cube Ottoman, Black Leather	\$ 83.75	\$ 117.50	5582	BXTN: 36" Graphite Nebula, Chrome Base	\$ 276.25	\$ 386.75
5528	BOTE: Cube Ottoman, Raspberry	\$ 83.75	\$ 117.50	5583	BXTM: 36" Grey Nebula, Chrome Base	\$ 276.25	\$ 386.75
5529	BOTB: Cube Ottoman, Natural	\$ 83.75	\$ 117.50	5584	BXTF: 30" Metallic Silver, Chrome Base	\$ 283.50	\$ 396.75
5530	BOTC: Cube Ottoman, Lemon	\$ 83.75	\$ 117.50	5585	BXTB: 30" Brushed Red, Chrome Base	\$ 232.50	\$ 325.50
5531	BOTD: Cube Ottoman, Blueberry	\$ 83.75	\$ 117.50	5586	BXT: 30" Brushed Blue, Chrome Base	\$ 232.50	\$ 325.50
5532	BOTF: Cube Ottoman, Chocolate Brown	\$ 83.75	\$ 117.50	TABLES - BAR			
5533	BOTG: Cube Ottoman, Russet	\$ 83.75	\$ 117.50	5587	BVTK: 30" Maple, Black Base	\$ 181.75	\$ 254.25
5534	BOTL: Half Round Ottoman, White	\$ 319.75	\$ 447.75	5588	BVTP: 36" Maple, Black Base	\$ 223.25	\$ 312.75
5535	BOTK: Half Round Ottoman, Black	\$ 319.75	\$ 447.75	5589	BVTJ: 30" Graphite Nebula, Black Base	\$ 181.75	\$ 254.25
SEATING - CHAIRS				5590	BVTN: 36" Graphite Nebula, Black Base	\$ 223.25	\$ 312.75
5507	BOCA: T-Vac Chair, Translucent/Chrome	\$ 237.75	\$ 333.00	5591	BVTM: 36" Grey Nebula, Black Base	\$ 223.25	\$ 312.75
5536	BOCX: Tub Occasional Chair, Black	\$ 218.25	\$ 305.75	5592	BVTF: 30" Metallic Silver, Black Base	\$ 237.00	\$ 332.00
5516	BOCL: Cappuccino Chair, Chocolate	\$ 290.50	\$ 407.25	5593	BVTB: 30" Brushed Red, Black Base	\$ 181.75	\$ 254.25
5537	BOCR: Stage Chair, Red Slipcover	\$ 160.75	\$ 225.00	5594	BVTC: 30" Brushed Blue, Black Base	\$ 181.75	\$ 254.25
5538	BOCC: Stage Chair, Camel Slipcover	\$ 160.75	\$ 225.00	5595	BWTK: 30" Maple, Tulip Chrome Base	\$ 237.00	\$ 332.00
5539	BOCY: Stage Chair, Onyx Slipcover	\$ 160.75	\$ 225.00	5596	BWTP: 36" Maple, Tulip Chrome Base	\$ 279.25	\$ 391.25
5540	BOCZ: Stage Chair, Beige Slipcover	\$ 160.75	\$ 225.00	5597	BWTJ: 30" Graphite Nebula, Chrome Base	\$ 237.00	\$ 332.00
5541	BSCR: Panton Side Chair, Orange	\$ 167.25	\$ 234.50	5598	BWTN: 36" Graphite Nebula, Chrome Base	\$ 279.25	\$ 391.25

050806



Specialty Furniture Order Form Page 2 of 2

B-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

DISCOUNT DEADLINE DATE:

September 12, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
TABLES - BAR (Continued)				TABLES - END TABLES (Continued)			
5699	BWTM: 36" Grey Nebula, Chrome Base	\$ 279.25	\$ 391.25	5636	BE1F: Geo Square, Glass/Black	\$ 166.00	\$ 232.50
5600	BWTF: 30" Metallic Silver, Chrome Base	\$ 293.00	\$ 410.25	5637	BE1C: Geo Square, Glass/Chrome	\$ 172.00	\$ 241.25
5601	BWTB: 30" Brushed Red, Chrome Base	\$ 237.00	\$ 332.00	5638	BE1M: Visions, Cherry	\$ 159.75	\$ 224.00
5602	BWTC: 30" Brushed Blue, Chrome Base	\$ 237.00	\$ 332.00	5639	BE1H: West Indies	\$ 191.75	\$ 268.50
TABLES - MARTINI BAR				PRODUCT DISPLAY			
5603	BBR1: Bar/Counter	\$ 915.50	\$ 1282.50	5641	BBC1: Bookcase, Maple	\$ 259.00	\$ 363.00
5604	BBRC: 3 pc. Bar/Counter Circle	\$ 2435.75	\$ 3411.50	5642	BBC2: Bookcase, Brandy	\$ 258.75	\$ 362.75
TABLES - CONFERENCE				5643	BET1: Etagere, Silver Finish	\$ 245.00	\$ 343.25
5605	BCE2: Geo Rectangle, Glass/Chrome	\$ 339.25	\$ 474.75	5644	BET2: Etagere, Black	\$ 245.00	\$ 343.25
5606	BCF2: Geo Rectangle, Glass/Black	\$ 339.25	\$ 474.75	5645	BPDL: Pedestal w/Locking Door, Black	\$ 362.00	\$ 507.00
5607	BCE1: Geo Square, Glass/Chrome	\$ 222.25	\$ 311.75	5646	BPDA: Pedestal, Grey Nebula 12x12x42	\$ 179.50	\$ 251.75
5608	BCF1: Geo Square, Glass/Black	\$ 210.00	\$ 294.00	5647	BPDB: Pedestal, Graphite Nebula 12x12x42	\$ 179.50	\$ 251.75
5609	BCG1: Manhattan, Glass/Black	\$ 254.00	\$ 356.00	5648	BPDC: Pedestal, Grey Nebula 18x18x30	\$ 242.75	\$ 340.25
5610	BCB2: 6' Graphite Nebula	\$ 376.50	\$ 527.25	5649	BPDD: Pedestal, Graphite Nebula 18x18x30	\$ 242.75	\$ 340.25
5611	BCB3: 8' Graphite Nebula	\$ 463.50	\$ 649.25	5650	BPDE: Pedestal, Grey Nebula 24x24x36	\$ 306.00	\$ 428.75
5612	BCD2: 6' Grey Nebula	\$ 376.50	\$ 527.25	5651	BPDF: Pedestal, Graphite Nebula 24x24x36	\$ 306.00	\$ 428.75
5613	BCD3: 8' Grey Nebula	\$ 463.50	\$ 649.25	5652	BPDG: Pedestal, Grey Nebula 24x24x42	\$ 323.00	\$ 452.00
5614	BCA2: 6' Rectangle Brandy	\$ 314.25	\$ 440.25	5653	BPDH: Pedestal, Graphite Nebula 24x24x42	\$ 323.00	\$ 452.00
5615	BCA3: 8' Rectangle Brandy	\$ 390.50	\$ 546.75	5654	BPDJ: Pedestal, Grey Nebula 30x30x42	\$ 348.50	\$ 488.25
5616	BCA4: 10' Rectangle Brandy	\$ 483.75	\$ 677.75	5655	BPDK: Pedestal, Graphite Nebula 30x30x42	\$ 348.50	\$ 488.25
5617	BCC2: 6' Rectangle Maple	\$ 315.75	\$ 442.25	OFFICE & UTILITY FURNITURE			
5618	BCC3: 8' Rectangle Maple	\$ 392.00	\$ 549.00	5656	BJD1: Executive Desk, Maple	\$ 393.25	\$ 551.00
5619	BCC4: 10' Rectangle Maple	\$ 479.50	\$ 671.75	5657	BJD2: Executive Desk, Brandy	\$ 372.50	\$ 521.75
5620	BCB1: 42" Round Graphite Nebula	\$ 279.25	\$ 391.25	5658	BCR1: Storage Credenza, Maple	\$ 411.50	\$ 576.50
5621	BCD1: 42" Round Grey Nebula	\$ 280.25	\$ 392.75	5659	BCR2: Storage Credenza, Brandy	\$ 374.50	\$ 524.75
5622	BCA1: 42" Round Brandy	\$ 273.25	\$ 383.00	5660	BL21: Lateral File, Maple	\$ 328.75	\$ 460.25
5623	BCC1: 42" Round Maple	\$ 276.75	\$ 387.50	5661	BL22: Lateral File, Brandy	\$ 306.00	\$ 428.75
TABLES - COCKTAIL				5662	BPO1: Lecturn Podium, Cherry	\$ 232.00	\$ 324.75
5624	BC1E: 36" Round Silverado	\$ 219.25	\$ 307.25	5663	BPO2: Podium, Adjustable Height	\$ 482.25	\$ 675.50
5625	BC1D: Soho, Steel Base/Chocolate Top	\$ 288.00	\$ 403.25	5664	BPO3: Kiosk, Black/Maple	\$ 368.50	\$ 516.50
5626	BC1G: 20" Round Paris, Bunching	\$ 131.00	\$ 183.50	5665	BCP3: Training Table, Privacy Panel/Grey	\$ 237.75	\$ 333.00
5627	BC1K: Inspiration	\$ 249.50	\$ 349.25	5666	BCP5: Computer Table, Graphite Nebula	\$ 244.75	\$ 342.75
5628	BC1F: Geo Rectangle, Glass/Black	\$ 185.25	\$ 259.50	5667	BWD2: Writing Desk, Graphite	\$ 244.50	\$ 342.00
5629	BC1C: Geo Rectangle, Glass/Chrome	\$ 190.50	\$ 267.00	LAMPS			
5630	BC1M: Visions, Cherry	\$ 179.50	\$ 251.75	5668	BLAF: Lumalight Lamp, Red	\$ 244.50	\$ 342.00
5631	BC1H: West Indies	\$ 236.50	\$ 331.25	5669	BLAD: Lumalight Lamp, White	\$ 244.50	\$ 342.00
5632	BC1L: Chestnut/Graphite	\$ 213.50	\$ 299.00	5670	BLAE: Lumalight Lamp, Orange	\$ 244.50	\$ 342.00
TABLES - END TABLES				5671	BLA1: Floor Lamp, Pewter	\$ 121.25	\$ 170.00
5633	BE1E: 24" Round Silverado	\$ 206.00	\$ 288.75	5672	BLA2: Parisian Lamp, Pewter	\$ 119.50	\$ 167.25
5634	BE1D: Soho, Steel Base/Chocolate Top	\$ 249.50	\$ 349.25	5673	BLA3: Lamp, Ruby	\$ 119.50	\$ 167.25
5635	BE1K: Inspiration	\$ 236.50	\$ 331.25				

Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$

Prices include delivery, installation, rental, and removal.

Orders received after the discount deadline date are subject to availability and/or substitutions.

Custom orders are available. Please call for quote.

Cancellation Policy: Items cancelled will be charged 100% of original price after move-in begins.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

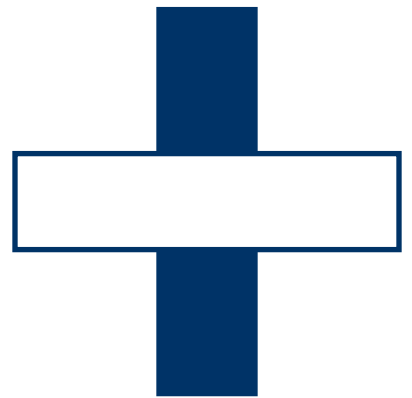
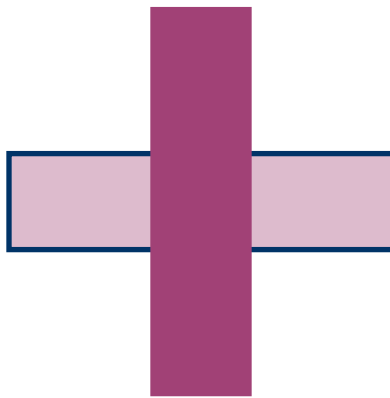
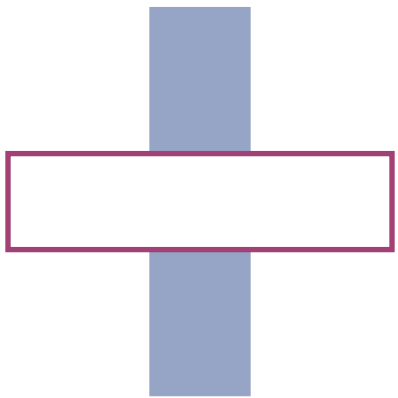
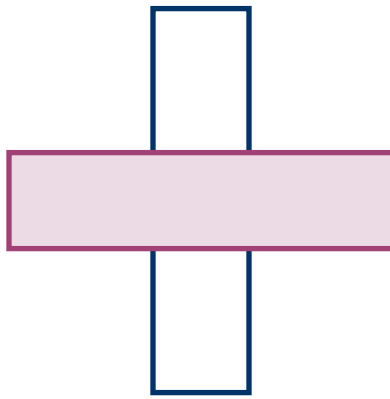
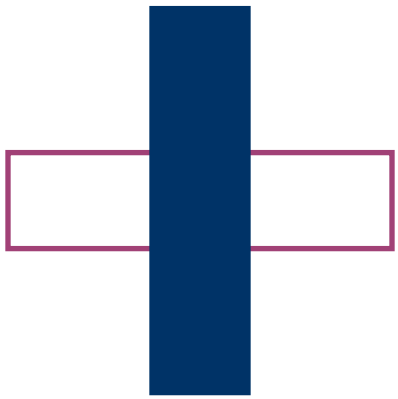
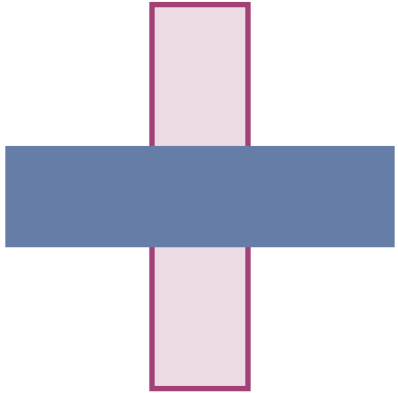
Authorized Signature - Please Sign:

1. Total All Items Ordered	\$
2. 8% Applicable Tax	\$
3. Payment Enclosed	\$

X

AUTHORIZED NAME - PLEASE PRINT	DATE
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STANDARD EXHIBITS



Standard Exhibits

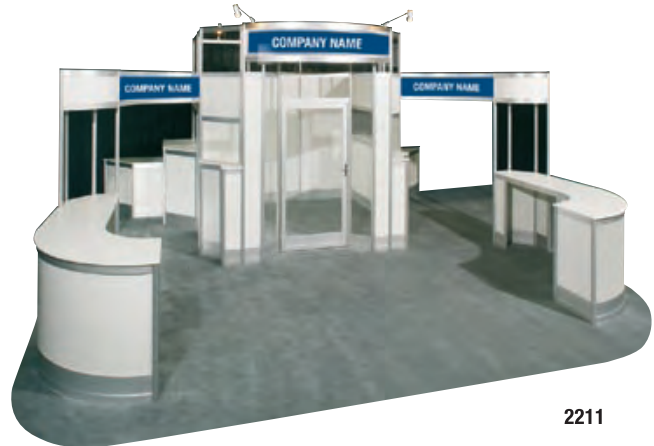
With 23 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, contact your GES National ServicenterSM representative at 800.475.2098.

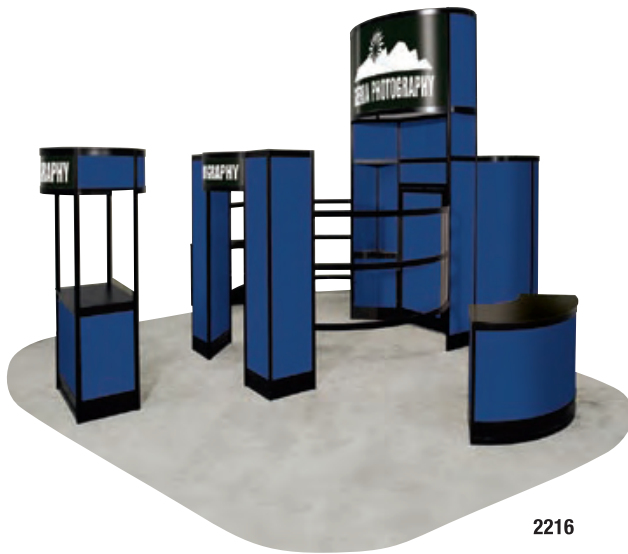
20' x 20'



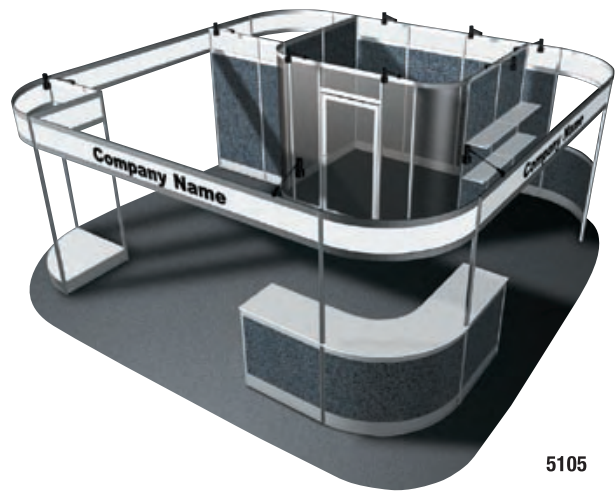
2202



2211



2216



5105

20' x 20'

2202 - Includes:

- one 38" x 12" digital sign
- two 60⁵/₈" x 12" digital signs
- one 3m counter with lockable storage
- five 1m counters
- one 1m curved counter
- nine arm lights
- one standard 20' x 20' carpet
- padding

2211 - Includes:

- one 86⁵/₈" x 14³/₄" digital sign
- two 60⁵/₈" x 12" digital signs
- one 3m x 2m meeting room
- six built-in counters
- two 2m curved counters
- six arm lights
- one standard 20' x 20' carpet
- padding

2216 - Includes:

- two 86⁵/₈" x 43³/₈" digital signs
- one 2m x 1m lockable storage
- one semi-private meeting room
- one 2m built-in counter
- one 1m counter with storage and header
- two 1m curved counters
- one standard 20' x 20' carpet
- padding

5105 - Includes:

- three digital signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

Some items may not be available at all locations. See order form for details. Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual.

Standard Exhibits

10' x 20'



1206



1209



1210



1215



1216



5104

10' x 20'

1206 -Includes:

- two 48" x 12" digital signs
- one lockable storage room
- six grid-wall panels
- six 48" shelves
- four arm lights
- one standard 10' x 20' carpet
- padding

1209 - Includes:

- three 1m x 1m display pedestals
- one 1½m counter
- six arm lights
- one standard 10' x 20' carpet
- padding

1210 - Includes:

- two 48" x 12" digital signs
- six grid-wall panels
- six 48" shelves
- four arm lights
- one standard 10' x 20' carpet
- padding

1215 - Includes:

- two 77⁵/₈" x 12" digital signs
- two 29³/₄" x 12" digital signs
- three 1m computer stations
- one display case
- one 2m counter with locking storage
- one 2m desk
- four arm lights
- one standard 10' x 20' carpet
- padding

1216 -Includes:

- two 77⁵/₈" x 12" digital signs
- one 86³/₈" x 12" digital sign
- two 1m diagonal counters
- one 2m counter with storage
- one 2½m curved counter
- four shelves
- six arm lights
- one standard 10' x 20' carpet
- padding

5104 - Includes:

- one 116⁷/₈" x 12" digital sign
- one 57¹/₈" x 12" digital sign
- one 2m counter
- one 40" round table
- six arm lights
- five shelves
- four upholstered chairs
- one standard 9' x 20' carpet
- no padding

Some items may not be available at all locations. See order form for details. Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual.

Standard Exhibits

10' x 10'



1101



1107



1114



1118



1119



5004



5006



5007



5008

10' x 10'

- 1101** - Includes:
- one 77⁵/₈" x 12" digital sign
 - four built-in display pedestals
 - one standard 10' x 10' carpet padding

- 1119** - Includes:
- Three grid-wall panels
 - one 3m display counter
 - one standard 10' x 10' carpet padding

- 5008** - Includes:
- two arm lights
 - one standard ID sign
 - one standard 9' x 10' carpet
 - no padding

- 1107** - Includes:
- one 86⁵/₈" x 12" digital sign
 - one curved 2m counter with storage
 - one 1m counter
 - three arm lights
 - one standard 10' x 10' carpet padding

- 5004** - Includes:
- two arm lights
 - three shelves
 - one standard ID sign
 - one standard 9' x 10' carpet
 - no padding

- 1114** - Includes:
- one 77⁵/₈" x 12" digital sign
 - one 42¹/₂" x 12" digital sign
 - two 1m curved counters with lockable storage
 - four shelves
 - three arm lights
 - one standard 10' x 10' carpet padding

- 5006** - Includes:
- two arm lights
 - Three grid-wall panels
 - Three shelves
 - one standard ID sign
 - one standard 9' x 10' carpet
 - no padding

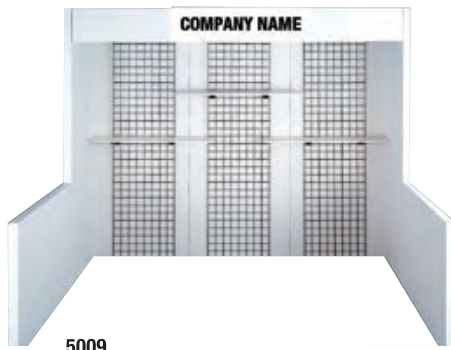
- 1118** - Includes:
- one 38" x 12" digital sign
 - two 29³/₄" x 11" digital signs
 - two 1m x 1m x 40"h counters with storage
 - one diagonal shelf
 - three arm lights
 - one standard 10' x 10' carpet padding

- 5007** - Includes:
- two arm lights
 - three shelves
 - two slatwall panels
 - one standard ID sign
 - one standard 9' x 10' carpet
 - no padding

Some items may not be available at all locations. See order form for details. Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual.

Standard Exhibits

10' x 10'



5009



5101



5102



5103

Trim and Panel Choices

Customize your exhibit by choosing: 1) Trim color; 2) Panel Type; and 3) Fabric or Laminate color.

Choose Trim Color



silver black

Choose Fabric Color



grey black blue

Choose Laminate Color



black oxford white prism blue silver grey

Choose Panel Type

Fabric
Laminate

Upgrade Laminate Choices



maple amberwood

Note: Trim and panel choices are not available for the following exhibits: 5004, 5006, 5007, 5008, 5009, 1206, and 1210. Please see the Standard Carpet order form and brochure to select colors for your booth carpet.

10' x 10'

5009 - Includes:
 · two arm lights
 · three shelves
 · three grid panels
 · one custom ID sign
 · one standard 9' x 10' carpet
 · no padding

5101 - Includes:
 · one custom ID sign
 · three arm lights
 · two shelves
 · one 6' skirted table
 · no padding

5102 - Includes:
 · one custom ID sign
 · two arm lights
 · one standard 9' x 10' carpet
 · no padding

5103 - Includes:
 · one custom ID sign
 · three arm lights
 · five shelves
 · one 1m counter
 · one standard 9' x 10' carpet
 · no padding

Some items may not be available at all locations. See order form for details. Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual.

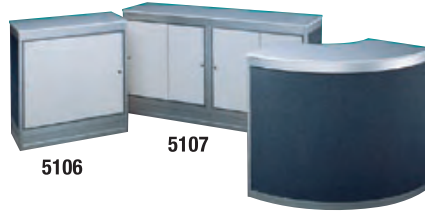
Standard Exhibits

Accessories



5011

Arm Light 5011 may only be used with exhibits 5004, 5006, 5007, 5008, 5009, 1206, and 1210.



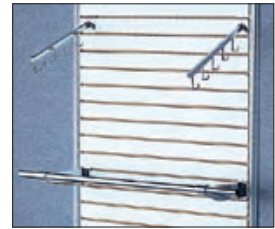
5106

5107

5108



5109

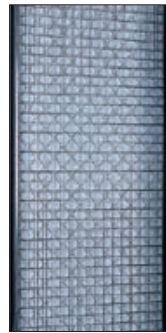


5110



5112

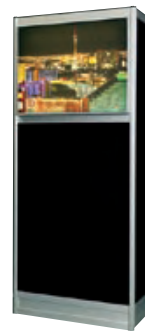
Arm Light 5112 may not be used with exhibits 5004, 5006, 5007, 5008, 5009, 1206, and 1210.



5113



5114



5115



5116



5117

Slatwall Accessories

Gridwall Accessories



5012



5013



5018



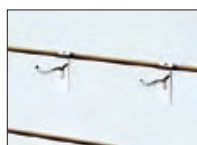
5019



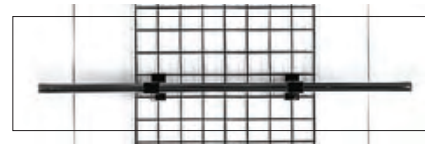
5028



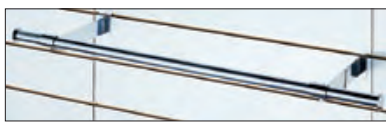
5014



5015



5020



5016, 5017



5021

Accessories

- 5011 - arm light, in black or white
- 5106 - 1m locking info counter
- 5107 - 2m locking info counter
- 5108 - 1m curved locking info counter
- 5109 - shelf, 1m x 10"
- 5110 - slatwall panel, 1m x 8' (hooks/hangbar not included)

- 5112 - arm lights, black or white
- 5113 - wirewall panel, black or white
- 5114 - tackboard, 4' x 8'
- 5115 - lightbox, 36¹⁵/₁₆ X 27¹⁵/₁₆
- 5116 - lightbox, 36¹⁵/₁₆ X 56¹⁵/₁₆
- 5117 - lightbox, 36¹⁵/₁₆ X 84¹⁵/₁₆W (lightbox graphic inserts not included)

Slatwall Accessories

- 5012 - shelf, 1m x 10"
- 5013 - ball waterfall, black
- 5014 - hook waterfall
- 5015 - hooks, 4", 6", or 8"
- 5016 - 1m hangbar
- 5017 - 2m hangbar

Gridwall Accessories

- 5018 - ball waterfall, black
- 5019 - hooks, 4", 6", or 8"
- 5020 - 1m hangbar
- 5021 - 2m hangbar
- 5028 - grid panel

Some items may not be available at all locations. See order form for details. Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual.



Standard Exhibit System Order Form

D-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

DISCOUNT DEADLINE DATE:

September 12, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
20' X 20' EXHIBITS				ACCESSORIES			
2202	20x20 Island/Peninsula	\$ 12549.75	\$ 17577.00	5011	Hardwall Arm Light, Black or White	\$ 62.00	\$ 86.75
2211	20x20 Island/Peninsula	\$ 19716.00	\$ 27614.00	5106	Information Counter, 1 Meter	\$ 333.50	\$ 467.00
2216	20x20 Island	\$ 19799.25	\$ 27730.25	5107	Information Counter, 2 Meter	\$ 456.75	\$ 639.75
5105	20x20 Island	\$ 9033.75	\$ 12652.50	5108	Information Counter, 1 Meter Curved	\$ 659.75	\$ 923.75
10' X 20' EXHIBITS				SLATWALL ACCESSORIES			
1206	10x20 Inline, White Hardwall Only	\$ 6062.00	\$ 8490.00	5012	Shelf, 1 Meter x 10"	\$ 61.75	\$ 86.25
1209	10x20 Inline	\$ 8403.25	\$ 11769.50	5013	Waterfall, 7 Ball	\$ 25.55	\$ 36.00
1210	10x20 Inline, White Hardwall Only	\$ 6062.00	\$ 8490.00	5014	Waterfall, Hooks	\$ 25.55	\$ 36.00
1215	10x20 Inline	\$ 11333.50	\$ 15873.50	5015	Hook, 4", 6", or 8"	\$ 5.90	\$ 8.25
1216	10x20 Inline	\$ 12137.50	\$ 16999.50	5016	Hangbar, 1 Meter	\$ 62.00	\$ 86.75
5104	10x20 Inline	\$ 6075.50	\$ 8509.50	5017	Hangbar, 2 Meter	\$ 138.75	\$ 194.75
10' X 10' EXHIBITS				SMOOTHWALL GRID ACCESSORIES			
1101	10x10 Inline	\$ 5516.25	\$ 7725.75	5018	Waterfall, 7 Ball	\$ 25.55	\$ 36.00
1107	10x10 Corner	\$ 5866.00	\$ 8216.00	5019	Hook, 4", 6", or 8"	\$ 5.90	\$ 8.25
1114	10x10 Inline	\$ 4385.75	\$ 6142.50	5020	Hangbar, 1 Meter	\$ 62.00	\$ 86.75
1118	10x10 Inline	\$ 4409.50	\$ 6175.50	5021	Hangbar, 2 Meter	\$ 138.75	\$ 194.75
1119	10x10 Inline	\$ 4374.50	\$ 6126.75				
5004	10x10 Inline, White Hardwall Only	\$ 1877.25	\$ 2629.25				
5006	10x10 Inline, White Hardwall Only	\$ 1899.25	\$ 2660.00				
5007	10x10 Inline, White Hardwall Only	\$ 1935.50	\$ 2710.50				
5008	10x10 Inline, White Hardwall Only	\$ 1351.25	\$ 1892.75				
5009	10x10 Inline, White Hardwall Only	\$ 1804.25	\$ 2526.75				
5101	6' Tabletop Display	\$ 1381.75	\$ 1935.50				
5102	10x10 Inline	\$ 1465.00	\$ 2052.00				
5103	10x10 Inline	\$ 2763.50	\$ 3870.75				

Delivery, installation, rental, and dismantling are included in package price.

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

Please Indicate Choice

➤ **16 oz. Standard Custom-Cut Carpet Color** (Item #'s 1101-5009, 5102-5105 ONLY). Gray will be provided if no color is indicated below:

- Black
- Burgundy
- Gray
- Blue
- Emerald Green
- Red

➤ **Choose Fabric or Laminate Panel Type (a or b), and then select Color** (Item #'s 1101-1119, 1209, 1215-2216, 5101-5108, 5115-5117 ONLY). Gray Fabric Panel will be provided if no color or type is indicated below:

- a. Fabric Panel:
 - Black
 - Blue
 - Gray
- b. Laminate Panels:
 - Black
 - Oxford White
 - Prism Blue
 - Silver Gray

➤ **Trim Metal Color** (Item #'s 1101-1119, 1209, 1215-2216, 5101-5108, 5115-5117 ONLY). Silver will be provided if no color is indicated below:

- Black
- Silver

➤ **Arm Light:** Black White

➤ **Wirewall Panel:** Black White

➤ **Plexi:** Clear Smoke

➤ **Electrical Under Carpet?** Yes No

➤ **Table Skirt Color** (Item # 5101 ONLY). Gray will be provided if no color is indicated below:

- Beige
- Forest Green
- Purple
- Black
- Gold
- Red
- Blue
- Gray
- Teal
- Burgundy
- Mauve
- White

Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.			1. Total All Items Ordered	\$
			2. 8% Applicable Tax	\$
			3. Payment Enclosed	\$
Authorized Signature – Please Sign:			X	
			AUTHORIZED NAME - PLEASE PRINT	DATE

CUSTOM ID SIGN Colored signs are available at additional cost, so please email gesgraphics@ges.com for a quote. An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY Signs will be black text on white background. If Custom ID is not required, please indicate ID copy. Print or type.

- For Additional Custom Graphics, please send a request to email address gesgraphics@ges.com
- For Custom Exhibits, please send a request to email address exhibitdesign@ges.com

SAVE TIME WITH GES ONLINE AT: www.ges.com



Graphics & Signage Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

DISCOUNT DEADLINE DATE:

September 12, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5905	7" x 11" Sign	\$ 25.55	\$ 36.00
5906	7" x 44" Sign	\$ 36.75	\$ 51.75
5907	11" x 14" Sign	\$ 25.55	\$ 36.00
5908	14" x 22" Sign	\$ 36.75	\$ 51.75
5909	14" x 44" Sign	\$ 74.00	\$ 103.50
5910	22" x 28" Sign	\$ 74.00	\$ 103.50
5911	28" x 44" Sign	\$ 147.75	\$ 207.00
5912	10" x 60" Sign	\$ 72.25	\$ 101.25
5913	20" x 60" Sign	\$ 143.75	\$ 201.75
5914	40" x 60" Sign	\$ 288.00	\$ 403.25
5915	48" x 96" Sign	\$ 553.00	\$ 774.50
5931	Easel Back	\$ 8.15	\$ 11.25

All standard signs are digitally produced on white foamcore. Standard sign price includes text/copy placement in a color specified herein on a single side.

CUSTOM SIGNS

GES maintains fully-equipped graphics shops that offer:

- | | |
|-----------------------|-----------------------|
| Graphic Design | Large Format Printing |
| Desktop Publishing | POP Displays |
| Backlit Graphics | Lamination |
| Vinyl Graphics | Logo Reproduction |
| Graphics Presentation | Vinyl Banners |

For custom work quotation, please contact us at:

gesgraphics@ges.com

File submission requirements and guidelines for custom signage are contained within the page titled "Digital File Submission Guide."

Please Indicate Choice

➤ **Background Color** (Item #'s 5905-5915 ONLY). White will be provided if no color is indicated below:

- | | | |
|--------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Green | <input type="checkbox"/> White |
| <input type="checkbox"/> Blue | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow |

➤ **Copy Color** (Item #'s 5905-5915 ONLY). Black will be provided if no color is indicated below:

- | | | |
|--------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Green | <input type="checkbox"/> White |
| <input type="checkbox"/> Blue | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow |

➤ **Indicate Physical Alignment** (Item #'s 5905-5915 ONLY).

- | | |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Horizontal | <input type="checkbox"/> Vertical |
|-------------------------------------|-----------------------------------|

Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total All Items Ordered	\$
2. 9.25% Sales Tax	\$
3. Payment Enclosed	\$

Authorized Signature – Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------



Please Print. Attach a layout to this form if necessary.



Digital File Submission Guide

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

Sending your graphic and image files to the GES Creative Services Department

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving. In order to insure the best quality graphics and images from your digital files, and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to GES. If you are unable to provide digital artwork for your signage needs, GES is capable of providing you with layout services. Additional fees will apply. Contact your GES representative for details.

Acceptable Media

- CD-ROM (CD-R or CD-RW)
- DVD-ROM (DVD-R *only*)
- Email attachment (limited to maximum size of 2mb)
- FTP (mandatory .zip or .sit compression)

When sending disks, label them as follows: *Exhibitor Name / Show / Show Date / City of event*

Name your files appropriately for easy identification. **Do not** send files that will not be used for output. Failure to follow these instructions may result in delays in order processing and final production.

Optimal File Types and Resolution

VECTOR: This is the preferred file type. Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. See the table below for authoring software capable of creating this type of file.

BITMAP: This type of file is resolution dependent, and will reproduce poorly if the appropriate file resolution is not supplied. If you supply bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 72 dpi. Lower resolutions will result in reduced image quality.

AVOIDING ADDITIONAL COSTS: Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.

Acceptable Software

Program	Version	File Extension	Description	Special Considerations
Adobe Acrobat	7.0	.pdf	Portable Document	Convert to .pdf using appropriate high-quality output settings
Adobe Illustrator	CS2 (12.0)	.ai, .eps	Vector Drawing	Avoid embedding bitmap images
Adobe InDesign	CS2 (3.0)	.indd	Page Layout	Include appropriate links/fonts/images
Adobe Photoshop	CS2 (8.0)	.tif, .psd, .eps	Bitmap Editing	File should be in CMYK color space
CorelDraw	12.0	.cdr	Vector Drawing	Avoid embedding bitmap images
QuarkExpress	6.5	.qxd	Page Layout	Include appropriate links/fonts/images

Page/Artwork Dimensions

Documents should be created at 100% the actual finished size. If your software application has restrictions on page sizes, create your document in a reduced scale (10% reduction increments). Please indicate the scale used on all files which are scaled. Bleeds are not necessary. Failure to supply documents at exact, final sizes, will result in additional charges.

Color Specifications & Proofs

Supplied bitmap files should be in the CMYK color space. All colors in Vector and Page Layout applications should be specified using the Pantone Matching System (PMS®). GES will not be responsible for color variations or matching colors on final output if these requirements are not met. Always send 100% accurate proofs (color laser prints) with your disk.

Typefaces/Fonts

Convert all fonts to outlines before saving your file for transfer. If you do not convert your fonts to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

Still Have Questions?

If you still have questions or concerns about your artwork or method of delivery, please contact us at gesgraphics@ges.com (please indicate what city your event is being held in).

063005



I&D SERVICES

How do I order GES® I&D SERVICES?

Step 1: Contact a GES representative at 800.475.2098 for ordering assistance. As a GES I&D Services client you will be in a unique position to leverage our dual status as both a leading official services contractor and premier provider of traditional “white-glove” service. Only GES I&D can offer you the following services:

Labor

- As your official service contractor, we have access to the best labor.
- On-site personnel during move-in, show hours and move out.
- Full-time installation and dismantling professionals.
- Consistent, qualified crews from start to finish.

Customer Service

- Immediate access to GES freight, electrical, and decorating divisions.
- Ability to order GES services on site at I&D service area.
- Single point of contact for billing and payment.
- Priority status on the show floor for move-in and expedited return of empties.

Equipment and Supplies

- Thoroughly stocked job boxes.
- Up-to-date tools and equipment.
- Forklifts on call for in-booth crate movement.
- Carpenter shop at show site.
- Graphics shop at show site (when available).
- 24-hour runner service.

Additional Services

- Pre-show coordination of services.
- Standard or custom rental exhibits to fit your needs.
- Repair or refurbishment to match existing displays.
- Custom built exhibits.
- Logistical assistance with transportation and storage on your tradeshow schedule.
- Nationwide single point of contact.
- Pre-show estimates of labor services.
- Post-show review of all services for next year’s planning.

True Nationwide Coverage

- Atlanta, Baltimore, Birmingham, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Houston, Indianapolis, Las Vegas, Los Angeles, Miami, Milwaukee, Minneapolis, Montreal, Nashville, New Jersey, New Orleans, Orlando, Philadelphia, Phoenix, Portland, Reno, Sacramento, Salt Lake City, San Antonio, San Diego, San Francisco, San Jose, Seattle, St. Louis, Tampa, Toronto, Washington, D.C.

We also have labor, transportation, and storage packages available between this show and many other shows on your schedule.



Installation & Dismantling Order Form

L-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

DISCOUNT DEADLINE DATE:

September 12, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED. TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Full - time employees of the exhibiting company may install and dismantle displays within a 300 sq. ft. or less booth space if one person can accomplish the task in less than one-half (1/2) hour without the use of power tools.

Important Information & Rates

All exhibitors requesting labor must go to labor dispatch to confirm labor requests. All labor and equipment requests should be confirmed by 2:00 pm the day prior, with the exception of the first day of move in. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a one (1) hour no-show fee charged per worker and equipment ordered.

The minimum charge for labor is one (1) hour per worker. All labor is charged in one half (½) hour increments per worker. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 99.00	\$ 123.75	\$ 148.50
Overtime	\$ 148.50	\$ 185.75	\$ 222.75
Double Time	\$ 198.00	\$ 247.50	\$ 297.00

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: Monday through Friday 4:30 PM - 6:30 PM, Saturday 8:00 AM - 4:30 PM.
- Double Time: All other times, Sundays & Holidays.
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

If an individual laborer has worked for eight straight hours between 8:00 AM and 4:30 PM, Monday through Friday (excluding holidays), the overtime rate will apply during the hours of 4:30 PM through 8:30 PM on that same day for that laborer.

Please Indicate Service

GES SUPERVISED (OK TO PROCEED)

Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack, and arrange to ship display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VI, Labor.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

EXHIBITOR SUPERVISED (DO NOT PROCEED)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES will **not** be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

➤ GES is responsible for the following type of booth:

- Pop-up Two Story Custom
 Other: _____

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	
	AM	AM				\$	
	PM	PM				\$	
	AM	AM				\$	
	PM	PM				\$	
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.						1. Total Labor Ordered	\$
						2. 25% (\$50.00) GES Supervision	\$
						3. Payment Enclosed	\$
Authorized Signature: X							
AUTHORIZED NAME - PLEASE PRINT						DATE	

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

050806



Key Information

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association McCormick Place • October 5 - 7, 2008

FORM DEADLINE DATE:
September 12, 2008

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Inbound Freight Information

Carrier _____ Shipped By _____ Date _____
Number of Pieces _____ Weight _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) Warehouse Showsite

Set-up Information for GES Installation

Set Up Drawings Attached _____ Rental Carpet Color _____
 Set Up Drawings With Exhibit _____ Own Carpet Color _____
 Case/Crate Number _____ Padding _____
 Number of Workers required for set up _____ Approximate time for set up _____
 Forklift Ordered Hrs. _____ Time _____ Special Equipment Required _____

Did You Order —

Electrical Yes No Electrical Under Carpet Yes No
Electrical Drawings Attached Sent to the Official Electrical Contractor With the Exhibit
Booth Cleaning Yes No Other Items _____
Furniture Yes No _____
A/V Furniture Yes No _____
Telephone Yes No _____

Outbound Freight Information

Outbound Freight Charges _____ Consigned To _____
 Prepaid Collect Address _____
 Bill To _____ City/State/Zip _____
_____ Second Consignee _____
_____ Address _____
 GES Storage _____ City/State/Zip _____
Method GES Logistics Common Carrier AirFreight Vanline Other _____
Carrier (if known) _____
Contact _____ Phone _____

Emergency Contact Information / Showsite Contact

Name _____ Title _____
Telephone _____
Other Means of Contacting This Person _____
Contact's Hotel _____ Arrival _____ Departure _____
Purchasing Authorization Yes No

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

Official Service Contractors

Show Organizer, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

In both such instances, GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents.

Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Organizer in writing and GES Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless show organizer requires more.
 - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
 - c. Automobile Liability not less than \$1,000,000 with respect to property damage to any one owned, non-owned or hired vehicles in an occurrence.
 - d. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
 - e. **GES Exposition Services and Show Organizer must be named as additional insureds for all policies except workers compensation.**

Any exhibitor who has identified an exhibitor appointed contractor, "EAC" must insure that the EAC has a current Certificate of Insurance on file with GES or Show Organizer, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show or the EAC will not be able to have access to the facility to perform any work.
3. The exposition floor, aisles, loading docks, service and storage

areas will be under the control of the Official Service Contractor, GES Exposition Services.

4. For services such as electrical, plumbing, telephone, cleaning, material handling, and rigging, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor manual, including all union rules and regulations.
 - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Organizer with evidence of compliance. All Certificates of Insurance shall name GES Exposition Services, Inc. (Official Contractor), National Electrical Contractors Association (Show Management), McCormick Place (Facility), and National Electrical Contractors Association (Show) as additional insureds. See attached example.
 - c. Will share with GES Exposition Services all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
 - d. Must furnish Show Organizer and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Organizer.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
 - g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
 - h. Must coordinate all of its activities with GES Exposition Services.
 - i. Must comply with all reasonable rules and regulations of the venue, Show Organizer, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
 - j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
6. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.



Notice of Intent to Use Exhibitor-Appointed Contractor

L-4

RETURN TO: GES Exposition Services • Attn: Chicago Operations • 5248 South Cicero Avenue, Chicago, IL 60638
FAX: 773.284.3970 • Contact us Online: www.ges.com/contact

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

FORM DEADLINE DATE:

September 12, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

A non-Official Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by show management in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The non-official contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by show management in a contract as an exclusive service for the "official" or "general" contractor or other third party. If a non-official contractor attempts to provide services designated to another party as "exclusive" or is caught soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply GES Exposition Services with all necessary information by the deadline date indicated above.

Contract/Display House _____

Street Address _____

City, State, Zip _____

Phone (area code _____) _____ Fax (area code _____) _____

Contact: _____

Description of Proposed Service for Exhibitor: _____

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Non-Official Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Exposition Managers.

Rules & Regulations

- All non-official contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
- The non-official contractors shall be prepared to show evidence to the official that it possesses applicable and current contracts.
- The non-official contractors shall be prepared to show evidence it has authorization from the contractor.
- The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
- The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
- The non-official contractor will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
- The non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
- Solicitation on the exhibit floor is prohibited. Any EAC or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show management or GES management.
- During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Conven-

tion name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.

For insurance and safety reasons, the official contractor designated in this service manual must be used for services such as:

- | | | |
|----------------|-----------------|---------|
| Booth Cleaning | Decorator Labor | Drayage |
| Rigging | Millwright Work | |

No exceptions will be made

Tips to Exhibitor Appointed Contractors (EACs)

- Order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately, may delay the set-up of your booth or force your set-up into overtime.
- Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
- Please stay out of adjacent booths during set-up.
- Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
- Do not store empty cartons inside of empty crates. Cartons are returned from storage first so exhibitors may begin packing their product.
- Keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle" you or your client depending upon your billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
- Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day, or turning in large amounts of freight bills to the service desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

050806



In-Booth Forklift & Labor Order Form

T-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

DISCOUNT DEADLINE DATE:

September 12, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.

TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a Rigger Foreman and forklift with an operator.
- An additional Laborer will be required for all in-booth forklift work for headers exceeding either 16 feet in length or 200 lbs. See additional Laborer Rates on this form.
- **The following booth work will require only a rigger foreman:** Operating Genie Lifts, Operating Hand Crank Lifts, Operating a Scissor Lift and Uncrating of Machinery (When the equipment can be rolled out of a crate by hand or moved in the booth by hand).

Important Information & Rates

All exhibitors requesting labor must go to labor dispatch to confirm labor requests. All labor and equipment requests should be confirmed by 2:00 pm the day prior, with the exception of the first day of move in. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a one (1) hour no-show fee charged per worker and equipment ordered.

The minimum charge for labor and equipment is one (1) hour per worker and forklift. Equipment and labor thereafter is charged in one half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS: 5000 lb FORKLIFT: \$ 51.00

Forklift w/Crew Per Hour*	Discount	Regular	Show-Site
Straight Time	\$ 245.00	\$ 306.25	\$ 367.50
Overtime	\$ 343.00	\$ 428.75	\$ 514.50
Double Time	\$ 441.00	\$ 551.25	\$ 661.50

Additional Worker Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 95.00	\$ 118.75	\$ 142.50
Overtime	\$ 142.50	\$ 178.25	\$ 213.75
Double Time	\$ 190.00	\$ 237.50	\$ 285.00

Rigger Foreman Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 99.00	\$ 123.75	\$ 148.50
Overtime	\$ 148.50	\$ 185.75	\$ 222.75
Double Time	\$ 198.00	\$ 247.50	\$ 297.00

A 8% Rental Tax will be added to the price of the forklift.

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: Monday through Friday 4:30 PM - 6:30 PM and all day on Saturdays.
- Double Time: All other times, Sundays & Holidays.
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

*An additional Laborer will be required for all in-booth forklift work for headers exceeding either 16 feet in length or 200 lbs. See additional Laborer Rates on this form.

Please Indicate Service

GES is responsible for the Following:

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Uncrating | <input type="checkbox"/> Unskidding | <input type="checkbox"/> Positioning |
| <input type="checkbox"/> Leveling | <input type="checkbox"/> Dismantling | <input type="checkbox"/> Recrating |
| <input type="checkbox"/> Reskidding | | |

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total Labor Ordered	\$
2. 8% Forklift Rental Tax	\$
3. Payment Enclosed	\$

Authorized Signature: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the

032007



Hanging Sign Labor Information

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

Hanging Signs

GES is responsible for supervision, assembly, installation, and removal of all hanging signs.

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the *Hanging Sign Labor Order Form (H-2)*.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the *Electrical Service Order Form*.
4. Include exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.**

**Please complete and return the
Hanging Sign Labor Order Form (H-2) by September 12, 2008.**

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

Shipping Instructions

All "OK to Proceed" hanging signs should be received in advance at the GES Warehouse by September 30, 2008.

Please ship all hanging signs in a separate container with the special sign label provided after this form on H-1a. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted.

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

H RUSH!
HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

National Electrical Contractors Association

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
2350 SOUTH WOOD STREET
CHICAGO, IL 60608**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
September 3, 2008 and September 30, 2008.**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 2:30pm; Closed 11:30am - 12:30pm, Saturday, Sunday & Holidays.

Carrier _____ of _____ pieces



H RUSH!
HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

National Electrical Contractors Association

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
2350 SOUTH WOOD STREET
CHICAGO, IL 60608**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
September 3, 2008 and September 30, 2008.**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 2:30pm; Closed 11:30am - 12:30pm, Saturday, Sunday & Holidays.

Carrier _____ of _____ pieces





Hanging Sign Labor Order Form

H-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

DISCOUNT DEADLINE DATE:

September 12, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

GES IS RESPONSIBLE FOR SUPERVISION, ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS.

- A crew will be assigned consisting of a lift with two decorators for banners that are 8' wide or less.
- A crew will be assigned consisting of a lift with three decorators for banners that are wider than 8'.

Important Information & Rates

All exhibitors requesting labor must go to labor dispatch to confirm labor requests. All labor and equipment requests should be confirmed by 2:00 pm the day prior, with the exception of the first day of move in. Requested starting times cannot be guaranteed, however every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a one (1) hour no-show fee charged per worker and equipment ordered.

The minimum charge for labor and equipment is one (1) hour per worker and equipment. All equipment and labor is charged in one half (½) hour increments per worker and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS: AERIAL LIFT RATE: **\$ 282.00**

A 8% Rental Tax will be added to the price of the Aerial Lift.

Lift w/2 Person Crew Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 462.00	\$ 577.50	\$ 693.00
Overtime	\$ 577.50	\$ 722.00	\$ 866.25
Double Time	\$ 693.00	\$ 866.25	\$ 1039.50

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: Monday through Friday 4:30 PM - 8:30 PM, Saturday 8:00 AM - 4:30 PM.
- Double Time: All other times, Sundays & Holidays.
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

Additional Worker Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 90.00	\$ 112.50	\$ 135.00
Overtime	\$ 135.00	\$ 168.75	\$ 202.50
Double Time	\$ 180.00	\$ 225.00	\$ 270.00

Please Indicate Service

- GES SUPERVISED (OK TO PROCEED)**
A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- EXHIBITOR SUPERVISED (DO NOT PROCEED)**
Exhibitor will supervise.
- **Type of Sign** (Select one sign type per order)
 Banner Structural Signage Systems
- **Shape of Sign** (Select one sign type per order)
 Square Rectangle Triangle
 Circle Other _____
- **Dimensions & Weight of Sign**
 Width _____ Length _____ Height _____
 Weight _____ lbs.
 # _____ Structural Pick Points
 lbs. _____ at each point
- **Number of Feet from Floor to Top of Sign** (Must be compliant with Show Rules & Regulations) _____ Feet
- **Is Your Sign Electrical?** If yes, order requirements on Electrical Services Order Form and note "For Hanging Sign"
 Yes No
- **Does Your Sign Require Assembly?** If yes, GES will assemble your sign prior to hanging. See Hanging Sign Information.
 Yes No

Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFTS	LABOR RATE	TOTAL
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total Labor Ordered	\$
	2. 8% Aerial Lift Rental Tax	\$
	3. 25% (\$50.00) GES Supervision	\$
	4. Payment Enclosed	\$

Authorized Signature: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Please estimate the number of lifts and/or workers and hours per lifts and/or workers needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

LOCATION / DIMENSION OF SIGN : Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your sign placed.

Exhibitor Contact (Please fill out regardless of supervision status)

CONTACT NAME PLEASE PRINT	
PHONE	FAX EMAIL
DATE OF ARRIVAL	TIME OF ARRIVAL
HOTEL (OPTIONAL)	EMERGENCY #

SAVE TIME WITH GES ONLINE AT: www.ges.com



Booth Layout Form

H-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association
McCormick Place • October 5 - 7, 2008

FORM DEADLINE DATE:
September 12, 2008

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please photocopy as needed.

- Hanging Signs — Form H-1
- Show Cases — Form A-1
- Pegboard / Tackboard — Form A-1
- Special Colored Drape — Form A-1
- Standard Exhibit Systems (If exhibit size is smaller than booth size) — Form D-1
- Pad and Carpet (If you are not carpeting your entire booth) — Form C-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

Indicate Adjacent Booth or Aisle Number:

Indicate Adjacent Booth or Aisle Number:

FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)



Cleaning Order Form

J-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

National Electrical Contractors Association

McCormick Place • October 5 - 7, 2008

DISCOUNT DEADLINE DATE:

September 12, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor.

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth, 100 square feet minimum.

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
VACUUMING			
<i>Includes emptying your wastebasket nightly.</i>			
9070	Vacuumping for Duration of Show..... price per square foot per day of show	\$ 0.32	\$ 0.44
9071	Vacuumping Per Day.....price per square foot per day	\$ 0.42	\$ 0.58
9072	Vacuumping Before Show Open Only..... price/sq ft	\$ 0.44	\$ 0.62
SHAMPOOING			
9073	Shampooing Before Show Open Only price/sq ft	\$ 0.50	\$ 0.71
MOPPING & WAXING			
9074	Mopping & Waxing Before Show Open Only..... price/sq ft	\$ 0.25	\$ 0.35
PERIODIC PORTER SERVICE			
<i>GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only, for the duration of the show. Vacuuming not included. Calculate by your booth size.</i>			
9075	0-500 sq ftper day	\$ 80.75	\$ 113.40
9076	501-1500 sq ftper day	\$ 245.25	\$ 343.35
9077	1501-3000 sq ftper day	\$ 295.25	\$ 413.44
9078	3001 sq ft and above.....per day	\$ 346.00	\$ 484.71

PORTER SERVICE LABOR RATES ARE AS FOLLOWS:

Worker Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 36.50	\$ 45.75	\$ 54.75
Overtime	\$ 64.00	\$ 80.00	\$ 96.00

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (½) hour increments.

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays.
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

Please Indicate Service	Place Order Here
--------------------------------	-------------------------

Calculate Total Square Footage

Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?

Yes No

Please list dates Vacuuming Per Day/Periodic Porter Service is needed:

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the GES Servicenter. GES will be unable to adjust invoices after the close of the show.

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO.OF DAYS	= TOTAL PRICE
9070	Vacuumping Duration			3	\$
9071	Vacuumping Per Day				\$

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
9072	Vacuumping Before Show Only			\$
9073	Shampooing Before Show Only			\$
9074	Mop/Wax Before Show Only			\$

ITEM #	DESCRIPTION	PRICE	X NO.OF DAYS	= TOTAL PRICE
	Periodic Porter Service			\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total All Items Ordered	\$
	2. Payment Enclosed	\$
Authorized Signature – Please Sign: X		
AUTHORIZED NAME - PLEASE PRINT	DATE	

050806

McCormick Place Exhibitor and Utility Ordering Guide



Need help completing the forms?

Contact FOCUS One

312-791-6113 (Office)

312-791-6159 (Fax)

focusone@mpea.com (E-mail)

www.mccormickplace.com (Web)





\$\$ SAVING TIPS \$\$

Following are some of the most important tips that will help contribute to a successful event and save you money.

- Save time by ordering your utility services via our Online Ordering System. Visit us at www.mccormickplace.com
- Exhibitors may save \$\$ by doing some types of work within their own booth. Refer to pages 23-24 for this information.
- **Smart Value Pricing** is an order option that provides you with a **guaranteed** price for utility services ordered, and related labor and equipment. Refer to page 19-21 regarding **Smart Value Pricing**.
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call FOCUS One Internet Technical Services at 312-567-8060 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your conventional order, floor plans and full payment submitted by your Utility DEADLINE DATE will save you approximately 33% on your utility order.
- Bottled gases normally need a two-week advanced order, as gases are not stocked on our premises. Refer to page 11 for additional information.
- Be sure to check in at the FOCUS One Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows:

Standard Time	Monday-Friday 8:00 am-4:30 pm
Over Time	Monday-Friday 4:30 pm-8:00 am Saturday before 4:30 pm
Double Time	Saturday 4:30 pm to Monday 8:00 am or after 8 hours at work on Saturday regardless of starting time. All day Sunday and Holidays.

- McCormick Place requires an approved credit card to be on file for all utility orders, regardless of the method of payment you select. Please be sure to submit this information when placing your utility order to prevent any processing delays.

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Welcome!



On behalf of all McCormick Place employees, we look forward to welcoming you to our facilities. FOCUS One, Your Utilities Resource, is an organization created by Metropolitan Pier and Exposition Authority that is responsible for the delivery of utility services to exhibitors, contractors and show management. Our utility services include electrical, plumbing, communication services and internet. From the time you place your order, through your move out, FOCUS One is here to serve you in a professional, efficient, and user-friendly manner.

We believe you will find this ordering guide full of useful information that will help you pick and choose those utility services that are right for your exhibit. Our staff wants your experience at our facilities to be a positive one. If there are other ways we can assist you during your visit, please let us know.

Contact FOCUS One
312-791-6113 (Office)
312-791-6159 (Fax)
focusone@mpea.com (E-mail)

Order on-line at www.mccormickplace.com

PLACING A CONVENTIONAL ORDER

A Conventional Order is an order in which you pay for the costs of your utility services when ordered, and are billed on event site for the costs of labor, equipment and materials required for installation and removal of your booth utility services.

When ordering, pay particular attention to the FOCUS One Utility **deadline date**. If you place your utility services order by the deadline date, **you may save up to 33%**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rate applies to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order). To save money and help us plan effectively, place your order by the deadline date.

Please Note: An **Advance Order** applies to the rate you pay. An **Advance Order** does not guarantee that your services will be installed prior to your arrival.

A Complete Order contains all of the following elements:

- the completed Utility Service Order Form (SO1)
- the completed Floor Plan Template (FT1)
- full and proper payment

For conventional orders (not **Smart Value Pricing**), once your utility services have been installed, you will sign the work order. This work order is a detailed list of the necessary labor performed to install the services during set-up, plus any changes in utility services that may have occurred from your original order. **Please review the work order carefully before signing it.**

During the event you will receive an On-Site Invoice for your utility services including itemized inbound labor and non-itemized tear out labor. You will remit payment for the On-Site Invoice at this time.

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

PLACING A **SMART VALUE PRICING** ORDER

Smart Value Pricing is an order option that provides a **GUARANTEED PRICE** for booths that are larger than 300 sq. ft. in size.

Complete the **Smart Value Pricing** forms located on pages 19-21, and submit them along with a detailed, scaled floor plan. Based on this information, FOCUS One will provide **Smart Value Pricing** that includes the cost of the requested utility services along with the estimated cost of the labor and equipment required to install, setup, and remove those services.

When the **Smart Value Pricing** quote is accepted, the price is guaranteed except for the following:

1. Telephone usage will be billed to you at the close of the event.
2. Any changes from the information provided for the **Smart Value Pricing** quote.

The **Smart Value Pricing** deadline date is 30 days before the first day of the event. After this deadline date, FOCUS One cannot guarantee that a quote will be provided to you.

For more accurate quotes, we ask that you complete and submit the following forms:

- **Smart Value Pricing Quote Sheet (SV1), page 19** – Complete the company and contact information on the top portion of this form. For the “Summary of the Utility Services Required” portion of the form, use the Utility Service Order Form (SO1) found on pages 15-17 for the utility order codes and list the quantities of each service required.
- **Smart Value Pricing Questionnaire, pages 20-21** – Please answer the questions completely, then use the table to indicate the additional electrical equipment planned to be installed in the booth.
- **Floor Template Form (FT1), page 18** – Complete this form or a separate layout may be used. Be sure to include the locations of each utility service, dimensions for each location, and the orientation of the booth in relation to the neighboring booths.

Smart Value Pricing is a great tool allowing you to plan and control your budget in addition to minimizing many on-site concerns. If there are any questions regarding **Smart Value Pricing**, please contact FOCUS One by telephone at (312) 791-6452 or by fax at (312) 567-8294.

GENERAL TIPS ON BOOTH SET-UP

Carpet Cutting: Many of our services are provided from utility floor ports. If the utility port necessary to provide you with our utility service is covered by carpet when we arrive to install utility services, it may be necessary for us to cut your carpet. The FOCUS One service technician will make every attempt to notify you in advance. However, if you are not present when we arrive to install service, your carpet may be cut without prior notification so we may complete the installation.

Tile, Hardwood or Solid Floors: If you intend to use any of these floor materials, it is necessary that you leave access to the utility floor ports. Please contact FOCUS One to discuss your booth utility installation, and make sure to make a note of the special flooring on your ordering form.

Ramping: All ramping in aisles is performed by McCormick Place carpenters and must be pre-approved by Show Management and FOCUS One. All ramping in a client's booth space is performed by your official service contractor.

The general rule for ramping charges is that if an exhibitor's service must be fed from a port that crosses an aisle, the exhibitor is responsible for paying all ramping fees.

ELECTRICAL SERVICES

Order Form on page 15

All Overhead Services will require aerial lift time at our published hourly rate. These costs are in addition to the actual service itself.

Exhibitors are required to bring their own distribution panels. Exhibitors using distribution panels are required to supply all cables from panel(s) to display materials. If voltages other than those listed on order forms are needed, we recommend exhibitors bring their own transformers. Transformers must have a readily accessible means of disconnect for both the primary and secondary sides of the transformer with proper overload protection, i.e. fusible safety disconnect.

International Exhibitors - International clients bringing equipment requiring voltages other than 120, 208, or 480 must bring a transformer capable of transforming 120, 208, or 480 voltages to the equipment's required voltage. Hertz converters are not available.

The following types of power and available sources for each building location are as follows:

< = Less Than > = Greater Than	South		North				West		Lakeside		
	A1	A2	B1	B2	C1	C2	F1	F2	D1	D2	E
120 V Floor Port	X	X	X		X		X	X	X	X	X
208 V < 50 Amps Floor Port	X	X	X		X		X	X	X	X	X
208 V > 50 Amps Overhead	X	X	X	X	X	X	X	X			
480 V < 85 Amps Floor Port	X	X	X						X	X	X
480 V > 85 Amps Overhead	X	X	X	X	X	X	X	X	X	X	X
All Power Supplied Overhead				X		X					

SPECIAL NOTES AND IMPORTANT ORDERING INFORMATION

1. Only **ONE** piece of equipment may be connected to **ONE** electrical service with the following two exceptions:
 - 120-volt/500 watt service (Codes 1103 and 1104).
 - 120-volt/1500 watt service (Codes 1110 and 1111).

These services are referred to as **multiple connection services**. This is because “multiple pieces of equipment” can be connected to these services as long as they do not exceed the rated wattage of the electrical service. If you have lighting in your booth, these are the services that you need to order for your use.

Prices for each above service include ½ hour installation labor and ½ hour dismantle labor for the first two services only.
2. 24-hour Power: When ordered, 24-hour power begins the evening before the first event day and is turned off on the last day at the close of the event. 24-hour power is available before or after these times for an additional charge. Contact the FOCUS One Service Desk.
3. Labor Request: If you need to work past 4:30 p.m. during set-up, you must notify your FOCUS One Service Desk no later than 1:30 p.m. that same day. If you need to schedule manpower prior to 8:00 a.m. for the following day, you must notify your FOCUS One Service Desk by 1:30 p.m. the day before.
4. Send detailed floor plans showing locations for the services ordered.
5. We have 1000 watt Par Can fixtures that mount on the building steel at a height of 40 feet. They are used to highlight a machine or panel. They throw an 8-10 foot elliptical circle and a medium amount of additional light.

CODE COMPLIANCE

- All electrical wiring and equipment installed at McCormick Place must comply with the City of Chicago Electrical Code. FOCUS One Electricians reserve the right to refuse connections where wiring constitutes a safety hazard or does not meet the City of Chicago Electrical Code.
- If a client is found in non-compliance of the Code, FOCUS One Electricians may be able to correct the fault and restore the booth to Code. This will be done on a time and materials basis at the exhibitor’s expense.
- Code requires that electrical circuits not be loaded beyond 80 percent of their rated ampacity.
- Electrical equipment must be listed and labeled by a nationally recognized testing laboratory, i.e. UL, ETL or CSA, or be specifically approved by the City of Chicago Bureau of Electrical Inspection and subject to field inspection.
- All 120-volt cords and cables must be **3-wire grounded**. All larger cables must contain wire also. **2-wire fixtures and electrical cords are not allowed.**
- Spring clamp light fixtures are not allowed.
- Electrical wiring or equipment such as lights or cords may not be attached to booth dividers or curtains.
- Electrical equipment must be securely fastened in place using recognized suitable methods. Examples of suitable fastening methods include bolted or integrated. Examples of non-suitable fastening methods include Velcro, tape and glue.



- All wiring between permanently mounted fixtures or devices within the same wall panel, or in regard to light boxes mounted on a panel, metallic raceway must be used, i.e. electrical metallic tubing or flexible metallic conduit.
- Your distribution system must have all cables clearly identified. Branch circuit cables must be provided and rated for extra hard usage.
- Neon and low voltage lighting systems can be hazardous. Please be sure to be in compliance with the City of Chicago Electrical Code, or call FOCUS One with specific questions.

HANGING ITEMS Order Form on page 22

Any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

Hanging items must not be hung from electrical fixtures, raceways, water, gas, air, fire protection, communication lines, piping, supports or hangers.

The responsibility to hang an item is shared by your official service contractor and FOCUS One:

- Official service contractor hangs items weighing less than 500 lbs.
- FOCUS One hangs the following items:
 - Items weighing 500 lbs or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.
 - Electrical items regardless of the weight

Please note: When an item weighing less than 500 lbs. is hung from a motor, FOCUS One will install the motor, while the official service contractor hangs the item.

Approval Requirements:

All requests for hanging items must be reviewed and approved PRIOR TO MOVE-IN by the following people:

1. Show Management
 2. Official Service Contractor: For items weighing less than 500 lbs.
 3. FOCUS One:
 - For items weighing more than 500 lbs., drawings that have been reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY must be submitted for approval.
 - Requests must be submitted to FOCUS One 60 days prior to the first move-in date
- Fax: (312) 567-8294
E-mail: focusone@mpea.com
U.S. Mail: 2301 S. Lake Shore Drive, Chicago, Illinois 60616

FAILURE TO SECURE ALL LISTED APPROVALS MAY RESULT IN A SERVICE DELAY AT THE EVENT OR REFUSAL TO HANG REQUESTED ITEMS.

TELEPHONE SERVICES

Order Form on page 16

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. Dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact the FOCUS One Service Desk. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service **does not include telephone usage**. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, please be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact FOCUS One at (312) 791-6113.
3. If your intent is to use your telephone line for your computer, telephone usage charges will apply. You may want to consider an internet service that is flat rate, non-usage based.
4. **Additional Usage Fees:** Network access fees are added into the cost of each telephone call. Pricing is based on time of day, length of call, and distance. There is a \$0.50 charge for all 800, 888 (and similar toll-free numbers), and 0+ calls. There is a \$.95 charge for Directory Assistance calls.
5. Prices include the use of our telephone instruments. There is no discounted price if you bring your own telephone. (If you order a standard telephone and do not return it, a \$150.00 charge will apply for a single line telephone, \$500.00 for a multiple-line telephone, and \$1500 for polycom telephone.)
6. **Standard telephones must be picked up and returned to our FOCUS One Service Desk. You may keep the slim line telephone.** FOCUS One standard telephone and equipment must be returned to us in the same condition it was distributed to you. Do not affix any adhesive materials to the standard telephone that you cannot completely remove, or you may be assessed a telephone cleaning charge.
7. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice.
8. **International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before "calling out" restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.



DESCRIPTION OF TELEPHONE SERVICES

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. Telephone usage is not included; usage is billed after the close of the event and billed to your credit card.
2. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to eight appearances of the telephone line, allowing you to receive multiple incoming calls as well as make outgoing calls. Voicemail is included along with fixed features such as hold, conference and transfer. Telephone usage is not included; usage is billed separately after the close of the event and billed to your credit card.
3. **AUDIX (Audio Information Exchange):** is our voicemail system. Our system is designed to ensure that all incoming calls to your booth will always be answered. Once activated, our voicemail is operational 24 hours a day for the duration of the event. A “message waiting” lamp on the telephone lights up to indicate messages are waiting for you to retrieve.
4. **Extension - Single Line:** is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments, and only if you have ordered a Analog Single Line Service.
5. **Extension - Multi-Line:** is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments, and only if you have ordered a Digital Multi-Line service.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

CABLE TELEVISION ACCESS

Order Form on page 16

We are pleased to offer you cable television access right in your booth. Our prices include the installation and removal of one connection point only. Additional connections will be made on a time and material basis. Prices do not include any converter boxes, monitors/receivers, video recorders, amplifiers or speakers. Cable television access is provided by Comcast **and is only available in the South Building**. A listing of specific cable stations is available upon request.

INTERNET SERVICE

Order Form on page 16

We also offer a full menu of Internet connectivity solutions that provide continuous, dedicated access to the Internet at a variety of speeds. Once connected, you have access to the Internet 24 hours a day for the entire length of the event. FOCUS One Internet Technical Services Department, will work with you and your staff to meet your needs. If you have Internet questions, call our Internet Technical Service Department at (312) 567-8060 or E-mail inetsales@mpea.com.

Please note:

- All prices for our internet access services include the first connection to one point in your booth. Additional wiring to fan the main drops within your booth will be performed on a time and material basis.
- Do not forget to order the appropriate electrical service.
- The State of Illinois and the City of Chicago require a telecommunications tax for all Internet Services.

DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each service. All services are digital and delivered by Ethernet based connectivity using Category 5 wiring with RJ45 terminated ends. You must supply a computer with an Ethernet NIC (Network Interface Card), have TCP/IP installed, and an Internet browser. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities; make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall. Please contact the Internet Technical Service Department at (312) 567-8060 if you have any questions.

All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	Limit of Additional Addresses	Recommended Uses
Ethernet 256	256 kbps minimum	Includes 1 IP address, up to 6 additional can be ordered.	For up to 7 computers with low bandwidth needs (e-mail, simple websites, small downloads).
Ethernet 512	512 kbps minimum	Includes 5 IP addresses, up to 6 additional can be ordered.	For up to 11 computers with medium bandwidth needs
Ethernet 768	768 kbps dedicated	Includes 11 IP addresses, up to 12 additional can be added.	Half T1 speed for larger numbers of computers or higher bandwidth applications
Ethernet 1.55	1.55 mbps dedicated	Includes 75 IP addresses	Full T1 speed for high bandwidth applications or large numbers of computers.
Additional Bandwidth	Add additional bandwidth to Ethernet 1.55	Please call to request more than 75 IP addresses.	For very high speed applications (video, CAD/CAM, etc.)
VLAN Connection (Virtual Local Area Network)	10 mbps (default) 100 mbps (additional charges may apply)	Please call for assistance	To create private networks to link locations throughout the McCormick Place Complex

Save time by ordering your utility services Online.
Visit Us At www.mccormickplace.com.



METROPOLITAN PIER AND EXPOSITION AUTHORITY TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.
2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in: 1) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or 2) collecting information required to complete the installation that customer fails to provide.
3. **Use of Internet Services.**
 - A. Customer agrees that the network attachment to be provided by the Authority shall be limited for use by the directors, officers and employees of the Customer, it's guests, and its agents and consultants while performing service for the Customer and cannot be resold or distributed to other companies. The services being provided by the Authority will facilitate communications between the Customer's authorized users and the entities reachable through the national internet. Users of the Authority's services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
 - B. Customer is solely responsible for the content of any transmissions of and by any Customer and any third party utilizing Customer's facilities or the Authority's network, as a whole or any equipment of system forming part of the network support system, or any services provided over or in connection with any of the Authority or other associated network.
 - C. Customer agrees to comply with all applicable laws with regard to the transmissions and use of information and content. Customer further agrees not to: use the Internet service for illegal purposes; solicit any activity that is prohibited by applicable law over the Internet; interfere with or disrupt any of the Authority's or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Authority or other associated networks; interfere with or disrupt any other network users, network services or network equipment.
 - D. Customer agrees not to use the Authority's services to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
4. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
5. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a pro-rata portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.
6. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, it's board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.

7. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of merchantability and fitness for a particular purpose.
8. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
9. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.
10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
11. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: www.mccormickplace.com
12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

PLUMBING SERVICES

Order Form on page 17

Prices for codes 2200, 2201, 2202, & 2203 include ½ hour labor to install and ½ hour labor to remove up to the first two services only.

The FOCUS One Plumbers are responsible for all connections on the event floor.

Anchoring - All anchoring is done by the FOCUS One Plumbers. The exhibitor must submit a copy of their blueprints a minimum of 60 days prior to the event move-in date. Your blueprint and request must be faxed to FOCUS One at (312) 567-8294.

Removal of Hazardous Chemicals - Our FOCUS One Plumbers will pump these liquids into 55-gallon drums for disposal by your licensed waste hauler. **UNDER NO CIRCUMSTANCE SHOULD DISPOSAL OF HAZARDOUS CHEMICALS BE HANDLED IN ANY OTHER MANNER.**

Size of Service - Plumbers can provide any 1-inch service. Services larger than 1-inch are available with advance notice, and will incur additional labor charges. We do not stock metric plumbing fittings, tubing, nuts or bolts.

Venting - All venting is done by FOCUS One Plumbers. Venting is necessary for smoke, heat and obnoxious gases. If venting is required, contact FOCUS One at (312) 791-6113 for further information.

Welding - can be done either in your booth or in the FOCUS One Plumbing shop.

FACILITY PRESSURES TO KNOW

Compressed Air - Constant pressure of 100 pounds per square inch (psi). If an exhibitor needs more than 180 cfm, a second air line must be ordered.

Hose Pressure - All of our hoses are rated at 250 psi (pounds per square inch) bursting pressure, and any hoses brought in by clients must also have this rating.

Natural Gas - A one-inch gas line provides a constant one pound pressure per square inch.

Water Pressure - Constant pressure of 60 pounds per square inch (psi).

Drain - Four inch drainage is available in the floor.

BOTTLED GASES

We do not stock any bottled gasses on premise. Please call FOCUS One at (312) 791-6113 for a list of our available gases. Many of our gases require a minimum of two weeks advance notice, so please plan accordingly.

In order to comply with the City of Chicago Fire Code, all flammable gases, i.e. acetylene, hydrogen, methane, and anything red tagged, must be removed from the event floor during the evening. If you order any flammable gas from FOCUS One, we will remove, safely store, and return the tanks each morning at no additional cost to you. If you bring your own flammable gases, you must contact FOCUS One to make arrangements to remove, store, and return the tanks on a daily basis. **No propane, MAPP, or Butane in any size are permitted in McCormick Place.**

Plumbing Utility services for each building location are as follows:

	South		North				West		Lakeside		
	A1	A2	B1	B2	C1	C2	F1	F2	D1	D2	E
All Plumbing Utility Services From Floor	X	X	X		X		X	X	X	X	X
Plumbing Utility Services From Overhead with Drains in Floor				X		X					X



(312) 791-6113 (Office)
(312) 791-6159 (Fax)
focusone@mpea.com (E-Mail)
www.mccormickplace.com (Web)

FOCUS One Order Forms

You can order on-line at www.mccormickplace.com

If you are placing a Conventional Order, Complete and submit Forms OP1, SO1, and FT1.

If you would like to take advantage of our **Smart Value Pricing**, Complete and Submit Forms FT1, SV1, and the **Smart Value Pricing** Questionnaire, Parts 1 and 2.

If your event allows hanging items, complete and submit Form (HM1) Items Weighing Over 500 lbs.

If you require overhead electrical service or hoist motors, be sure to order them from the Utility Service Order Form.

Please include your company name and booth number on all order forms.

PAYMENT POLICY

Your on- site representative must be aware of this payment policy and be prepared to make payment upon installation of our utility or Internet service(s). **Payment must be made by credit card, company check, travelers check or cash ONLY.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the section entitled **THIRD PARTY AUTHORIZATION** on the Order and Payment Summary Form (Op1). Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

CANCELLATION POLICY

For full cancellation of all utility or Internet services ordered, a cancellation fee in the amount of 10% of the value of the utility service ordered will be charged.

For partial cancellation of utility or Internet services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of utility services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 10% plus the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged.

For cancellation of utility or Internet service that has been installed and used, the full cost will be charged.

LIMITATION OF LIABILITY

Any liability of the Metropolitan Pier and Exposition Authority for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

SUBMITTING YOUR ORDER

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO: "METROPOLITAN PIER & EXPOSITION AUTHORITY"

1. Via US mail (remember to allow ten days):

MPEA Trade Shows • 75 Remittance Drive, Suite 1335 • Chicago, Illinois 60675-1335

2. Via Overnight Express:

The Northern Trust Company • 350 North Orleans Street • Receipt & Dispatch 8th Floor
MPEA Trade Shows, Suite 1335 • Chicago, Illinois 60654

3. Fax To: (312) 791-6159

You may fax your complete order information. FOCUS One will return a confirmation notice of receipt of your faxed order confirmation.

4. Wire Transfer:

Northern Trust • ABA #071-000-152 • Account #86444 • MPEA M & O Account

All wire transfers should include the following information:

• Your company name • The event/show name • Your booth/space number

5. Federal Tax ID Number: 366009091

6. Illinois Tax ID Number: E9988509303



Order and Payment Summary Form (OP1)

COMPANY NAME: _____ BOOTH #: _____
 ADDRESS: _____ PHONE #: _____
 CITY: _____ STATE: _____ ZIP: _____ FAX #: _____
 ORDER SUBMITTED BY: _____ DATE: _____
 ON-SITE CONTACT NAME: _____ CELL #: _____
 E-MAIL: _____

PLEASE PRINT

FOR OFFICE USE ONLY

EVENT NAME:	DATE RECEIVED:
EVENT CODE:	ORDER #:
DEADLINE DATE:	CUST #: CK AMT \$:
EVENT DATES:	BATCH #: CK #:

WHEN ORDERING ANY UTILITY SERVICES, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOORPLAN TEMPLATE (FT1) AND THE UTILITY SERVICE ORDER FORM (SO1). PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED. MAILING INSTRUCTIONS ARE FOUND ON PAGE 13. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.

PLEASE CHECK APPROPRIATE BOXES BELOW.

COMPANY CHECK NUMBER _____ WIRE TRANSFER CREDIT CARD

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK, MAKE CHECKS PAYABLE TO: "METROPOLITAN PIER & EXPOSITION AUTHORITY" PAYOR IS RESPONSIBLE FOR ANY SERVICE CHARGES.

THIS AUTHORIZATION WILL BE USED TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS, AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVES AN ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOR, MATERIAL, AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW

OR

FULL ORDER PAYMENT IS ENCLOSED. THE CREDIT CARD INFORMATION BELOW IS REQUIRED TO BE KEPT ON FILE. YOUR CREDIT CARD WILL NOT BE CHARGED UNLESS THERE IS AN OUTSTANDING BALANCE ON YOUR ACCOUNT AT THE END OF YOUR SHOW AND PAYMENT IS NOT RECEIVED FOR SUCH BALANCE PRIOR TO YOU LEAVING OUR FACILITY.

EXHIBITOR AUTHORIZATION

ACCOUNT NO.: _____

EXPIRATION DATE: _____

PERSONAL CREDIT CARD COMPANY CREDIT CARD

CARDHOLDER'S NAME: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY/STATE/PROVINCE/ZIP: _____

PHONE: _____ EXT: _____

FAX: _____

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THAT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY.

THIRD PARTY AUTHORIZATION

ACCOUNT NO.: _____

EXPIRATION DATE: _____

PERSONAL CREDIT CARD COMPANY CREDIT CARD

CARDHOLDER'S NAME: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY/STATE/PROVINCE/ZIP: _____

PHONE: _____ EXT: _____

FAX: _____

CALCULATION OF ORDERS Sub-Total from each Order Section (Pages 15, 16, and 17)

ELECTRICAL	PG. 15	\$	
TELEPHONE	PG. 16	\$	
CABLE TV	PG. 16	\$	
INTERNET	PG. 16	\$	
*TEL/INT TAX	PG. 16	\$	
PLUMBING	PG. 17	\$	
BOTTLED GASES	PG. 17	\$	
GRAND TOTAL			\$	

*SUBJECT TO CHANGE WITHOUT NOTICE.
 YOUR SIGNATURE ON THIS FORM INDICATES YOU HAVE READ AND FULLY UNDERSTAND OUR PAYMENT POLICY AND TERMS & CONDITIONS ON PAGE 13.

FOCUS One
 312-791-6113 (Office)
 312-791-6159 (Fax)
 focusone@mpea.com (E-mail)
 www.mccormickplace.com (Web)

LABOR NOT INCLUDED

ORDER AND FULL PAYMENT
 MUST BE RECEIVED BY
 DEADLINE DATE FOR ADVANCE RATE

Remove this page and return with your completed order forms.



Utility Service Order Form (So1)

ORDER NUMBER: _____

EVENT NAME: _____

EVENT DATES: _____

COMPANY NAME: _____

BOOTH/SPACE #: _____

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCED RATE

ELECTRICAL SERVICES						
STANDARD SERVICE 120 VOLT SINGLE PHASE - FLOOR						
CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
1103		120V 500 WATT	Multiple	\$86.00	\$129.00	
1104		120V 500 WATT 24-HR	Multiple	\$175.00	\$263.00	
1110		120V 15A SERVICE	Multiple	\$202.00	\$303.00	
1111		120V 15A SERVICE 24-HR	Multiple	\$403.00	\$605.00	
1112		120V 20A SERVICE	One	\$239.00	\$359.00	
1113		120V 20A SERVICE 24-HR	One	\$478.00	\$717.00	
1114		120V 30A SERVICE	One	\$385.00	\$578.00	
1115		120V 30A SERVICE 24-HR	One	\$783.00	\$1175.00	
STANDARD SERVICE 120 VOLT SINGLE PHASE - OVERHEAD						
1210		120V 15A SERVICE	Multiple	\$202.00	\$303.00	
1211		120V 15A SERVICE 24-HR.	Multiple	\$403.00	\$605.00	
1212		120V 20A SERVICE	One	\$239.00	\$359.00	
1213		120V 20A SERVICE 24-HR.	One	\$478.00	\$717.00	
1214		120V 30A SERVICE	One	\$385.00	\$578.00	
1215		120V 30A SERVICE 24-HR.	One	\$783.00	\$1175.00	
208 VOLT SINGLE PHASE SERVICE - FLOOR NOT AVAILABLE IN HALLS B2 AND C2						
1126		208V 30 A SERVICE	One	\$403.00	\$605.00	
1127		208V 30 A SERVICE 24-HR	One	\$806.00	\$1209.00	
1120		208V 60 A SERVICE	One	\$441.00	\$662.00	
1121		208V 60 A SERVICE 24-HR	One	\$883.00	\$1325.00	
208 VOLT SINGLE PHASE SERVICE - OVERHEAD						
1226		208V 30A	One	\$403.00	\$605.00	
1227		208V 30A 24-HR.	One	\$806.00	\$1209.00	
1220		208V 60A	One	\$441.00	\$662.00	
1221		208V 60A 24-HR.	One	\$883.00	\$1325.00	
1222		208V 100A	One	\$883.00	\$1325.00	
1223		208V 100A 24-HR.	One	\$1765.00	\$2648.00	
1224		208V 200A	One	\$1765.00	\$2648.00	
1225		208V 200A 24-HR.	One	\$3532.00	\$5298.00	
208 VOLT THREE PHASE - FLOOR NOT AVAILABLE IN HALLS B2 AND C2						
1136		208V 30A 3PH	One	\$527.00	\$791.00	
1137		208V 30A 3PH 24-HR.	One	\$1054.00	\$1581.00	
1130		208V 60A 3PH	One	\$571.00	\$857.00	
1131		208V 60A 3 PH 24-HR.	One	\$1142.00	\$1713.00	
208 VOLT THREE PHASE SERVICE - OVERHEAD						
1236		208V 30A 3PH	One	\$527.00	\$791.00	
1237		208V 30A 3PH 24-HR.	One	\$1054.00	\$1581.00	
1230		208V 60A 3PH	One	\$571.00	\$857.00	
1231		208V 60A 3PH 24-HR.	One	\$1142.00	\$1713.00	
1232		208V 100A 3PH	One	\$931.00	\$1397.00	
1233		208V 100A 3PH 24-HR.	One	\$1862.00	\$2793.00	
1234		208V 200A 3PH	One	\$1862.00	\$2793.00	
1235		208V 200A 3PH 24-HR.	One	\$3724.00	\$5586.00	
1252		208V 400A 3PH	One	\$3493.00	\$5240.00	
1253		208V 400A 3PH 24-HR.	One	\$6984.00	\$10476.00	

ELECTRICAL SERVICES						
480 VOLT THREE PHASE SERVICE - FLOOR NOT AVAILABLE IN HALLS B2 AND C2						
CODE	QTY	DESCRIPTION	CONNECTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
1148		480V 30A 3PH	One	\$609.00	\$914.00	
1149		480V 30A 3PH 24-HR.	One	\$1217.00	\$1826.00	
1146		480V 60A 3PH	One	\$826.00	\$1239.00	
1147		480V 60A 3PH 24-HR.	One	\$1652.00	\$2478.00	
1140		480V 100A 3PH	One	\$957.00	\$1436.00	
1141		480V 100A 3PH 24-HR.	One	\$1914.00	\$2871.00	
480 VOLT THREE PHASE SERVICE - OVERHEAD						
1248		480V 30A 3PH	One	\$609.00	\$914.00	
1249		480V 30A 3PH 24-HR.	One	\$1217.00	\$1826.00	
1246		480V 60A 3PH	One	\$826.00	\$1239.00	
1247		480V 60A 3PH 24-HR.	One	\$1652.00	\$2478.00	
1240		480V 100A 3PH	One	\$957.00	\$1436.00	
1241		480V 100A 3PH 24-HR.	One	\$1914.00	\$2871.00	
1242		480V 200A 3PH	One	\$1840.00	\$2760.00	
1243		480V 200A 3PH 24-HR.	One	\$3679.00	\$5519.00	
1244		480V 400A 3PH	One	\$3679.00	\$5519.00	
1245		480V 400A 3PH 24-HR.	One	\$7358.00	\$11037.00	
SUPPLEMENTARY ELECTRICAL SERVICES						
1160		Light Tower 9 Ft. high - 4-90 watt Halogen Lamps (South Building Only) 3-250 Watt Quartz Lamps (North & Lakeside Buildings Only) 4-150 Watt Incandescent Floods (North and Lakeside Buildings Only)		\$203.00 PRICES INCLUDE POWER AND LABOR	\$305.00	
1161		500 Watt Quartz Light* (Available in Hall E1-Lakeside Center Only) (Includes required electrical service.)		\$231.00 PRICES INCLUDE POWER AND LABOR	\$347.00	
1162		1000 Watt Par-Can Light (Requires par-can locations with this order). Floor plan with Par-Can locations must be received no less than 10 business days prior to the first day of move in, or labor will not be included.		\$343.00 PRICES INCLUDE POWER AND LABOR	\$515.00	
1163		Gooseneck Light (Requires hard back wall. Does not include power and labor. Requires Electrical Service to be ordered.)		\$34.00	\$51.00	
1270		Truss per Linear Foot/per 5 days		\$16.00		
		Additional Truss Rental (per linear foot/per 5 days)		\$8.00		
1280		Hoist Motors		\$321.00		

SUB-TOTAL HERE AND ON PAGE 14

REFER TO PAGE 3 FOR MORE INFORMATION.
LABOR RATES ARE EFFECTIVE: JULY 1, 2008 - JUNE 30, 2009

LABOR RATES
\$95.00/HR STRAIGHT TIME
\$132.00/HR OVERTIME
\$171.00/HR DOUBLE TIME
EQUIPMENT RATES
\$132.00/HR AERIAL LIFT
\$66.00/HR SCISSOR LIFT

UTILITY PRICES DO NOT INCLUDE LABOR OR AERIAL LIFT TIME

IF NO UTILITY PORTS ARE IN YOUR BOOTH, YOUR SERVICES ARE PROVIDED FROM THE CLOSEST SOURCE. YOU PAY THE ADDITIONAL COSTS TO BRING THE SERVICES TO YOUR BOOTH.

Remove this page and return with the Order and Payment Summary Form (OP1) and Floor Plan Template (FT1) form

Utility Service Order Form (So1) Continued

EVENT NAME: _____ **EVENT DATES:** _____

COMPANY NAME: _____	BOOTH #: _____
ADDRESS: _____	PHONE #: _____
CITY: _____ STATE: _____ ZIP: _____	FAX #: _____
ORDER SUBMITTED BY: _____	DATE: _____
ON-SITE CONTACT NAME: _____	CELL #: _____
PLEASE PRINT	
E-MAIL: _____	

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

TELEPHONE SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN - includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.	\$265.00	\$398.00	
3321		SINGLE LINE EXTENSION - cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.	\$132.00	\$198.00	
3315		MULTI-LINE MAIN - includes voicemail and the use of our telephone that share the same phone number are required also order code 3322 extension service.	\$580.00	\$870.00	
3322		MULTI-LINE EXTENSION - cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	\$290.00	\$435.00	
N/A		USAGE DEPOSIT PER PHONE LINE - required for internationally billed customers.		\$300.00	
3311		AUDIX (VOICE MAIL) PER TELEPHONE LINE	\$60.00	\$90.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	

Do you want your telephone number published in the Event Directory?

 YES NO

 If yes, please print how your name should appear

SUB-TOTAL HERE AND ON PAGE 14

CABLE TELEVISION SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
1560		CABLE ACCESS (SOUTH BLDG. ONLY)	\$231.00	\$347.00	
1570		EACH ADD. CONNECTION/EXT FROM THE MAIN SERVICE	\$30.00	\$45.00	

SUB-TOTAL HERE AND ON PAGE 14
TAX BREAKDOWN

7% State excise, 0.50% State infrastructure, 6.5% City excise

DIGITAL INTERNET SERVICES

All services include the installation of ONE 10BaseT network cable, terminated on an RJ45 end. Additional wiring is done by Telecommunications Department labor on a time and materials basis. You must supply all necessary hardware and software.

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3351		ETHERNET 256 - 256 kbps** connection speed, includes one static address. Up to 6 additional static TCP/IP addresses can be added to this service.	\$1000.00*	\$1300.00*	
3369		ETHERNET 512 - 512 kbps** connection speed, includes 5 static addresses. Up to 6 additional static TCP/IP address can be added to this service.	\$2000.00*	\$2300.00*	
3352		ETHERNET 768 - 768 kbps** connection speed (half the speed of a T1). Includes 11 static addresses. Up to 12 additional TCP/IP addresses can be added to this service.	\$2800.00*	\$3000.00*	
3353		DEDICATED ETHERNET 1.55 - A dedicated 1.55 mbps** (T1 speed) connection. Includes 29 static and fully routable TCP/IP addresses.	\$5600.00*	\$5900.00*	
ADDITIONAL SERVICES					
		ADDITIONAL BANDWIDTH - Add speed to the Dedicated Ethernet 1.55 Per MBPS, 1.55 Dedicated service only	Call for assistance	CALL TODAY!	
3366		VLAN CONNECTION - We can create a private network just for you. Our extensive fiber backbone allows for connectivity throughout the McCormick Place complex.	Call for assistance	CALL TODAY!	
3354		ADDITIONAL TCP/IP ADDRESS - Do you need to add additional computers to your Internet service? Purchase one per additional computer up to the limit for your level of service.	\$125.00*	\$188.00	
3358 3375 3376 3377		HUB RENTAL - If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 12, 16, and 24 port varieties at \$125, \$150, \$200 and \$250 each.	8 - \$125 12 - \$150 16 - \$200 24 - \$300		
3367		FIREWALL RENTAL - We offer Cisco PIX firewalls. Includes basic programming. Special configurations extra.	\$500.00		
3378		WIRELESS ACCESS POINT RENTAL - We offer Cisco 1200 Series Wireless Access Points for rent. Note that this is a device rental and does not provide Internet connectivity - please order an Internet service above.	\$300.00		

SUB-TOTAL HERE AND ON PAGE 14

** See terms and conditions. We cannot guarantee connection speeds on the Internet. Speeds listed are between your device and our Internet gateway. By placing an order, you agree to all terms and conditions.

* One connection only additional drops or fanning of cables within the booth will be done on a time & materials basis.

Remove this page and return with the Order and Payment Summary Form (OP1) and Floor Plan Template (FT1) form



Utility Service Order Form (So1) Continued

Remove this page and return with the Order and Payment Summary Form (OP1) and Floor Plan Template (FT1) form

ORDER NUMBER: _____

EVENT NAME: _____ EVENT DATES: _____

COMPANY NAME: _____ BOOTH/SPACE #: _____

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCED RATE

PLUMBING SERVICES					
CODE	QTY	DESCRIPTION	ADVANCED RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
2200		WATER 1" = 35 GPM Number of Connections _____ Size of Connections _____	\$423.00	\$635.00	
2201		DRAIN Number of Connections _____ Size of Connections _____	\$423.00	\$635.00	
2202		COMPRESSED AIR 1" = 180 CFM Number of Connections _____ Size of Connections _____	\$473.00	\$710.00	
2203		NATURAL GAS 1" = 1 lb. Number of Connections _____ Size of Connections _____	\$435.00	\$653.00	
WATER FILLING AND DRAINING					
2306		1 to 50 GALLONS	\$60.00	\$90.00	
2300		51 to 149 GALLONS	\$220.00	\$330.00	
2301		150 to 299 GALLONS	\$331.00	\$497.00	
2302		300 to 999 GALLONS	\$608.00	\$912.00	
2303		1000 to 4,999 GALLONS	\$728.00	\$1,092.00	
2304		5,000 to 14,000 GALLONS	\$1104.00	\$1,656.00	
2305		Over 14,000 GALLONS	CALL	CALL	
		VENTING TO ATMOSPHERE Size of Flu Pipes _____ Draft inducer Required? Y N	CALL	CALL	

BOTTLED GASES

WE CAN SUPPLY A COMPLETE LINE OF ANY 2,3, OR 4 MIXTURES AND QUANTITY WITH ADVANCE NOTICE. WE DO NOT STOCK ANY BOTTLED GASES ON PREMISE. MANY OF OUR GASES REQUIRE A MINIMUM OF 2-WEEKS NOTICE.

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT
2026		Argon - 336 cu. ft.	\$160.00	\$240.00
2131		CO2 Tank G Size 50 lb.	\$138.00	\$207.00
2052		Helium - 244 cu. ft.	\$165.00	\$248.00
2135		Helium "T" Tank 291 cu. ft.	\$173.00	\$260.00
2073		Nitrogen - 230 cu. ft.	\$131.00	\$197.00
2075		Nitrogen Ultra High Purity Grade 5 230 cu. ft.	\$185.00	\$278.00
2159		Nitrogen Pre-purified "T" Tank Grade 4.8-304 cu. ft.	\$166.00	\$249.00
2078		Nitrogen Cradles (12 Tanks) w/ Demurrage - 3584 cu. ft.	\$657.00	\$986.00

SUB-TOTAL HERE AND ON PAGE 14

Bottled Gases and Medical Grade Gases can be ordered online at www.mccormickplace.com.

For more information please call (312) 791-6113

A 2-WEEK NOTICE IS REQUIRED FOR THE FOLLOWING RENTAL ITEMS:

2000	SINK RENTAL DOUBLE	\$117.00	N/A	
2001	SINK RENTAL SINGLE	\$61.00	N/A	
2002	WATER HEATERS (6 gallons) *	\$117.00	N/A	
2102	WATER HEATERS (52 gallons) *	\$140.00	N/A	
2105	WATER HEATERS (82 gallons) *	\$164.00	N/A	
2003	FIRE EXTINGUISHERS (ABC)	\$34.00	N/A	
	***Recharge Fire Extinguishers	\$23.00	N/A	
2004	BALLOON BLOWERS	\$34.00	N/A	
2005	AIR BLOW GUN	\$34.00	N/A	
2006	AIR REGULATOR	\$34.00	N/A	
2007	WATER REGULATOR	\$58.00	N/A	
2008	GAS REGULATOR	\$34.00	N/A	
2010	WATER FILTER	\$34.00	N/A	
2013	TANK STANDS	\$34.00	N/A	
2014	SUMP PUMPS	\$34.00	N/A	
2015	GASOLINE OR ELECTRIC WELDER	\$60.00	N/A	
2018	FAUCET	\$34.00	N/A	
2019	BASKET STRAINER	\$16.00	N/A	

SUB-TOTAL HERE AND ON PAGE 14

IMPORTANT:

REFER TO PAGE 18 FOR FLOOR PLAN TEMPLATE (FT1)

PLEASE SUBMIT A SEPARATE FLOOR PLAN FOR PLUMBING SERVICES.

• IF THERE ARE NO UTILITY PORTS IN YOUR BOOTH, YOUR SERVICES ARE PROVIDED FROM THE CLOSEST SOURCE. YOU PAY THE ADDITIONAL COSTS TO BRING THE SERVICES TO YOUR BOOTH.

• UTILITIES MAY BE DRAWN FROM YOUR BOOTH FOR A NEIGHBORING EXHIBIT EVEN THOUGH YOU HAVE NOT ORDERED PLUMBING CONNECTIONS FOR YOUR BOOTH.

* ALL WATER HEATERS REQUIRE AN ELECTRICAL CONNECTION. PLEASE CONTACT FOCUS ONE TO IDENTIFY THE CORRECT REQUIRED ELECTRICAL SERVICE.

Floor Plan Template (FT1)

(for Conventional Orders and *Smart Value Pricing*)

Event Name: _____ Event Dates: _____

Deadline Date: _____ Company Name: _____

Booth #: _____ Phone #: _____

Fax #: _____ On-Site Contact Name: _____

Contact Arrival Date: _____

Equipment Delivery Date: _____ Carpet Installation Date: _____

Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your office phone and fax #'s, your on-site contact and their expected arrival date, your equipment delivery date, and your carpet (flooring) installation date.
- **Submit one floor plan copy for each utility service ordered (e.g. 4 copies if ordering electrical, telephone, Internet & plumbing services).**
- Be sure to check in at the FOCUS One Service Desk upon your arrival to notify our staff when you are ready for your services.

Adjacent Booth # _____

Adjacent Booth # _____

Aisle

ELECTRICAL

 **480V ELECTRICAL OUTLET**

 **208V ELECTRICAL OUTLET**

 **120V ELECTRICAL OUTLET**

 **TELEPHONE JACKS**

 **INTERNET ACCESS**
CABLE T.V.

COMMENTS

PLUMBING

CAL COMPRESSED AIR LINE (Diameter in inches)

WL WATER LINE (Diameter in inches)

DL DRAIN LINE (Diameter in inches)

NG NATURAL GAS

BOOTH DIMENSIONS

_____ (L) X _____ (D)
 Length Depth

Remove this page and return with the Order and Payment Summary Form (OP1)



Smart Value Pricing Quote Sheet - (SV1)

USE THIS FORM FOR SMART VALUE PRICING QUOTE ONLY
*** THIS IS NOT YOUR UTILITY ORDER FORM ***

To obtain a **Smart Value Pricing** quote, complete this form and fax it, **along with your detailed, dimensioned floor plan to us.** We will return a price quote that includes the installation and removal of the services you have requested in the locations specified.

Show Name: _____ **Smart Value** Deadline Date: _____

COMPANY NAME: _____	BOOTH #: _____
ADDRESS: _____	PHONE #: _____
CITY: _____ STATE: _____ ZIP: _____	FAX #: _____
SUBMITTED BY: Mr. _____ Ms. _____ Mrs. _____	E-MAIL: _____
BOOTH SIZE: (Length by Width) _____	HALL: (circle one) South West North Lakeside Center

Summary of Utility Services Required
 (use additional paper if not enough room is available)

Type of Service	Quantity	Utility Ordering Code (Use SO1 for specific service codes)
ELECTRICAL		
TELEPHONE		
INTERNET - If you are requesting Internet services, call FOCUS One Internet Technical Service Section at (312) 567-8060.		
PLUMBING		

Return this form via fax to FOCUS One (312) 567-8294. This price quote may not apply if there are changes to the utility services you actually require, or if their locations change. Refer any questions to (312) 791-6452, or E-mail us at Smartvaluepricing@mpea.com.

Remove this page and return with the Smart Value Pricing Questionnaire

Smart Value Questionnaire (Part 1)

 Show Name: _____ *Smart Value* Deadline Date: _____

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE (WXL): _____

Please answer the following questions and return this form, along with the *Smart Value Price* Quote Sheet (SV1) to the FOCUS One Estimators (fax: (312) 567-8294) on or before the deadline date to receive a quote. Be sure to include all specific requirements or characteristics about your booth. **In order to provide you with the most accurate quote, the questionnaire must be filled out completely and accompanied by a detailed dimensioned drawing that includes a layout of equipment and services.** If you have any questions regarding *Smart Value Pricing*, call the FOCUS One Estimators at (312) 791-6452.

 1. Are you using an EAC (Exhibitor Appointed Contractor) to set-up your booth? YES NO
 If yes, company name: _____

Contact Name: _____ Phone: _____ Fax#: _____

 2. Has this exhibit been set-up for a show before? YES NO
 If yes, has this exhibit been set-up for a show at McCormick Place/Navy Pier? YES NO
 3. Please use the blank calendar below to show your schedule for move-in and move-out as shown in the example. Indicate the dates in the blanks provided and be sure to include the following: Floor layout, Equipment delivery, Carpet installation, Interconnections, Completion date, show dates, and Dismantle date.

EXAMPLE

Monday	Tuesday	Wednesday	Thursday	Friday
<u>4/1</u> 8 AM - Floor Layout 1 PM - Carpet installation	<u>4/2</u> 8 AM - Equipment Delivery 10AM - Connect machinery	<u>4/3</u> 8 AM - Continue machinery and install lighting 2hrs.-Overtime	<u>4/4</u> Completion date 8 AM - finish work in booth, focus lighting	<u>4/5</u> Show Opens

(If more room is necessary, please use separate paper)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
/	_/_	_/_	_/_	_/_	_/_	_/_
/	_/_	_/_	_/_	_/_	_/_	_/_
/	_/_	_/_	_/_	_/_	_/_	_/_

 4. Do you plan to work overtime or double time during the installation of the booth? YES NO
 5. Do you plan to work overtime or double time during the dismantling of the booth? YES NO
 If you answered yes to either of the above questions, please indicate on the calendar which days that work will occur similar to the example. Note that your *Smart Value Price* quote will be based at Straight time labor rates unless you indicate otherwise. If no indication of Overtime or Double time is made and work is done on Overtime or Double time, you will be billed the difference between the rates.
 6. Will you need any electricians for standby during the run of the show? YES NO
 7. Will you require an electrical foreman? YES NO
 8. Will you require the use of an aerial platform (over 25') / scissors life (under 25') for installation other than what is required for us to install overhead services? YES NO If yes, please specify: _____

Please continue to Part 2

Remove this page and return with the Floor Plan Template (FT1) form

\$mart Value Questionnaire (Part 2)

10. Will you require any 24-hour power during move-in or the show? YES NO
 11. Do you have any specific requirements we need to be aware of that may affect your **\$mart Value Pricing**?

12. Please check any of the following that are part of your exhibit:

Items	Quantity/Dimensions	Power Requirements (Volts, Amps, Wattage, Phase)
Aerial Truss If yes, Will you need to rent truss from FOCUS One? <input type="checkbox"/> YES <input type="checkbox"/> NO	Feet of truss _____ # of motors _____	
Par Cans (SUPPLIED BY EXHIBITOR) <input type="checkbox"/>		
Track Lighting <input type="checkbox"/>	# of tracks _____ # of lights _____	
Low Voltage Light Fixtures <input type="checkbox"/>		
Fluorescent Fixtures <input type="checkbox"/>		
Wall Mounted Light Fixtures <input type="checkbox"/>		
Kiosks with Lighting & Power <input type="checkbox"/>		
Light Boxes/Duratrans <input type="checkbox"/>		
TV's, VCR's and DVD's <input type="checkbox"/>		
Plasma Screens <input type="checkbox"/>		
Video Wall <input type="checkbox"/>	# of video monitors _____	
Sound System <input type="checkbox"/>	# of mics _____ # of speakers _____	
Distribution Panel(s) (Must be supplied by customer) <input type="checkbox"/>	# of panel(s) _____ # of circuits from panels _____	
Hanging Electrical Signs (see HM1) <input type="checkbox"/>		
Rotating Electrical Signs <input type="checkbox"/>		
Machinery <input type="checkbox"/>		
Computers <input type="checkbox"/>		
Computer Network Cabling <input type="checkbox"/>		
220-volt European Lighting <input type="checkbox"/>		
Other (specify) <input type="checkbox"/>		

Please note your **\$mart Value Price** quote will be based on the list of electrical items you provide. If additional electrical items not listed require installation in your booth, the labor, equipment, and/or services required for that installation will be billed in addition to the **\$mart Value Price** quote.

13. Will you require a Water Fill & Drain? YES NO If yes, how many containers and what size is each

container? _____
 Will any of the pump-out fluids need to be disposed in barrels? YES NO If yes, how many barrels? _____

14. Will you require any plumbing interconnections (per the show labor rules)? YES NO If yes, how many interconnections and what is your time estimate? _____

	# of Lines	Total # of connections	Size of connections (NPT only)	Flow rates for connections
Water Lines				GPM
Drain Lines				GPM
Compressed Air Lines				GPM

Please send any enlarged drawings, (i.e. blueprints, floor/electrical plans), that are to be considered for **\$mart Value Pricing** to the following address: McCormick Place - FOCUS One Estimators • 2301 South Lake Shore Drive • Chicago, IL 60616 or E-mail: Smartvaluepricing@mpea.com.

Remove this page and return with the Floor Plan Template (FT1) form



HANGING ITEMS APPROVAL/REQUEST FORM (HM 1)

COMPANY NAME: _____ BOOTH #: _____
 ADDRESS: _____ PHONE #: _____
 CITY: _____ STATE: _____ ZIP: _____ FAX #: _____
 CONTACT NAME: _____ E-MAIL: _____

PLEASE PRINT

EVENT NAME: _____
HANGING ITEM DEADLINE DATE: _____
EVENT DATES: _____

McCORMICK PLACE HANGING ITEMS RULES & REGULATIONS

These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.

1. The top of the hanging material may not exceed the height limitation specific to your booth type, building, and/or specific show rules.
2. All hanging items, regardless of size, should be constructed of lightweight materials to allow greater flexibility and ease of installation.
3. Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the MPEA Assistant Director of Fire Safety at (312) 791-6079.
4. Hanging material pick-points must be pre-fabricated and ready for use.
5. The exact placement of any hanging items shall be determined by FOCUS One to insure minimum stress to the supporting framework and avoid contact with fire retardant beams.
6. No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
7. All electrical and neon items must conform to the City of Chicago Electrical Codes.
8. We reserve the right to refuse to hang any items that do not meet safety specifications. We will only hang items with approved hanging devices and cables that meet our hanging items guidelines.
9. FOCUS One will provide truss on a "first-come, first-serve" rental basis only. Should we exhaust our supply of on-hand truss and have to rent more, additional charges may apply. In those instances, a FOCUS One representative will notify you.
10. Rental prices for hoist motors include the electrical service, but do not include labor, truss or rigging materials.
11. **The use of MIS, Octonorm or similar component systems for hanging signs is not permitted at our facilities.**

ITEM DESCRIPTION, SIZE & WEIGHT

For items other than banners, please include a floor plan containing detailed information so hanging point can be determined.

TYPE: Cloth Banner Electrical
 Metal Non-Electrical
 Wood Other (specify) _____
 Note: MIS Signs not permitted

SHAPE: Square Triangle Rectangle Circle
 Other (specify) _____

SIZE: Height _____ Length _____
 Width _____ Weight (in lb.) _____

Does your item require a hoist motor(s)? YES NO
 Does your item require assembly? YES NO
 If assembly required, set up plans must be provided.
 Is sign rotating? YES NO

RETURN THIS FORM WITH PLACEMENT LAYOUT TO:
MCCORMICK PLACE - FOCUS ONE
2301 S. LAKESHORE DRIVE, CHICAGO, IL 60616
 Fax (312) 567-8294

Remove this page and return with the Floor Plan Template (FT1) form

LABOR

In no other center in the country will you find the level of skilled labor that we have in Chicago. We have a “can do” attitude that has become a standard of excellence.

McCormick Place Labor Work Rules: Not all labor services are contracted through McCormick Place. McCormick Place FOCUS One provides electrical, communication services, plumbing and Internet services. The official service contractor to the event provides drayage, decoration, rigging, carpentry and freight movement.

Non-McCormick Place Work Rules: The Show Manager has selected an official service contractor to perform the following tasks: drayage, decorating, freight unloading and loading, rigging and carpentry. The trades’ people who perform these functions are hired by the official service contractor and are not employed by McCormick Place.

An exhibitor or a full-time employee of the exhibitor is allowed to do much more of their own work. In a booth of 300 sq. ft. or less, an exhibitor may do his/her own assembly and decorating work if they so choose. An exhibitor’s full-time employee may work along with a laborer in assisting with the installation and dismantling of a booth of 300 sq. ft. or less. However, carpenters or decorators must perform work involving the use of power tools or ladders. This change in work rules does not mean you must do this work yourself. You may continue to have this work done by the official service contractor’s workers or an Exhibitor Appointed Contractor (EAC).

Decorator crew size has also been reduced from 4 workers to 3 for aerial sign hanging jobs, unless safety is a concern.

Carpenters and Decorators are now organized into a single unified labor force who will work across traditional union jurisdictional lines. As a result, exhibitors will only need to place one request to obtain the labor required to set up a booth. This translates into faster service and greater efficiency.

- **Carpenters:** Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging structural signs; recreating exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; and the installation of structural signs.
- **Cleaning:** The event’s official service contractor is responsible for and provides overall cleaning in the exhibit hall. It is the exhibitor’s responsibility to hire porter service through the service contractor to provide carpet and booth cleaning or to pick up excess debris during show hours. However, if an exhibitor leaves excessive debris behind at the end of an event, McCormick Place will dispose of it and bill the exhibitor for the service accordingly. Excess debris includes literature, lumber, skids and pallets, carpet and products or waste from a product or demonstration.
- **Decorators:** Responsible for hanging all signs and installing all drape, cloth and/or tacked fabric panels. Decorators are also responsible for velcro signs used in a booth that require tools or more than one person for installation. Exhibitors may hang their own signs using any other type of fastener as long as no tools or ladders are required and the total time to hang the sign does not exceed ½ hour. Exhibitors may also skirt tables provided they do it with their own custom-fit skirts without the use of staples, snaps or velcro.

Note: Structural signs and electrical signs are the responsibility of carpenters and FOCUS One electricians respectively.

- **Projectionists:** Responsible for load-in, set-up, staging and striking of any and all equipment, including but not limited to motion picture, video, holography, laser, slide and film used for the projection of an image on a screen or surface.

- **Riggers:** Responsible for uncrating, unskidding, positioning and reskidding all machinery. Exhibitors may carry in computers and appliances provided the movement may be reasonably done by hand. Exhibitors may remove small computers and appliances from crates or boxes provided work is done without a forklift or any power equipment. Exhibitors removing large items, which require the use of tools to release/remove restraining straps, would require rigging labor.
- **Stagehands:** Responsible for public performances of theatrical events that require temporary installation of lighting and audio equipment, including the installation, operation and removal of such equipment.
- **Teamsters:** Responsible for the handling of all material (except machinery) in and out of the exhibit hall. Exhibitors may carry in small packages, including pop-up booths, provided they can be hand-carried. Four wheel dollies are not permitted. Questions regarding the movement of freight should be directed to the official service contractor at the show.

Other Non-McCormick Place Labor: Services such as AV equipment, photography, florists, booth security and water coolers can be contracted through your event's service contractors. Refer to your Exhibitor Manual or contact Show Management for ordering information.

FACILITY REGULATIONS

Animals and Pets

- **Domestic animals:** If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through FOCUS One.
- **Non-domestic, endangered or exotic animals:** Again, use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact the City of Chicago Animal Care and Control Office at (312) 747-1406.

Balloons and Radio-Operated Air Devices

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their affect on the fire detection systems.

Exhibitor Appointed Contractors (EAC)

- EAC employees are not "exhibitors". Therefore, an employee of an EAC cannot perform tasks allowed to "exhibitors".
- Employees of an EAC are not permitted to wear exhibitor badges.
- EAC's are required to register annually with the Metropolitan Pier and Exposition Authority, who governs McCormick Place. The Illinois Exhibitor Appointed Contractors Association (IEACA) assists with the administration of this program. For further details, contact McCormick Place at (312) 791-6154 or IEACA at (630) 543-7901.

Exhibits in Meeting Rooms

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Manager at (312) 791-6317 for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Contact your Show Manager immediately if you find any within your exhibit area. Adjustments to space and equipment may be required.
- Stay within your designated booth area. Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

Privately Owned Vehicles (POVs)

- The unloading of any materials from a POV must be done at the loading dock only and orchestrated by the general contractor from the marshalling yard.
- POVs cannot stand or wait at any gate in any tunnel of any building. These gates are designed for passenger drop-off and pick-up. For safety and to maintain efficient traffic movement throughout the event, vehicles left unattended in any tunnel or taxi gate will be towed.

Smoking

- In accordance with the City of Chicago Fire Department and the City of Chicago, **smoking is not permitted** in McCormick Place. Smoking stations are located outside of the facility.

Vehicle Displays

- Any vehicle or other apparatus which has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during event hours.
- Refueling must be done off property.

FIRE AND SAFETY REGULATIONS

The fire prevention and safety regulations enforced at McCormick Place are taken from the Chicago Fire Prevention Code, the National Fire Protection Association(NFPA) and McCormick Place Operations Department. You must comply with section 1 (2-36-220) of the Municipal Code of Chicago on Fire Prevention. The Chicago Fire Department Bureau of Fire Prevention reserve the right to make any final decisions. Adjustments for non-compliance can be costly.

Contact the Assistant Director of Fire Safety at (312) 791-6079 or via fax at (312) 791-6013 for more information.



Booth Storage

- A one-day supply of advertising materials, product or literature may be kept in your booth, but not behind your booth backwall or under tables.
- You may not store empty cartons in or behind your booth backwall.
- The event's official service contractor will temporarily remove your empty crates, cartons, containers (including plastic) and packed materials if you label them with stickers marked "empty" which are found at the Service Desk. Empty items will be returned to you during move-out.

Fire Retardancy

Your exhibit's construction and decoration materials must be fire retardant. It is suggested that you have a certificate of retardancy at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703, Chapter 2 Code as well as the UL-1975 test.

- Backdrops, dust and table covers, drapes and similar fabrics.
- Corrugated cardboard/display boxes.
- Wood and wood by-products.
- Polyurethane form, plastic and similar products.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing your demonstrations and displays, note that the following devices require pre-approval by McCormick Place:

- Up to 2 aerosol cans may be used for demonstration purposes only.
- Lasers, open flames (including candles).
- Smoke-producing devices.
- Indoor pyrotechnics have special permitting procedures through the City of Chicago. Contact our Fire Safety Office for details.
- Heating appliances.
- Welding, brazing or cutting equipment.
- Radioactive materials.
- Compressed gas or compressed liquid cylinders used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene, or other flammable, toxic liquid, solid or gas. These materials cannot be stored overnight.
- All fuel transfers must utilize safety cans.

Approval requests must be sent in 60 days before move-in of the event. In your request, state how the demonstration will avoid hazards to people or nearby objects. Plexiglass or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. required pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

Prohibited Materials

The following items are prohibited in McCormick Place:

- All L.P. gases
- Hay and straw
- Charcoal
- Wood fireplace logs and similar materials
- Untreated Christmas Trees, cut evergreens or similar trees
- Untreated mulch and spanish moss trees
- Propane
- MAPP gases

Cooking and Heat-Generating Devices

if you plan to use a cooking or heating appliance, it must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL-approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL-approved, 2-1/2 lb. ABC-type fire extinguisher is required in such exhibits.

Multiple Levels or Ceilings (Including Tents)

Before discussing McCormick Place requirements, make sure that your event allows these booths. Give your show manager the planned height of your exhibit and ask if the exhibit hall ceiling is high enough to accommodate it.

“Double Decker” booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment which would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Your booth will fall into one of the five following booth formats:

Format 1: Exhibits with two stories under 225 sq. ft.

Format 2: Exhibits with two stories at or over 225 sq. ft.

Format 3: Exhibits with ceilings under 225 sq. ft.

Format 4: Exhibits with ceilings at or over 225 sq. ft.

Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. You will need to follow separate fire code items.

The Chicago Fire Department requires that if your exhibit booth falls into either Format 2, 4, or 5, as defined, you must inform your show manager at the time you buy your exhibit space.

For booth formats 1 and 4, you will need to comply with the fire code items marked “yes” in the table. Details are presented in the following “**Fire Code Items**” section.

Fire Code Compliance Exhibits with Multiple Levels or Ceilings

Fire Code Item	Booth Format			
	1	2	3	4
1. Max. Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No
4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Fire Guards	No	Yes	No	Yes
7. Posted Certificate of Fire Retardancy	No	Yes	No	Yes
8. Certified Approval	Yes	Yes	No	No
9. Fire Marshal Review	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage you need depends on your booth specifications. If you would prefer automatic sprinklers, or are required to do so, contact our Fire Safety Office to discuss your options.

Fire Code Items for Multiple Level Booths:

Maximum Dimensions: To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30' elevation) or 5000 sq ft. of enclosed area.

Second Level: Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.

Staircases: Staircases between levels must meet the following requirements, as well as A.D.A. compliance guidelines.

- Minimum of 3 feet in width.
- Provide a handrail on at least one side.
- Provide handrails a maximum of 1-1/2" in circumference and turned into walls.
- Not be spiral or winding.

If the top deck is designed to hold over 10 people, or exceeds 1200 sq. ft. in area, a second stair case is required which must be remote from the main staircase and meet the same construction requirements.

Smoke Detectors: All areas under the second level or ceiling, including closets, need to be equipped with a UL-approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.

Fire Extinguishers: A UL-approved (or similarly approved) 2-1/2 lb. ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 sq. ft. enclosure.

Fire Guards: Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or event is closed for business, a special fire watch coverage is required. Use of individuals designated as Fire Guards is subject to prior approval by McCormick Place Assistant Director of Fire Safety.

Certified Approval: After your exhibit has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints must include dimensions and an isometric rendering.

Fire Marshal Review: Send your stamped blueprints to McCormick Place for review at least 60 days before your event opens to allow sufficient time for any needed corrections. In addition, all areas requiring sprinkler protection must be highlighted. If you do not provide your plans on time, it may cause delays or disapproval of your booth to occur during the pre-event fire inspection.

All exhibits must comply with the Americans with Disabilities Act.



UTILITY ORDERING GUIDE SURVEY

Dear Customer,

Pleasing you is one of the most important parts of our job. We are always looking for ways to improve our Utility service. Our objective is the continued development of a more user friendly Utility Ordering Guide. For this reason, we are asking for your assistance with any suggestions or comments you feel would enable us to accomplish this. Please take a minute to help us better serve you.

Optional:

Your Name _____ Telephone Number _____

Company Name _____ Booth Number _____

Event Name _____ (Please circle one)

1. Was the Guide user friendly? Yes No

2. Did you call our Call Center (312) 791-6113 for assistance? Yes No

3. Was the Call Center knowledgeable and helpful in assisting you? Yes No

4. Did you opt to use our Smart Value Pricing? If not, why? Yes No

(Explain) _____

5. Would you change anything about the format of this Guide? Yes No

If so, what would you change? _____

Additional comments

Four horizontal lines for additional comments.

Please return this survey with your Utility Service Order Forms via mail or fax it to us @ (312) 791-6159

Thank You!
The MPEA FOCUS One Team

Want a guaranteed price for all your utilities and utility labor?

Want to know your utility costs, including labor, before you arrive?

Ask us about
Smart Value Pricing!!!

Smartvaluepricing@mpea.com



**CHICAGO RESTAURANT PARTNERS
Welcomes You To
McCormick Place Convention Center
Chicago, Illinois**

EXHIBIT CATERING MENU

**Please contact our catering sales office for a
complete menu and assistance with
additional food & beverage ideas
(312) 791-7252**

Welcome to McCormick Place Convention Center

Menus Menu selections and other details pertinent to your functions should be submitted to the catering department at least four weeks prior to the function date. The catering representative handling your event will assist you in selecting the proper menu items and arrangements to ensure a successful event. Events over 2,000 guests may require specialized menus, our culinary team is happy to customize the perfect menu for your event.

Pricing Prices quoted do not include 21% service charge or applicable sales tax unless otherwise noted. Prices are subject to change without notice, guaranteed prices will be confirmed 60 days prior to the event. Orders placed or counts increased within 72 hours (3 business days) of service will be charged at 10% higher pricing than published menu prices.

Guarantees A guaranteed number of attendees/quantities of food is required 72 hours, or 3 business days, prior to the event date (a business day is defined as Monday through Friday). This guarantee must be submitted by noon. If the guarantee is not received, Chicago Restaurant Partners reserves the right to charge for the number of persons/quantities specified on the contracted event order. Cancellations and reductions of guarantee are subject to full charges. Attendance higher than the guarantee will be charged the actual event attendance. Should attendance exceed the number specified in the final guarantee, Chicago Restaurant Partners will neither be responsible nor liable for serving these additional numbers but will do so on a first come, first serve basis as able. Guarantees increased less than 72 business hours prior to an event will be subject to a 10% increase on the price for each additional guest or increase.

Overset Policy Chicago Restaurant Partners will prepare, provide service staff and have seats available for 5% over-set up to 1,000 guests (maximum over-set of 50 guests) for plated meals and buffet meals with complete table setups only. There will be an additional 150.00 charge for each over-set of 20 guests.

Service Staff Guest to server ratio is 1 server per 20 guests for plated meal functions and 1 server per 50 guests at buffet functions. This is for service at rounds of ten or twelve. Rounds of less than ten guests or a request for additional staffing is subject to labor fees. Each additional staff is charged at a four-hour minimum of \$150.00 per four-hour shift. Additional labor charges may apply for holiday events.

Event Timeline All service times are based on two-hour breakfast or lunch service or three-hour dinner service. Additional service time may be subject to additional labor fees. Event start or end times that deviate more than thirty minutes than contracted may face additional labor fees.

Beverage Services We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverages and service are regulated by the Liquor Control Board, Chicago Restaurant Partners, LLC, as licensee, is responsible for the administration of these regulations: NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.

Contracts A signed copy of the contract outlining all catering services will be provided. The signed contracts state terms, addendum, and specific function sheets constitute the entire agreement between the client and Chicago Restaurant Partners. Secondary agents, acting on behalf of the primary client receiving services, may sign the contract in their behalf only with full payment in advance and an approval line of credit for additional orders. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

Cancellations Any event cancelled less than 72 hours (3 business days) prior to the event will incur 100% of the estimated charges. Please note, for specialty menus or items a longer window of cancellation may be necessary, this is determined on an event basis.

Payment An initial deposit in the amount noted on the Catering Contract is due payable, along with a signed contract, at the specified date on the contract letter to guarantee catering services. Full payment of the balance due, based on the final guarantee, is payable prior to the event. Payment can be made in cash, certified check or by an authorized credit card. For additions, a major credit card is required to guarantee payment of any replenishment or new orders requested during a show/function. These charges will be billed to the credit card unless payment is received at the end of the function/show.

Labor Charges Each delivery is subject to a 50.00 food and beverage minimum. Deliveries under 50.00 or non-food and beverage items are subject to a 25.00 delivery fee. Should service staff be required for your event, service staff is available for 150.00 per four-hour shift, per attendant, with a one-shift minimum. Charges for specialized services such as servers/booth attendants and bartenders are noted on the menu. Early morning/late night exhibition floor events (before 6am, after 7pm) are subject to additional labor charges.

Exhibitor Responsibilities The exhibitor is responsible for supplying all tables or adequate space within their exhibition space as well as utilities necessary for food service through the show contractors. This includes the appropriate porter service arrangements made through show cleaning. It is the responsibility of the exhibitor to ensure that all services ordered from McCormick Food Service Partners are in compliance with show regulations. It is also the exhibitors' responsibility to arrange for pickup of all food service related equipment. Charges incurred by damage or loss of any items contracted by the client through an outside vendor (i.e., linen, decorations, floral pieces, etc.) are the sole responsibility of the client.

FRESH START

FROM THE BAKERY

Bakery Assortment

Muffins, danish and croissants served with butter and jelly 36.00 per dozen

Low-Fat Bakery Assortment

Muffins and whole wheat scones served with margarine and jelly 36.00 per dozen

Breakfast Bagels

Served with butter, jelly and light and regular cream cheeses 36.00 per dozen

Donuts

28.00 per dozen

Gourmet Pastry Selection

Blueberry scones, chocolate filled croissants, apple strudel and assorted coffee cakes 42.00 per dozen

Seasonal Fruit Tray

Refreshing sliced fruit of the season 65.00 (serves 10)

Whole Fruit Bowl

Whole fruits in season 15.00 (6 pieces)

Assorted Individual Fruit Yogurt

Low-fat and fat-free 3.25 each

Quaker Chewy Granola Trail Mix Bars

18.00 per box (10 each)

THE EXECUTIVE DECISION

Oven-toasted breakfast sandwiches delivered in an insulated box with a reusable seal, 5 per box

Bacon, Egg and Cheese Biscuit Sandwich

28.00 per box

Sausage and Egg Muffin Sandwich

28.00 per box

Sausage, Egg and Cheese Croissant Sandwich

28.00 per box

Egg and Three-Cheese Breakfast Burrito

28.00 per box

Service includes disposable flatware, plates and napkins
Minimum food and beverage order of 50.00 per delivery
Please add a 21% service charge and applicable taxes

EXECUTIVE UPGRADES

Grand Brass Cappuccino/Esspresso Service

1450.00 (8 hour, 425 cup service)

Fresh Fruit Smoothie Service

950.00/1350.00 (4hour/8 hour service)

Executive upgrades subject to additional 175.00 one-time set-up fee. Please call for additional information.

POWER BREAK

Oven Baked Cookies

28.00 per dozen

Homemade Fudge Brownies

30.00 per dozen

Lemon Bars

36.00 per dozen

Biscotti

38.00 per dozen

Potato Chips and House-Made French Onion Dip

22.00 per pound

Tortilla Chips and Spicy Red Salsa

22.00 per pound

Snack Mix

Choice of pretzels, honey roasted peanuts or party mix 20.00 per pound

Fancy Mixed Nuts

24.00 per pound

Assorted Hard Candies

14.00 per pound

Assorted Miniature Hershey's Candies

24.00 per pound

Artisan Cheese and Fruit Board

Assorted domestic and imported cheeses, with dried cherries, clover honey, apricots, lavosh, assorted crackers and gourmet flat bread 75.00 (serves 10)

Spring Vegetable Crudite

Seasonal vegetables with chili lime crema and ranch dipping sauce 62.50 (Serves 10)

Service includes disposable flatware, plates and napkins
Minimum food and beverage order of 50.00 per delivery
Please add a 21% service charge and applicable taxes

Miss Vickies Kettle Chips

2.25 per bag

Regular and Baked Lays

2.00 per bag

Harvest Cheddar Sun Chips

2.00 per bag

MORNING ESSENTIALS

Freshly Brewed Coffee

Regular or decaffeinated 23.00 per ½ gallon/44.00 per gallon

Hot Tea

Regular, decaffeinated and herbal tea bags with lemon 23.00 per ½ gallon/44.00 per gallon

Starbucks Freshly Brewed Coffee

Regular or decaffeinated 25.00 per ½ gallon/48.00 per gallon

Each ½ gallon provides approximately 8 servings.
Served in an insulated thermal dispenser with appropriate accompaniments, beverage napkins and disposable cups.

WORKING LUNCHES

Chilled luncheon platters serve approximately 5 guests

Chef's Delicatessen Board

Assemble your own deli sandwiches with roast beef, salami, turkey breast, ham, swiss cheese, cheddar cheese, lettuce & tomato with a selection of fresh breads and condiments 65.00 per tray

Croissant Sandwich Sampler

Freshly baked mini croissants, made three ways, with sliced roast beef, oven roasted turkey breast and chunky chicken salad 65.00 per tray

The VIP

Roast Turkey on french demi with dijonnaise and cheddar,
Classic Tuna Salad on harvest wheat demi with mixed field greens and
Ham and Swiss on pretzel ficelle with mustard butter 70.00 per tray

The Gourmet

Herb roasted sirloin of beef with roasted peppers, smoked provolone cheese and sun-dried tomato pesto on herbed foccacia paired with basil grilled chicken breast with plum tomatoes and garlic aioli on a sourdough baguette 75.00 per tray

The Natural Sub

Roasted breast of turkey, honey ham, cheddar and swiss cheese, sliced onion and tomato, crisp lettuce and homemade dressing on a whole wheat baguette 65.00 per tray

The Tuscan Platter

Chilled sliced peppercorn roasted sirloin of beef displayed on mixed baby greens with roasted garlic aioli, roma tomatoes, caramelized onions and provolone cheese, served with mini rosemary potato rolls 85.00 per tray

Service includes disposable flatware, plates and napkins
Minimum food and beverage order of 50.00 per delivery
Please add a 21% service charge and applicable taxes

ASSOCIATES

Luncheon salads serve approximately 5 guests

Herbed New Potato Salad

17.50

Confetti Coleslaw

17.50

Tossed House Salad

Crisp Lettuce topped with fresh vegetables, served with assorted individually packaged dressings 20.00

Rotini Pasta Salad

Rotini pasta tossed with garden fresh vegetables and Italian vinaigrette 20.00

Mediterranean Pasta Salad

Pasta pearls with zucchini, squash, sweet bell peppers, tossed in herb vinaigrette 20.00

Greek Feta Salad

Feta cheese, pepperoncini, tomatoes, kalamata olives, lemon oregano vinaigrette 20.00

HOT LEADS

Chicago Deep Dish Pizza

Cheese, sausage, pepperoni or vegetable, 12 slices per pizza 40.00

Fiesta Bravo Chicken Quesadillas

Authentic Southwestern grilled chicken with refried beans, Spanish rice and Chihuahua cheese wrapped in flour tortillas with sour cream, guacamole and salsa fresca on the side 35.00 (5 each)

Famous Vienna Foot Long Hot Dog

Wrapped all beef hot dog on poppy seed bun with appropriate condiments 30.00 (5 each)

Famous Vienna Foot Long Polish Sausage

Wrapped all beef polish on poppy seed bun with appropriate condiments 30.00 (5 each)

Service includes disposable flatware, plates and napkins
Minimum food and beverage order of 50.00 per delivery
Please add a 21% service charge and applicable taxes

BUILD YOUR OWN BOX LUNCH

Boxed lunches served with fresh seasonal whole fruit and gourmet cookie

Select 1 salad or sandwich
Select 1 side
Add dessert enhancement
(minimum of 25 of each variety)
19.50 each

SALADS

Italian Chop Shaker Salad

Chinese Chicken

Spinach and Arugula with Roasted Fennel

SANDWICHES

Grilled Chicken, Sautéed Spinach, Roasted Spinach Herb Aioli and Provolone Cheese on Focaccia

Grilled Vegetables, Chevre Spread on Ciabatta

Smoked Turkey, Tomato, Onion and Cheddar Cheese on Whole Wheat Baguette

Ham and Swiss Pretzel Ficelle

SIDES

Dill Potato Salad

Pommes and Bacon Potato Salad

Southern Cole Slaw

Creamy Cole Slaw

Pasta Salad

Artichoke Salad

Caprese Salad

Marinated Olives

Chips

Service includes disposable flatware, plates and napkins
Minimum food and beverage order of 50.00 per delivery
Please add a 21% service charge and applicable taxes

BEVERAGES

Soft Drinks

Pepsi, Diet Pepsi and Sierra Mist 55.00 per case (24) or 2.50 each

Chilled Juices

Orange, grapefruit, cranberry, apple or V-8 64.00 per case (24) or 2.75 each

Milk

2% or skim (½ pints) 2.00 each

Perrier Bottled Sparkling Mineral Water

85.00 per case (24) or 3.75 each

Aquafina Bottled Water

77.00 per case (24) or 3.25 each

Beers and Wines

Domestic Beer

Miller, Miller Lite, Miller Genuine Draft, Budweiser and Bud Light
96.00 per case (24) or 375.00 per keg

Imported Beer

Heineken, Amstel Light and Corona
120.00 per case (24) or 475.00 per keg (Heineken and Amstel Light only)

Woodbridge by Robert Mondavi Chardonnay, Cabernet, Merlot and White Zinfandel

32.00 per bottle

Korbel Brut Sparkling Wine

38.00 per bottle

Service includes disposable flatware, plates and napkins
Minimum food and beverage order of 50.00 per delivery
Please add a 21% service charge and applicable taxes

SEAL THE DEAL!

PLEASE INQUIRE WITH YOUR CATERING REPRESENTATIVE FOR OUR FULL LIST OF RECEPTION TABLES, THEMED RECEPTION HORS D'OEUVRES, HOT AND COLD HORS D'OEUVRES TO MAKE YOUR BOOTH RECEPTION A SUCCESS!

MISCELLANEOUS

Cubed Ice

13.50 per 22 pound bag

LET OUR STAFF ASSIST WITH ALL OF YOUR EXHIBIT CATERING DETAILS

Server/Booth Attendant

150.00 per four-hour shift

Bartender

250.00 per four-hour shift

CAPTURE YOUR AUDIENCE!

**DON'T MISS THESE GREAT OPPORTUNITIES TO GENERATE EXHIBIT TRAFFIC!
CAPPUCCINO/ESPRESSO SERVICE * COOKIES BAKED FRESH IN YOUR BOOTH * FRUIT
SMOOTHIE BAR * CUSTOMIZED BOTTLED WATER AND MANY MORE...CALL FOR DETAILS!**

SHOW THEM WHO YOU REALLY ARE!

**UPGRADED SERVICES ARE AVAILABLE TO ENHANCE YOUR EXHIBIT AND CREATE
DISTINCTION FOR YOUR COMPANY. WE OFFER A FULL RANGE OF CATERING SERVICE AND
SPECIALTY SERVICES TO MAXIMIZE YOUR EXPOSURE! PLEASE CONTACT US AT 312-791-
7252, A CATERING REPRESENTATIVE WILL BE HAPPY TO HELP YOU WITH ANY SPECIAL
REQUESTS AND ANSWER ANY QUESTIONS YOU MAY HAVE.**

Service includes disposable flatware, plates and napkins
Minimum food and beverage order of 50.00 per delivery
Please add a 21% service charge and applicable taxes

Chicago Restaurant Partners

Welcome to McCormick Place Convention Center

Menus Menu selections and other details pertinent to your functions should be submitted to the catering department at least four weeks prior to the function date. The catering representative handling your event will assist you in selecting the proper menu items and arrangements to ensure a successful event. Events over 2,000 guests may require specialized menus, our culinary team is happy to customize the perfect menu for your event.

Pricing Prices quoted do not include 21% service charge or applicable sales tax unless otherwise noted. Prices are subject to change without notice, guaranteed prices will be confirmed 60 days prior to the event. Orders placed or counts increased within 72 hours (3 business days) of service will be charged at 10% higher pricing than published menu prices.

Guarantees A guaranteed number of attendees/quantities of food is required 72 hours, or 3 business days, prior to the event date (a business day is defined as Monday through Friday). This guarantee must be submitted by noon. If the guarantee is not received, Chicago Restaurant Partners reserves the right to charge for the number of persons/quantities specified on the contracted event order. Cancellations and reductions of guarantee are subject to full charges. Attendance higher than the guarantee will be charged the actual event attendance. Should attendance exceed the number specified in the final guarantee, Chicago Restaurant Partners will neither be responsible nor liable for serving these additional numbers but will do so on a first come, first serve basis as able. Guarantees increased less than 72 business hours prior to an event will be subject to a 10% increase on the price for each additional guest or increase.

All groups over 1,000 guests require an initial guarantee 30 days prior to the event. Within 30 days of the event only a 20% deviance from this guarantee will be accepted. Final guarantees must be received 7 business days prior to the event.

Over-set Policy Chicago Restaurant Partners will prepare, provide service staff and have seats available for 5% over-set up to 1,000 guests (maximum over-set of 50 guests) for plated meals and buffet meals with complete table setups only. There will be an additional 150.00 charge for each over-set of 20 guests.

Service Staff Guest to server ratio is 1 server per 20 guests for plated meal functions and 1 server per 50 guests at buffet functions. This is for service at rounds of ten or twelve. Rounds of less than ten guests or a request for additional staffing is subject to labor fees. Each additional staff is charged at a four-hour minimum of \$150.00 per four-hour shift. Additional labor charges may apply for holiday events.

Event Timeline All service times are based on two-hour breakfast or lunch service or three-hour dinner service. Additional service time may be subject to additional labor fees. Event start or end times that deviate more than thirty minutes than contracted may face additional labor fees.

Beverage Services We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverages and service are regulated by the Liquor Control Board, Chicago Restaurant Partners, LLC, as licensee, is responsible for the administration of these regulations: NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.

Contracts A signed copy of the contract outlining all catering services will be provided. The signed contracts state terms, addendum, and specific function sheets constitute the entire agreement between the client and Chicago Restaurant Partners. Secondary agents, acting on behalf of the primary client receiving services, may sign the contract in their behalf only with full payment in advance and an approval line of credit for additional orders. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

Cancellations Any event cancelled less than 72 hours (3 business days) prior to the event will incur 100% of the estimated charges. Please note, for specialty menus or items a longer window of cancellation may be necessary, this is determined on an event basis.

Payment An initial deposit in the amount noted on the Catering Contract is due payable, along with a signed contract, at the specified date on the contract letter to guarantee catering services. Full payment of the balance due, based on the final guarantee, is payable prior to the event. Payment can be made in cash, certified check or by an authorized credit card. For additions, a major credit card is required to guarantee payment of any replenishment or new orders requested during a show/function. These charges will be billed to the credit card unless payment is received at the end of the function/show.

Chicago Restaurant Partners

Morning Snacks

Bakery Assortment

Muffins, Danish and Croissants served with butter and jelly
\$36.00 per dozen

Low-Fat Bakery Assortment

Muffins and Whole Wheat Scones served with margarine and jelly
\$36.00 per dozen

Breakfast Bagels

Served with butter, jelly and light and regular cream cheese
\$36.00 per dozen

Donuts

\$28.00 per dozen

Donut Holes

\$18.00 per dozen

Muffin Tops

\$30.00 per dozen

Bear Claws

\$40.00 per dozen

Cruellers

\$40.00 per dozen

Rugeloh

\$40.00 per dozen

Pecan Sticky Rolls

\$40.00 per dozen

Peach Turnovers

\$40.00 per dozen

Gourmet Pastry Selection

Blueberry Scones, Chocolate Filled Croissants, Apple Strudel and Assorted Coffee Cakes
\$42.00 per dozen

Selection of Individual Cereals with Milk

\$3.50 each

Quaker Chewy Granola Trail Mix Bars

\$18.00 per box (10 each)

Assorted Individual Fruit Yogurt

low-fat and fat-free
\$3.25 each

Chicago Restaurant Partners

Executive Upgrades

Sliced Seasonal Fruit Tray

Serves approximately 20 guests
\$130.00

Whole Fruit Bowl

Whole fruits in season
\$30.00 (12 pieces)

Anytime Snacks

Oven Baked Cookies

\$28.00 per dozen

Homemade Fudge Brownies

\$30.00 per dozen

Lemon Bars

\$36.00 per dozen

Biscotti

\$38.00 per dozen

Fancy Mixed Nuts

\$24.00 per pound

Pretzels, Honey Roasted Peanuts, or Party Mix

\$20.00 per pound

Potato Chips and Homemade French Onion Dip

\$22.00 per pound

Tortilla Chips and Spicy Red Salsa

\$22.00 per pound

Assorted Hard Candies

\$14.00 per pound

Assorted Miniature Hershey's Candies

\$24.00 per pound

Regular and Baked Lays

\$2.00 per bag

Harvest Cheddar Sun Chips

\$2.00 per bag

Miss Vickies Kettle Chips

\$2.25 per bag

Coffee and Beverages

Chicago Restaurant Partners

Freshly Brewed Coffee, Decaffeinated Coffee, or Assorted Hot Teas

\$44.00 per gallon

Starbucks Brewed Coffee or Decaffeinated Coffee

\$48.00 per gallon

Iced tea, served with lemon wedges

\$44.00 per gallon

Lemonade by the gallon

\$44.00 per gallon

(Each Gallon provides approximately 16 servings)

Individual Chilled Juices, Orange, Grapefruit, Apple, Cranberry or V-8

\$2.75 each

Pepsi, Diet Pepsi, Sierra Mist

\$2.50 each

Milk (2% or skim, served in 1/2 pints)

\$2.00 each

Perrier Sparkling Mineral Water

\$3.75 each

Dasani Bottled Water

\$3.25 each

Breakfast

Continental Breakfast

All Continental Breakfasts are served with assorted juices, coffee, decaffeinated coffee and hot tea

Chicago Restaurant Partners

Traditional

Muffins, croissants, breakfast breads, assorted Danish pastry and bagels with cream cheese, whipped butter and fruit preserves, whole and seasonal fresh fruit
\$18.75 per person

Ultimate

Jumbo muffins, sticky pecan and cinnamon rolls, assorted Danish pastry, scones, bagels and flavored cream cheeses, whipped butter, fruit preserves, cereals with milk, flavored yogurt, whole and assorted sliced seasonal fresh fruit
\$25.75 per person

The Bagel Bar

Deli style bagels: plain, onion, sesame, everything and cinnamon raisin with whipped butter, fruit preserves, flavored cream cheeses, whole and sliced fresh fruit
\$21.00 per person

Continental Breakfast Compliments

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

Omelet Station with the following ingredients:

Ham, tomato, scallions, sweet peppers, onions, mushrooms, tomatoes, pepper jack and cheddar cheese

\$8.50 per person

(requires chef attendant at an additional charge of \$150 per attendant)

Farm Fresh Scrambled Eggs

Select one accompaniment:

Applewood Smoked Bacon, Country Sausage or Breakfast Potatoes

\$5.00 per person

Breakfast Quesadillas

Farm fresh scrambled eggs, chorizo sausage, chihuahua cheese and salsa fresca

\$5.50 per person

Breakfast Strata

Scrambled eggs, spinach, and roasted pepper, in puff pastry

\$6.25 per person

French Toast Casserole

Orange custard with seasonal berries or Coconut custard with pineapples

\$5.75 per person

“SMOTH BLENDS”

Fresh fruit smoothies served in individual mini glasses

Strawberry Banana, Pineapple Blueberry and Peach Raspberry

\$5.50 per person

Breakfast Sandwiches

Open Faced Breakfast Sandwich

English muffin or biscuit topped with scrambled egg and melted cheddar cheese.

\$4.25 each

Add Canadian bacon or sausage patty

Chicago Restaurant Partners

\$6.00 each

Breakfast Burrito

Scrambled eggs, chorizo, onion, cheddar cheese, salsa fresca and soft tortilla
\$6.50 each

Egg Beaters® with Roasted Vegetables

Roasted zucchini, summer squash, carrot, red onion, and sweet peppers in whole wheat or spinach wrap
\$5.50 each

Breakfast Tables

Our breakfast tables allow guests to choose the perfect way to start their day. Each offering includes fresh fruit, assorted juices, and freshly brewed coffee (additional charge of \$100 will be applied for guarantee of less than 25 guests)

Breakfast Table

Scrambled eggs, applewood smoked bacon, sausage, breakfast potatoes and cinnamon French toast with maple syrup, fresh fruit compote, and whipped butter
\$24.50 per person

Healthy Choice Table

Scrambled Egg Beaters®, chicken sausage, farmer's market vegetable hash and roast plum tomatoes. Fat free yogurt parfaits, seasonal fresh fruit, cold cereals, whole and skim milk, bran and blueberry muffins, sliced breakfast breads with yogurt butter, and fruit
\$29.00 per person

Ultimate Breakfast Table

Baked egg strata with spinach and egg, smoked bacon, country sausage, corned beef hash, sliced smoked salmon with flavored cream cheeses, diced red onions, diced tomatoes, chopped egg, cucumbers, capers and lemon wedges, orange cinnamon French toast casserole, cheese blintz, berry compote, fresh fruit compote and crispy potatoes. Fresh baked muffins, breakfast pastries, artisan bread and bagels, whipped butter, herbed cream cheese, fruit preserves, and seasonal fresh fruit
\$36.00 per person

Chef Attended Breakfast Tables

Compliment your Breakfast Table with your choice of the following: (requires chef attendant at an additional charge of \$150 per attendant)

Omelet Station with the following ingredients:

Ham, tomato, scallions, sweet peppers, onions, mushrooms, tomatoes, pepper jack and cheddar cheese
\$8.50 per person

Waffles

Blueberry, banana and chocolate chip waffles prepared by our chef with maple syrup, whipped butter and chantilly cream
\$7.50 per person

Pancakes

Blueberry, banana, chocolate chip and buttermilk pancakes prepared by our chef with maple syrup and whipped butter
\$7.50 per person

Chicago Restaurant Partners

Plated Breakfast

The following are served with assorted breakfast pastries, butter, fruit preserves, freshly brewed coffee, tea and choice of fruit juice

Sunrise

Scrambled eggs, applewood smoked bacon, country sausage, tomatoes and breakfast potatoes
\$18.50 per person

Healthy Breakfast

Scrambled Egg Beaters® roast tomato, chicken sausage link, farmer's skillet vegetable hash and seasonal fruit
\$21.00 per person

Grilled Steak and Cheddar Omelet

Longhorn cheese omelets, New York strip steak, roast tomato and breakfast potatoes
\$32.50 per person

Eggs Benedict*

Poached eggs, Canadian bacon, English muffin, and hollandaise with seasonal grilled vegetable
\$25.00 per person

Smoked Salmon Benedict*

Poached eggs, smoked salmon, toasted brioche, hollandaise and chives
\$30.00 per person

Tenderloin and Crab Oscar*

Beef tenderloin, crab, asparagus, and hollandaise sauce with potato, onion and egg torte and a seasonal berry yogurt parfait
\$46.00 per person

Honey Crunch French Toast*

Cinnamon raisin bread with vanilla bean batter, coated in honey and Corn Flakes®, with pure maple syrup
\$21.00 per person

French Toast ala Brasserie*

Orange marmalade and cream cheese stuffed French toast dipped in cinnamon orange batter. Accompanied by raspberry compote and Vermont pure maple syrup
\$19.50 per person

**For parties up to 200*

Themed Breaks

Java Jolts

With chocolate shavings, honey pearls, whole nutmeg grinder

European

Select from French, Italian, or Spanish style coffees with chocolate, Irish cream, and frangelico flavorings, biscotti and rock candy swizzle sticks
\$7.50 per person

South American

Chicago Restaurant Partners

Columbian and Mexican style coffee with vanilla and rum flavorings, Brazilian kisses and cane sugar sticks
\$5.50 per person

African

Arabica coffee blend with cinnamon, cardamom, orange flavoring, dried fruit wheels, crystallized ginger and cinnamon sticks
\$6.50 per person

Country Kitchen Break

Starbucks coffee, dark chocolate shavings, with peach turnovers, pecan coffee cake and sweet tea
\$14.00 per person

Morning Refresher

Includes freshly brewed coffees, teas and features the following:

Donut holes

With vanilla and chocolate icing, chocolate sprinkles, toasted coconut and Oreo® pieces

Muffin tops

Blueberry, chocolate chip, cinnamon apple and banana nut

Bear claws, cruellers, and rugelah

\$12.25 per person

Signature Breaks

Southwest Sunrise

Scrambled egg quesadillas, chorizo and Chihuahua cheese with seasonal fruit and pecan sticky rolls
\$13.00 per person

Bleacher Break

Mini hot dogs, Cracker Jacks™, tortilla chips with cheese sauce, jalapeño peppers and salsa
\$10.50 per person

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

(all prices are based on a 30 minute break)

Energy Break

Make-your-own trail mix with almonds, dried fruits, organic granola and fresh baked cookies
\$12.00 per person

Matinee Snack

Caramel, cheese and buttered popcorn, jumbo soft pretzel, jalapeño cheese pretzel, with yellow and whole grain mustard
\$9.50 per person

Boardwalk Break

Funnel cakes, cotton candy, popcorn, spiced peanuts, rope licorice and mini corn dogs
\$14.00 per person

Willy Wonka™ Break

Chicago Restaurant Partners

Mini chocolate bars, Hershey's Kisses™, mini chocolate pretzels and jumbo chocolate bar wedges
\$17.00 per person

Penny Candy Break

Good n' Plenty™, Swedish Fish™, Tootsie Pops™, and Malted Milk Balls™
\$9.00 per person

Apple Fondue

Granny Smith wedges, caramel and chocolate sauce with toasted coconut, chopped nuts and Heath Bar™ pieces
\$9.25 per person

Mini Breaks

Mini Dessert Squares

Lemon bars, double chocolate brownies, pecan diamonds, and chocolate dipped strawberries
\$10.75 per person

Mini Crab Cake Sandwiches

Romaine and lemon aioli on sesame seed bun
\$19.25 per person

Mini Panini Sandwiches

Choose from:

Grilled chicken with mozzarella, plum tomato basil and balsamic reduction

Prosciutto and scamorza with truffle aioli

Grilled vegetable and Chèvre cheese with basil aioli wild mushroom and brie

\$13.75 per person

Mini Signature Ice Cream Floats

Root Beer Granita floats and Orange and White Chocolate Dreamsicle floats
\$4.50 each

Xangos

Cream cheese pastries with raspberry, chocolate, caramel sauces and fresh berries
\$9.75 per person

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

(all prices are based on a 30 minute break)

Plated Lunch

Lunch Salads

Iceberg Wedge

Grape tomatoes, bleu cheese, crumbled bacon and bleu cheese dressing
\$4.00

Caesar Salad

Romaine, parmesan, garlic croutons and creamy Caesar dressing
\$5.75

Mesclun Greens

Grape tomatoes, sliced red onion, cucumber with an aged balsamic vinaigrette
\$4.75

Chicago Restaurant Partners

Southern Comfort Salad

Fresh strawberries, blackberries, spiced pecans and goat cheese over mixed baby greens with herbed white balsamic vinaigrette

\$6.50

Bibb Lettuce Salad

Bibb lettuce leaves, bleu cheese, plum tomatoes, toasted pecans and golden raisins with chardonnay vinaigrette

\$6.25

Lunch Entrees

Herb Crusted Grilled Chicken

With peppercorn roasted potatoes, seasonal vegetables and herbed demi-glace

\$22.00

Lemon-Garlic Breast of Chicken

With roasted Yukon gold potatoes, chef's selection of seasonal vegetables and lemon infused demi-glace

\$23.50

Filet of Beef Tenderloin

With garlic mashed potatoes, chef's selection of seasonal vegetables and mushroom ragout

\$46.00

Asian Chicken Breast

With citrus ginger rice, baby bok choy, charred shiitake mushrooms, carrot, celery and red bell peppers

\$26.50

Lemon Peppercorn Crusted Chicken

With herb roasted red potatoes, chef's selection of seasonal vegetables and Dijon mustard sauce

\$24.00

Chicken Wellington

Breast of chicken and mushroom duxelle, wrapped in puff pastry, with wild rice pilaf, chef's selection of seasonal vegetables and Madeira sauce

\$29.50

Braised Beef Short Ribs

With mustard demi-glace, celeriac remoulade, roasted garlic mashed potatoes, roast turnips, parsnips, carrots and rutabagas

\$28.00

Grilled Salmon

Herb marinated salmon fillet with roasted leeks, basil orzo pasta and seasonal vegetable tian

\$27.50

Peppercorn Roasted Beef Tenderloin

Grilled portobello mushrooms, asparagus, peppers and fennel, with roast garlic, shallots and sun-dried tomato basil aioli

Chicago Restaurant Partners

\$48.00

Luncheon Chef Tables

Delicatessen Table

Black Forest ham, roast turkey, sirloin of beef, Genoa salami with cheddar, Swiss, provolone cheese, spicy brown mustard, Hellmann's® mayonnaise, horseradish, multi-grain, artisan, and home style breads and rolls

Relishes

Garlic kosher dill, sweet pickles, spiced pickles, banana peppers, lettuce and tomatoes

Mixed Field Green Salad

Grape tomatoes, red onions, cucumbers, and carrots in a red wine vinaigrette

Classic Creamy Cole Slaw

Yukon Gold Potato Salad

Applewood bacon and whole grain mustard

Kettle Chips

Seasonal Fruit

Gourmet Dessert Bars and Cookies

\$33.50 per person

Chicago Restaurant Partners

Southwestern Delicatessen

Chili Smoked Turkey Breast with Cumin Aioli

Ancho Honey Pork Loin

Tequila lime barbecue sauce

Southwestern Caesar Salad

Roasted corn, chili croutons, manchego cheese and chipotle ranch dressing

Rosemary Sage Potato Salad

Arizona Citrus Salad

Orange, grapefruit and jicama with cilantro dressing

Assorted Cheeses

Monterey Jack, queso blanco and pepper jack

Accompaniments

Lettuce, roma tomatoes, sliced onions, jalapeños, habaneros pickles and sweet hot pepper relish

Seasonal and Tropical Fruit

Gourmet Bars and Cookies

\$32.00 per person

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

The Butcher Block

Roast Sirloin with Horseradish Sauce

Citrus Roast Turkey Breast with Cranberry Apricot Chutney

Italian Sub Rosa

Capicola, salami, ham, provolone with red wine vinaigrette

Garlic Shrimp and Orzo Pasta Salad

Yellow tomato with lemon tarragon vinaigrette

Tomato Mozzarella Salad

Basil vinaigrette

Baby Field Greens with Grilled Vegetables

Herb vinaigrette

Focaccia with Goat Cheese and in season Vegetables

Accompaniments

Pickled vegetables, garlic kosher dill

Whole and seasonal fruit

Gourmet Bars and Cookies

\$39.50 per person

Tuscan Market

Grilled Breast of Chicken

Chicago Restaurant Partners

Provolone, tomato-basil relish and seasonal vegetable

Fusili Con Vongole

Garlic and white wine sauce

Mini Panini*

- Roma tomatoes, mozzarella, basil, sweet pepper
- Prosciutto, goat cheese, grilled eggplant, scamorza, and olivada

Italian Chopped Salad

Bacon, pasta, tomatoes, red onions and Gorgonzola cheese with honey mustard vinaigrette

Caesar Salad

Parmesan garlic croutons, reggiano and creamy Caesar dressing

Cavatappi Pasta Salad

Roasted vegetables and lemon vinaigrette

Grilled Vegetarian Ciabatta

Beefsteak tomatoes, grilled yellow squash and zucchini with lemon vinaigrette

Seasonal Fruit

Cannoli and chocolate dipped butter cookie

\$38.50 per person

**For parties up to 900*

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

Taste of Latin America

Paella De Pescado

Classic seafood paella

Fajitas

Grilled steak and chicken, roasted sweet peppers, onions, warm flour tortillas, sour cream, guacamole with tomatillo salsa, salsa fresca and pico de gallo

Enchiladas con Queso

Pinto beans and Spanish rice

Papas Jalisco

Chorizo sausage and Chihuahua cheese

Mixed Seasonal Greens

Cilantro vinaigrette

Roasted Corn & Black Bean Salad

Toasted cumin vinaigrette

Jicama and Cucumber Slaw

Cilantro cayenne dressing

Seasonal Fruit

Churros

Chocolate and caramel sauce

\$34.00 per person

Taste of Italy

Pan Seared Salmon

Chicago Restaurant Partners

Braised chard and parmesan cream sauce

Eggplant Parmesan

Lightly breaded eggplant with marinara and provolone

Rosemary Garlic Grilled Sirloin

Mustard balsamic jus

Pennette Putanesca

Tomatoes, capers, onions, basil and kalamata olives

Antipasti

Marinated olives, plum tomatoes, roasted garlic, grilled asparagus, baby portobello mushrooms, charred peppers with seasonal field greens and anchovy vinaigrette

Caprese Salad

Tomato, fresh mozzarella cheese, olive oil and balsamic reduction

Grilled Chicken Milan

Toasted orzo, red onions, olives, tomatoes, garlic and basil

Garlic Crostini and Herb Focaccia

Tiramisu

Biscotti and seasonal fruit

\$46.00 per person

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

Taste of Asia

Chinese Braised Short Ribs

Soy and garlic sauce

Szechwan Garlic Chicken

Daikon, baby bok choy, snow peas, sweet hot peppers and broccoli

Steamed Pork Pot Stickers

Thai peanut dipping sauce

Vegetable Spring Rolls

Chili garlic dipping sauce

Dragon Noodle Salad

Pea pod, radish, green onion and sesame seed with ginger chili vinaigrette

Asian Vegetable Slaw

Chinese cabbage, baby bok choy, sugar snap peas and honey tamarind vinegar

Thai Cucumber Salad

Rice wine vinegar

Steamed Cilantro Rice

Sesame Chinese Long Beans

Tofu and tahini

Almond, Lychee and Fortune Cookies

Chilled Fruit Soup

\$48.00 per person

Southern Celebration

Meat Loaf with Tomato Glaze

Mushroom gravy

Chicago Restaurant Partners

Southern Style Fried Chicken

Crispy cornmeal breading

BBQ Spice Shrimp with Scallion Grit Cake

Tasso and cheddar cheese

Macaroni and Cheese

Three cheese sauce

Wedge Salad

Red and yellow tomato, radishes, cucumber and croutons with bleu cheese dressing

Cucumber Salad

Apple cider vinaigrette

Country Potato Salad

Buttermilk dressing

Green Beans

Shallots and toasted almonds

Corn bread and Biscuits

Whipped and honey butter

Watermelon

Banana Pudding

Sweet Potato Pecan Pie

\$36.00 per person

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

The All American

Slow Roast Beef Brisket

Texas style barbecue sauce

Smoked Pork Ribs

Brown sugar and black pepper rub

Barbecued Chicken Breast

Signature barbecue sauce

White Cheddar Au Gratin Potatoes

Smokehouse Slaw

Cabbage, carrots and chili mayonnaise

Chopped Salad

Artichoke, chick peas, red onion and tomato, with red wine vinaigrette

Tomato and Red Onion Salad

Bleu cheese and red wine vinaigrette

Spiced Roasted Corn

Chili pepper dusted wedges of corn

Biscuits and Parker House Rolls

Flavored butters

Chocolate Cake

Caramel sauce

Apple Cobbler

Granny Smith apples, cinnamon and whipped cream

\$44.00 per person

Chicago Restaurant Partners

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

Build Your Own Boxed Lunch

Boxed lunches served with fresh seasonal whole fruit and gourmet cookie

Select 1 salad or sandwich
Select 1 side
Add dessert enhancement
(minimum of 25 of each variety)

\$19.50 each

SALADS

Italian Chop Shaker Salad

Chinese Chicken

Spinach and Arugula with Roasted Fennel

SANDWICHES

Grilled Chicken, Sauteed Spinach, Roasted Spinach Herb Aioli and Provolone Cheese on Foccacia

Grilled Vegetables, Chevre Spread on Ciabbatta

Smoked Turkey, Tomato, Onion and Cheddar Cheese on Whole Wheat Baguette

Ham and Swiss Pretzel Ficelle

SIDES

Dill Potato Salad

Pommeray and Bacon Potato Salad

Southern Cole Slaw

Chicago Restaurant Partners

Creamy Cole Slaw
Pasta Salad
Artichoke Salad
Caprese Salad
Marinated Olives
Chips

Dinner Chef Tables

The Steakhouse

Roast New York Strip

House made steak sauce, smoked tomato chutney and horseradish sauce

Smoked Pork Loin

Granny Smith apple slaw

Asparagus

Marjoram, thyme, buttered

Steakhouse Potato Wedge

Sautéed Mushrooms

Garlic wine butter

Spinach Salad

Applewood bacon, red onion and citrus vinaigrette

Caesar Salad

Romaine hearts, parmesan, crouton and creamy Caesar dressing

Steakhouse Tomato Salad

Red and golden tomato, bleu cheese, sweet onions with balsamic vinaigrette

Artisan bread

New York Style Cheesecake

Red Velvet Cake

Carrot Cake

\$52.00 per person

New Orleans

Deep Fried Turkey

Spiced with chili pepper marinate

Smoked Pork Shank

Shrimp and Chicken Jambalaya

Andouille, onions and peppers, simmered in a spicy tomato sauce

Cheese Mashed Potatoes

Cheddar cheese, sour cream, and scallions, mustard and collard greens

Chicago Restaurant Partners

Pepper Salad

Roasted sweet peppers and frisée with chili pepper vinaigrette

Tomato and Roasted Corn

Mixed field greens with ancho chili buttermilk dressing

Cajun Slaw

Cabbage, carrot and scallion with jalapeño mayonnaise

Herb Roasted Seasonal Squash

Seasonal varieties

Sweet Potato-Parsnip Pie

Skillet cornbread and buttermilk biscuits

Mini Banana Fosters

Pecan Pie

Pralines

\$43.00 per person

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

Taste of San Francisco

Smoked Chinese Barbecue Spareribs

Pomegranate barbecue sauce

Kung Pao Chicken

Udon noodles in spicy garlic sauce with cilantro, chilies and peanuts

Cioppino

Aromatic seafood stew with lobster, shrimp, and fish

Garlic Noodles

Bean thread noodles, toasted garlic, scallions and sesame oil

Wild Mushroom Vegetable Strudel

Hoisin Duck Salad

Tatsoi, bok choy, Napa cabbage, pickled red onion, pea pods and carrots with plum dressing

Heirloom Tomato Caprese Salad

Fresh mozzarella and basil with balsamic reduction

Artichoke Salad

Red onion, garlic and ripe olives

Sourdough and Artisan Breads

Petite Cherry-Almond, San Francisco Apple Pie

and Ghirardelli™ Brownie Bites

\$65.00 per person

New York New York

Braised Short Ribs

Yankee-Style with hearty vegetables

Salmon Filet

Citrus butter and seasonal vegetables

Sugar Snap Peas and glazed carrots

Lobster Twice Baked Potato

Black diamond white cheddar

Choose Two Favorite Soups

Matzo Ball Soup

Chicken broth with matzo dumpling

Yankee Pepper Pot

Chicago Restaurant Partners

Beef broth, carrots, celery and potatoes

Manhattan Chowder

Spicy tomato based clam chowder

Pear-Apple Waldorf Salad

Golden raisins and nutmeg

New York Cheesecake

With strawberry sauce

\$58.50 per person

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

Available Additions

Carved Corned Beef

Napa cabbage slaw with cider vinaigrette

(requires chef attendant at an additional charge of \$150 per attendant)

\$6.00 per person

Sushi and Sashimi

Diakon wasabi, radish, gingerroot, and soy

\$12.00 per person

Southern Comfort

Roast Pork Loin

Grilled apples and signature BBQ Sauce

Southern Style Fried Chicken

Crispy cornmeal breading

BBQ Country Ribs

Blackened Spice Shrimp with Scallion Creamy Coleslaw

Cabbage and carrots with sweet & sour cream dressing

Cucumber Salad

Apple cider vinaigrette

Country Potato Salad

Buttermilk dressing

Baby Mustard Greens

Peppercorn bacon

Spinach Salad

Applewood bacon, red onion and citrus vinaigrette

Wedge Salad

Red and yellow tomato, radishes, cucumber and croutons with bleu cheese dressing

Roasted Sweet Potatoes

Baby sweets with maple syrup

Corn on the Cob

Drawn butter

Corn bread

Biscuits and Parker House Rolls

Flavored butters

Chocolate Pecan Pie and Peach Pie

\$45.00 per person

Available Additions

Fried Green Tomatoes and Lump Crab

Chicago Restaurant Partners

Remoulade sauce

\$7.50 per person

Shrimp and Grits

Barbecue spiced shrimp and country grits

\$12.00 per person

Strawberry Shortcake

Strawberries, whipped cream and sweet biscuits

\$5.00 per person

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

Little Italy

Garlic Grilled Sirloin

Mustard balsamic jus

Braised Leg of Lamb Abruzzi

Tomato, onion, garlic and rosemary in lamb jus

Chicken Parmesan

Marinara and mozzarella cheese

Penne Alfredo

Parmesan cheese

Hand-Rolled Lasagna

Pomodoro sauce

Fusili Con Vongole

Garlic and white wine sauce

Caesar Salad

Romaine hearts, parmesan, crouton and creamy Caesar dressing

Antipasti

Marinated olives, plum tomatoes, roasted garlic, grilled asparagus, baby portobello mushrooms, charred peppers with seasonal field greens and anchovy vinaigrette

Escarole and Cannelloni Beans

With roasted garlic oil

Tomato-Olive Focaccia

Artisan Bread Sticks

Garlic and cheese

Tiramisu

Seasonal Berries with Amaretto Cream

Chocolate Hazelnut Torte

\$56.00 per person

Available Additions

Pasta Action Station

Penne Pasta

Roasted tomato sauce with pesto, parmesan, chili pepper and toasted pine nuts

Lobster Ravioli

Sage parmesan sauce

(requires chef attendant at an additional charge of \$150 per attendant)

\$13.50 per person

Chicago Restaurant Partners

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

Dessert Chef Tables

How sweet it is to have endless treats?

The Sweet Tooth

Gourmet cookies, fudge brownies, gourmet dessert bars, seasonal fruits and berries

\$13.50 per person

Flambé Station

Caramelized apples or bananas foster with vanilla bean ice cream

(requires chef attendant at an additional charge of \$150 per attendant)

\$12.00 per person

Chocolate Fountain

Chocolate sauce with angel food cake, biscotti, marshmallows, seasonal fruit and miniature cookies

\$14.00 per person

Gelateria Bar

Cappuccino, triple chocolate, caramel, hazelnut and vanilla bean gelato with mini cones and cups

\$12.00 per person

Signature Dessert Table

Taffy apples, mini cookies, chocolate covered strawberries, chocolate chunk brownie bites, rocky road bars and lemon squares

\$15.00 per person

S'mores Swirl

Chocolate fondue, marshmallows, graham crackers and seasonal berries

\$13.00 per person

Chicago Restaurant Partners

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

Plated Dinners

Appetizers

Smoked Salmon & Watercress

Balsamic glaze

\$11.50

Jumbo Shrimp Cocktail

Cocktail sauce with horseradish

\$12.50

Lobster Spring Rolls

Sesame soy glaze and sweet chili sauce

\$8.50

Smoked Shrimp

Granny Smith apple chutney

\$12.50

Signature Crab Cake

Jicama slaw and lemon aioli

\$12.00

Beef Carpaccio

Seasonal greens, pesto oil and garlic toast

\$14.00

Salads

House Salad

Grape tomatoes, red onions and cucumbers with balsamic vinaigrette

\$4.50

Mediterranean Salad

Feta cheese, kalamata olives and lemon oregano vinaigrette

\$5.25

Bibb and Radicchio Salad

Spiced walnuts, bleu cheese, and white balsamic vinaigrette

\$6.50

Spinach Salad

Applewood bacon with honey mustard vinaigrette

\$6.00

Classic Caesar Salad

Chicago Restaurant Partners

Romaine hearts, parmesan, crouton and creamy Caesar dressing
\$5.75

Asian Pear and Baby Frisee Salad

Honey ginger vinaigrette
\$7.00

Classic Wedge Salad

Iceberg, bacon, tomatoes and bleu cheese dressing
\$4.00

Ginger-Shrimp Chop Chop Salad

Asian vegetables and wasabi vinaigrette
\$9.25

Southern Comfort Salad

Sundried cherries, spiced pecans and goat cheese with white balsamic vinaigrette
\$6.50

Caprese Salad

Tomato, fresh mozzarella cheese, olive oil
\$6.25

Entrees

Sugar Cane Shrimp

Saffron rice, seasonal vegetables with sofrito sauce
\$36.00

Filet Mignon

Au gratin potatoes and vegetables with rosemary garlic jus
\$55.00

Salmon Filet Tamari

Basmati rice and seasonal vegetables with ginger glaze
\$32.00

Apple Cider Pork Chop

Sweet potato and seasonal vegetables with kumquat cranberry chutney
\$28.00

Rosemary Garlic Chicken

Seasonal vegetables with natural jus
\$30.00

Pan Seared Scallops

Corn risotto cake and seasonal vegetables with lemon herb butter
\$36.00

Honey Thyme Chicken

Roast sweet and new potatoes, seasonal vegetables and honey thyme glaze
\$31.00

Rack of Lamb

Rustic mashed potatoes and grilled vegetable ratatouille with natural jus
\$41.00

Chicago Restaurant Partners

Classic Combinations

All served with roasted vegetables and baby red potatoes

Filet & Salmon

Pinot sauce and braised leek sauce

\$58.00

Tenderloin Filet & Prawns

Cabernet sauce and pommery mustard sauce

\$62.00

Filet & Chicken

Port sauce and mushroom ragout

\$54.00

Desserts

Chocolate Marquis

Layers of mocha and espresso with raspberry sauce and seasonal berries

\$8.75

Key Lime Pie

Graham cracker crust, key lime filling and whipped cream

\$5.00

Strawberry Cream Tart

Glazed fresh berry and custard

\$8.75

Caramel Apple Tart

Caramelized apples and cinnamon whipped cream

\$6.25

Apple and Pear Cobbler

Streusel topping

\$5.50

Chocolate Bread Pudding

Vanilla rum sauce

\$6.50

New York Style Cheesecake

Seasonal berries

\$9.25

White and Dark Chocolate Mouse

Raspberry sauce and seasonal berries

\$7.00

Dessert Shots

Key lime pie, chocolate mousse, tiramisu, carrot cake, red velvet cake and banana cream pie

\$12.00

Mini Ice Cream Drinks

Grasshopper, pink squirrel, chocolate malt, Bailey's Irish Cream™, strawberry malt and chocolate egg cream

Chicago Restaurant Partners

\$7.25

Reception

From The Carvery

All carveries include fresh baked rolls and appropriate condiments.

Each item serves approximately 50 people

Smoked Brisket of Beef

Gourmet mustard, horseradish and aioli

\$325.00

Garlic Studded Tenderloin of Beef

Red onion marmalade, tomato basil aoli and Creole mustard

\$575.00

Honey Mustard Baked Ham

Savory apple chutney and mayonnaise with pineapple & hot pepper salsa

\$300.00

Roast Citrus Cilantro Turkey Breast

Chimichurri, pineapple pepper salsa and citrus aioli

\$325.00

Jerk Seasoned Pork Loin

Smothered onions, roasted garlic, and tropical fruit salsa

\$275.00

Peppered New York Strip Loin

Creamed horseradish, caramelized shallots and lemon tarragon aioli

\$500.00

(requires chef attendant at an additional charge of \$150 per attendant)

Reception Action Stations

Chicago Restaurant Partners

Pasta, Pasta, Pasta

Tri-colored tortellini, bowtie pasta, meatballs, sausages, marinara and creamy garlic sauce with garlic foccacia bread
\$13.50 per person

Fiesta Chicken Fajitas

Sautéed peppers and onions, Monterey Jack cheese, lettuce, guacamole, salsa, sour cream, and warm flour tortillas
\$13.50 per person

Fiesta Steak Fajitas

Sautéed peppers and onions, Monterey Jack cheese, lettuce, guacamole, salsa, sour cream, and warm flour tortillas
\$14.50 per person

Mercado De Cocina

Vegetarian refried beans, cheddar cheese, lettuce, diced tomatoes, onions, sour cream, salsa and warm flour tortillas
\$12.25 per person

Moo Shu Wok Station

Wok station with chicken or pork, thin pancakes, garlic noodles, scallions, and hoisin sauce
\$14.00 per person

A Taste of the Orient

Vegetable stir-fry with choice of beef, chicken, or pork and your choice of rice or whole-wheat garlic noodles
\$14.75 per person

Asian Noodle Bar

Select a variety of ingredients to create your own Asian-style noodles
Hot Chicken Broth with Choice of Pork or Bay Shrimp
Lo Mein noodles and Asian vegetables with chili garlic and Asian sauce
\$13.50 per person

Fresh Bruschetta Station

Grilled rosemary chicken, garlic shrimp, roma tomatoes, mozzarella with garlic bread, foccacia breads, olive oil and pesto
\$14.50 per person
**self-serve station*

Gourmet Mashed Potato Martini Bar

Martini glass with sautéed mushrooms, garlic, Vermont cheddar cheese, and broccoli florets
\$10.00 per person
**can be self-serve or chef attended*

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

(unless otherwise noted, requires chef attendant at an additional charge of \$150 per attendant)

Themed Hors d'oeuvres Stations

Sports Pub

Chicago Restaurant Partners

Buffalo hot wings, Teriyaki wings & Barbecue wings Spinach and Artichoke Dip

Crusty baguettes

Nacho Bar

Spicy chili, cheddar cheese sauce, sour cream and jalapeno peppers

Mini Cheeseburgers

Cheddar cheese with our own secret sauce

Bratwurst

Sauerkraut and gourmet mustards

\$25.50 per person

Mexican

Nacho Bar

Spicy chili, cheddar cheese sauce, sour cream and jalapeno peppers

Chicken Quesadilla

Pico de gallo and tomatillo salsa

Southwestern Egg Rolls

Black bean, corn and chicken with salsa fresca and sour cream

Refried beans and Spanish rice

\$18.00 per person

Asian

Pork Pot Stickers

Plum and chili soy sauce

Vegetable Spring Rolls

Hot mustard sauce

Teriyaki Chicken Skewer

Char Sui Ribs

Fried Rice

Scallions, peas and bean sprouts

\$19.75 per person

(prices are based on a 1-hour reception)

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

Islands

Tostones

Tropical fruit salsa

Mini Cuban Sandwiches

Roast pork, ham, Swiss cheese, pickle and mustard

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Yucca Fries

Ajo sauce

Caribbean Conch Fritters

Citrus tartar sauce

Coconut Shrimp

Coconut and tiger sauce

Jerked Chicken Sate

Mango chutney

\$19.00 per person

Cold Reception Tables

Artisan Cheese and Fruit Board

English cheddar, Maytag bleu cheese, French mimolette, Humboldt fog, Camembert Claudel, with dried cherries, clover honey, apricots, lavosh, assorted crackers

and gourmet flat bread

\$7.50 per person

Spring Vegetable Crudités

Seasonal vegetables with chili lime crema and ranch dipping sauce

\$6.25 per person

Smoked Salmon Trio

Dill cured, pastrami and traditional smoked salmon accompanied by chopped egg, capers, red onions, toast points, lavosh crackers and dill aioli

\$9.50 per person

Taste of the Mediterranean

Marinated artichokes, prosciutto ham, olives, feta cheese, roasted peppers, tomatoes, romaine, roasted peppers and hummus with focaccia and pita bread

\$8.50 per person

(prices are based on a 1-hour reception)

(additional charge of \$100 will be applied for guarantee of less than 25 guests)

Reception Hot Hors d'oeuvres

Baby Twice Baked Potatoes

Parmesan, sour cream, chives and truffle oil

\$4.50 per piece

Dungeness Crab Stuffed Baby Portobello Mushrooms

Chicago Restaurant Partners

\$5.25 per piece

Caprese Mini Quiche

Tomatoes, basil, mozzarella, and sun-dried tomato

\$4.00 per piece

Andouille Sausage En Croûte

Spicy sausage and pommery mustard in puff pastry

\$4.00 per piece

Chicken Samosas

Indian curry in a spring roll wrapper

\$5.00 per piece

Tandoori Chicken Satay

Raita sauce

\$4.50 per piece

Mini Pork Dumpling

\$4.25 per piece

Vegetable Pot Stickers

Ginger soy dipping sauce

\$4.00 per piece

Lobster Empanadas

Black beans, corn, onions, peppers and cheese

\$5.50 per piece

Red Hot Chile Poppers

Red jalapeno stuffed with cream cheese

\$4.00 per piece

Italian Sausage Mushroom Caps

Fennel spiced on baby portobello mushrooms

\$4.00 per piece

Mini Corn Dogs

Ketchup and mustard

\$3.75 per piece

Bengal Shrimp

Sweet and sour curry glaze on a sugar cane skewer

\$5.00 per piece

(minimum order of 25 pieces per item)

Chili Lime Salmon Satay

Chili pepper and lime sauce

\$5.75 per piece

Basil Grilled Scallops

Grilled crostini with tomato confit

\$4.75 per piece

Hoisin Glazed Baby Lamb Chops

Cilantro ginger vinaigrette

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\$6.25 per piece

Voodoo Shrimp

Spicy coconut fried shrimp with mango salsa

\$5.75 per piece

Reception Cold Hors d'oeuvres

Classic Shrimp "Shooters"

Horseradish cocktail sauce

\$6.75 each

Smoked Salmon and Caviar "Cones"

Miniature savory cone with chive crème fraîche

\$6.50 each

Jumbo Shrimp

Cocktail and remoulade sauce

\$5.25 each

Figs in a Blanket

Wrapped in pancetta with balsamic glaze

\$4.25 per piece

Fontina Crescent

Kalamata olive, sun-dried tomato and garlic in puff pastry

\$4.25 per piece

Portobello Mushroom Skewer

Sweet peppers, pesto and balsamic vinegar

\$4.50 per piece

Thai Shrimp

Curry paste, pickled vegetables in rice paper

\$6.25 per piece

Bleu Cheese & Pear Filo Stars

\$4.25 per piece

(minimum order of 25 pieces per item)

Big Eye Tuna Poke

Chili wonton and chives

\$8.00 per piece

Fig and Goat Cheese Flatbread

Focaccia and balsamic glaze

\$5.50 per piece

Basil Grilled Shrimp

Focaccia crostini with tomato

\$6.25 per piece

Smoked Salmon Blini

Chicago Restaurant Partners

Crème fraîche and caviar
\$5.50 per piece

Steak and Potatoes

Gorgonzola and red onion marmalade
\$4.75 per piece

Triple O Malossol Caviar

Melba toast
\$9.00 per piece

Grilled Shrimp Bloody Mary

Lemon grass skewered in a shot glass
\$6.25 per piece

(minimum order of 25 pieces per item)

Wine List

Sparkling

Dom Perignon, Epernay, France \$230.00
Veve Clicquot, Reims, France \$110.00
Chandon Blanc de Noirs, California \$34.00
Korbel Brut, California \$38.00

White

Gary Farrell Chardonnay, Sonoma \$72.00
Kendall-Jackson 'Vintner's Reserve' Chardonnay, California \$38.00
Toasted Head Chardonnay, California \$44.00

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Bonterra Chardonnay, Mendocino \$36.00
Merryvale 'Starmont' Chardonnay, Napa \$48.00
Sonoma-Cutrer 'Russian River Ranches' Chardonnay, Sonoma \$58.00
Trefethen Chardonnay, California \$65.00
Veramonte Sauvignon Blanc, Chile \$34.00
Geyser Peak Sauvignon Blanc, Sonoma \$37.00
Kim Crawford Sauvignon Blanc, New Zealand \$58.00
MacMurray Ranch Pinot Gris, Sonoma \$42.00
Ruffino 'Lumina' Pinot Grigio, Italy \$46.00
Terra d'Oro by Montevina Pinot Grigio, Santa Barbara \$37.00
Pine Ridge Chenin Blanc/Viognier, Clarksburg \$38.00
Conundrum, California \$64.00
Chateau Ste. Michelle Riesling, Washington \$35.00

Blush

Kenwood Rose of Pinot Noir, Sonoma \$36.00
Beringer White Zinfandel \$34.00

Wine list and prices are subject to change.

Red

Quintessa, Napa \$185.00
Newton Claret, Napa \$58.00
Robert Mondavi 'Napa' Cabernet Sauvignon, Napa \$62.00
B.R. Cohn 'Silver Label' Cabernet Sauvignon, Sonoma \$54.00
J. Lohr 'Seven Oaks' Cabernet Sauvignon, Paso Robles \$48.00
Wente 'San Francisco Bay' Cabernet Sauvignon, Livermore \$36.00
Sequoia Grove Cabernet Sauvignon, Napa \$64.00
Provenance Cabernet Sauvignon, Napa \$80.00
Greg Norman Cabernet-Merlot, Australia \$48.00
Coppola 'Diamond Series' Merlot, California \$46.00
Northstar Merlot, Washington \$65.00
Blackstone Merlot, California \$34.00
Carmel Road Pinot Noir, Monterey \$54.00
Bearboat Pinot Noir, Sonoma \$48.00
Buena Vista Pinot Noir, Carneros \$56.00

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Folie Deaux Zinfandel, Amador \$50.00
Wyndham Estate 'Bin 555' Shiraz, Australia \$37.00
Bridlewood Syrah, Central Coast \$36.00

Wine list and prices are subject to change.

Bar Selections

Hosted Deluxe Bar

Cocktails \$7.00

Featuring Ketel One, Bombay Sapphire, J. Walker Black, Makers Mark, Bacardi 8, Crown Royal, 1800 Riserva, Hennessy VS, Martini & Rossi Dry and Sweet Vermouth

Wine \$6.50

Toasted Head Chardonnay, Wente Cabernet, Blackstone Merlot and Beringer White Zinfandel

Imported Beer \$5.50

Domestic Beer \$4.50

Bottled Water \$3.25

Soft Drink \$2.50

Juice \$2.50

Hosted Premium Bar

Cocktails \$6.00

Chicago Restaurant Partners

Featuring Smirnoff, Beefeater, Dewars, Jim Beam, Bacardi Silver, Canadian Club, Jose Cuervo Gold, Korbel Brandy, Martini & Rossi Dry and Sweet Vermouth

Wine \$6.00

Woodbridge by Robert Mondavi Chardonnay, Cabernet, Merlot and White Zinfandel

Imported Beer \$5.50

Domestic Beer \$4.50

Bottled Water \$3.25

Soft Drink \$2.50

Juice \$2.50

Cash Bar

Deluxe Cocktail \$7.50

Premium Cocktail \$6.50

Wine \$6.50

Imported Beer \$6.00

Domestic Beer \$5.00

Bottled Water \$3.75

Soft Drink \$3.00

Juice \$3.00

\$250.00 per bartender for four hours of service with a \$750.00 minimum sales per bar
Bar lists and prices are subject to change.

Package Bars

Package bars are available for Plated or Chef's Table functions only.

	Two Hour Package		Three Hour Package		Four Hour Package	
Deluxe brands	24		32		38	
Premium brands		22		30		36
Beer and wine	16		22		26	

Chicago Restaurant Partners

\$250.00 per bartender for four hours of service with a \$750.00 minimum sales per bar
Bar lists and prices are subject to change.

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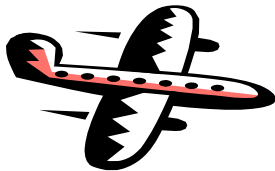
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By signing this document you authorize AET to charge your credit card. If you do not receive an electronic confirmation of your order within 2 business days, please contact us immediately to verify that we have received your order.

Terms & Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery & Setup. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of the close of the show to avoid additional charges. A non-refundable charge of \$1500.00 will be applied for equipment not returned to AET at the close of the show. There is a \$75 fee for all cancellations. All cancellations must be submitted in writing 48 hours prior to the start of the show and there are no cancellations or refunds after this time. There is no refund on paper. AET will not be held responsible for the type or amount of data provided to exhibitors by show management.

EXHIBITOR SALES LEAD RETRIEVAL SYSTEM**EXPOBADGE MOBILE E-LEAD****EXPOBADGE MOBILE E-LEAD +****EXPOBADGE LEAD PRINT**

One of the most important decisions you will make in your planning for exhibiting at **NECA 2008** is how you will record a prospective customer's information. The way in which you plan to record this important information may determine the manner in which these very lucrative sales leads are handled after the show.

Show Management has decided to provide attendee with a badge that will allow every exhibitor to capture this important information electronically in their booth. By taking a moment to look over the enclosed information you can assure yourself the method you select to take leads at this year's expo will be the best method based on your needs.

The basic unit available for rent is a scanner/reader. This reader can be used by itself or attached to a printer. In its simplest form, the exhibitor aims the code reader at the barcode on the attendees badge and the name and company information of the attendee is captured by the reader and/or printed on paper. The exhibitor may also choose to aim the barcode reader at a sheet of paper where pre-programmed "Action Codes" (Example: Call Immediately, Send Samples, Send Literature) are stored and then printed or saved with each record. In addition, you may choose to personalize these "Action Codes" to reflect your own qualifying needs by adding custom phrases such as a model number or specific product name.

American Exposition Technologies is providing a system with options which take in to consideration the various needs and capabilities of all exhibitors. By selecting the **ExpoBadge Mobile e-Lead Code Reader**, you are getting the basic scanner with your leads emailed at the end of the show. By selecting the **ExpoBadge All in One**, you are getting the basic scanner attached to a printer, which will give you your leads on paper and electronically. Choose **ExpoBadge Lead Print** if you want leads on paper only. Upgrade the ExpoBadge Lead Print or All in One to wireless mode for a small fee. In wireless mode, the hand held scanners will communicate to the ExpoBadge Printer from a distance of up to 300 feet. Feel free to move about your tradeshow booth without being concerned about cables or wires. The **ExpoBadge Network** consists of one printer, two mobile e-Lead Scanners, and a Bluetooth modem that allows data to be transmitted wirelessly to the printer with leads emailed at the end of the show. Add as many **Mobile e-Lead Code Readers** to the **Expobadge Network** as you want.

If you have any questions concerning any of the products or services being offered for lead collection please feel free to call us at 800-490-9941. We will make certain your questions are answered promptly.

Order Early and take advantage of the preshow discount!

Deadline date for discount is September 4, 2008

EXPOBADGE LEAD PRINT



A handheld scanner and printer combination, the ExpoBadge LeadPrint provides a lightning fast print out of the attendee's contact information. Great to write on, staple to an order form, enter names in a drawing, or just to take immediate control of your leads. Choose this option if you only want your leads on paper. Add an additional ExpoBadge Mobile e-Lead for all your staff!

OR

If you want your leads electronically as well (diskette or e-mail), order the **ExpoBadge All-In-One**.

EXPOBADGE MOBILE e-LEAD



Small, handheld scanner, that works just like a laser pointer. This unit stores all your leads in its internal memory, giving you a convenient, portable, wireless form of lead storage that you can take with you wherever you go during the conference. Walk the show floor, scan speakers and participants in educational sessions, or take contact information at a client dinner. Leads delivered immediately through MyExpoBadge secure web portal. No more waiting until after the show to start following up! A final electronic version is delivered at the close of the show as well.

EXPOBADGE MOBILE e-LEAD +



A lightweight Portable Data Terminal that combines a graphic display and keyboard to create the smallest full featured bar code lead retrieval information terminal in the industry. Leads delivered immediately through MyExpoBadge secure web portal. No more waiting until after the show to start following up! A final electronic version is delivered at the close of the show as well.

EXPOBADGE NETWORK



A first in lead retrieval from American Exposition Technologies! Let multiple users go mobile but still have the ability to print your leads! Have two scanners connected wirelessly to a single printer. Capture leads anywhere, anytime and have them print! Your leads will also be delivered electronically.

LeadWare®Professional™



Take control of your data with LeadWare® software. Using your computer, LeadWare reads badges universally allowing you to apply a single-sourced product to all shows. LeadWare is the recognized solution for exhibitors that want to maximize results and measure success .

ACTION CODE CUSTOMIZATION TEMPLATE

Customize your list of prospect qualifiers to standardize your sales effort and more effectively communicate qualifying information to your sales force in the field or home office

Simply scan the attendee badge with the hand held scanner and then scan the appropriate bar code below the desired action code.

The following is a list of the standard action codes.

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



Please list below your custom action codes. These custom codes will be ready for you when you pick up your reader at the show. (Please type or print legibly, maximum 35 characters per code.)

⊗ Company Name: _____

⊗ Show Name: _____

⊗ Booth Number: _____

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____

16 _____

17 _____

18 _____

19 _____

20 _____



LeadWare® Professional™ !!

American Exposition Technologies and Capture Technologies have teamed up to provide Exhibitors with the most comprehensive lead retrieval opportunities available in the market today!

Have you ever tried a universal software lead retrieval solution? Now is the time to try!.

Take control of your data with Capture Technologies LeadWare® software. Using your computer, LeadWare reads badges universally allowing you to apply a single-sourced product to all shows. LeadWare is the recognized solution for exhibitors that want to maximize results and measure success.



LeadWare® Software Features

-
- Easy-to customize interface
- Unlimited branching custom qualifiers
- Product catalog display
- Instant export of lead file
- Instant and professional reports
- Optional email inquiry fulfillment
- Service Desk On-Site

Use a Dedicated or Shared Computer. Apply Your Brand Graphic or use Blue Default.



Don't Let those Leads go to Waste!!!

68% of companies don't have a post trade show follow up plan!

YOU HAVE THE LEADS NOW WHAT???

Boost Post-Show Response with AET's Follow UP Email

Now that your company has spent plenty of money and countless hours planning for the next trade show, don't let a single lead go to waste. AET will give your company the assurance that the most interested visitors call you first – and fast!

AET's full-service, follow up email is ideal for companies that want to reach all of their qualified leads before starting the one-on-one follow up process. From custom design of your post show email to reporting who opened and responded, this solution is perfect for ongoing communication with your potential customers.

The AET Full-Service, Follow Up Email:

- List management and cleansing
- Custom email design driven for lead generation
- Simple and easy process just approve the creative design
- Email is sent in minutes
- Save time and get results!
- High deliverability directly to your visitor's inbox

Keep the dialogue going after the show and don't let your leads go to waste. With AET's Post-Show Follow Up Email, your company is sure accelerate the communication of your prospective customer base.

1. Collect...



2. Design & Send



3. Follow-Up



The Official NECA Event Planning Firm

Since 1990, the award-winning special events team at **Precision Meetings & Events** has had the privilege to work with NECA. In October 2008, allow us to work for you to produce your special event in the magnificent city of Chicago.

It is our responsibility to provide absolute guest satisfaction and your corporate success when you select **Precision Meetings & Events** for your reception, hospitality function or product introduction. With a dozen years of experience working with NECA under our belt, we have the knowledge to make your event an outstanding success.

It is our philosophy and business custom to become your strategic partner. From event concept development through the execution and event follow up... we become part of your team.



Precision Meetings & Events total meeting and event design, coordination and production includes...

- Site selection and negotiation
- Budget Preparation
- Entertainment selection and coordination
- On-site coordination and management
- Transportation management
- Décor and stage design
- Catering negotiation and coordination

Our Commitment

- To analyze your corporate goals and objectives
- To fully coordinate and execute events with flawless perfection
- To save you valuable time
- To worry more than you do

Our Goal

- Provide a return on your trade show investment
- Maximize your impact
- Create events conducive to networking and developing sales leads

Practiced... Polished... Perfected.

While specializing in innovative, creative, and upscale programming, Precision Meetings & Events offers highly personalized service. Please call Megan Manzo or Nancy Rosenbaum at 703.739.4480 to discuss a proposal for your event at the 54th Annual NECA Show.



Meetings & Events

Precision Meetings & Events | 301 North Fairfax Street, Suite 104 | Alexandria, Virginia 22314
Phone 703.739.4480 | Fax 703.739.4481 | www.teamprecision.com



promotional models



corporate presenters



mobile marketing

magicians



cmt

interpreters



booth hostesses



event marketing



spokes-models

product demonstrators



celebrity look-a-likes

convention models + talent agency [**representing the best**]



convention models + talent agency

Nationwide Service Order Form

1. Please print clearly the following information

Company Booth

Address

City State

Phone Fax

Contact Email

Event Name Event Location

Dates Requested : Hours Requested :

.....

.....

.....

.....

2. Please indicate your interest with the number of people needed

- Booth Greeter \$300 - \$350
- Crowd Gatherer \$350 - \$400
- Product Demonstrator \$400 - \$700
- Corporate Presenter \$800 - \$2000
- Hospitality Hostess \$50 / hr with tradeshow booking
- Interpreter _____ \$400 - \$1200
language
- Other _____ Call for pricing
please specify

- Rate is on a per day basis except where specified. Ranges vary by experience of talent and client needs. A 20% Agency fee will be added to all invoices.
- Total payment must be received at least 7 days prior to an event in order to guarantee reservation.

 FAX this order form to
404.233.8863

OR

 CALL us toll free today at
1.866.238.9349

A credit card guarantee is required to confirm an order.
We accept: Check / American Express / Master Card / Visa / Discover

R. D. SIMMONS, INC.
G. A. SIMMONS, CEO
R. D. SIMMONS, PRESIDENT

834 West Central Avenue
Davidsonville, MD 21035
Anne Arundel, County

BOOTH SECURITY

Phone (301) 261-4215
E-Mail: rdsiminc@aol.com

Facility: McCormick Place City: Chicago State: IL. 60523

Rate Per Man Hour: *Advance Order* (must be received ten days prior to start) \$ 28.00
On Site Order \$ 42.00

ASSOCIATION NAME: NECA 2008
SHOW NAME: Annual NECA Show
COMPANY NAME: _____
ADDRESS & PHONE: _____
BOOTH NUMBER: _____
BOOTH CONTACT (PRINT) _____
AUTHORIZING SIGNATURE: _____
GUARD SCHEDULE:

DATE	# GUARDS	TIME ON	TIME OFF	TOTAL HOURS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL HOURS _____ x RATE _____ = _____

SPECIAL REQUESTS: _____

Disclaimer:
Reasonable care will be used in the performance of said duties; however, R. D. SIMMONS, Inc., its agents, and employees expressly disclaim any and all liability for any foreseeable injury, damage, or loss to any person(s) or property caused while performing said duties.

Payment Terms: Payment is due in full at the time of contract. There is a five (5) hour minimum per guard scheduled.

Notice Required: Amendments to this schedule must be made within 24 hours of commencement of services: Cancellations made with less than 24 hours notice are subject to said five (5) hour Minimum per guard scheduled at the contracted hourly rate; additional guards ordered during the show will be subject to the prevailing hourly rate.

I ACCEPT ALL TERMS AFOREMENTIONED;

SIGNATURE _____

DATE: _____

FREEMAN

6200 W. 51st Street • Chicago, IL 60638
Ph: 708/458-4581 • Fax: 708/458-8710
ATTN: Exhibitor Services
Job Number: 14-209797



EARLY ORDER
DEADLINE DATE:

SEPTEMBER 19, 2008

FREEMAN audio visual & computers

NAME OF SHOW: **2008 NECA Convention & Show**

SHOW INFORMATION: **October 5-7, 2008 / McCormick Place / Chicago, IL**

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

EXHIBITING COMPANY ADDRESS: _____

CITY/STATE/ZIP: _____

PRINT NAME: _____ SIGNATURE: _____

EMAIL: _____

PHONE: () (EXT.): FAX: ()

ON-SITE CONTACT: _____ ON-SITE CONTACT CELL #: ()

METHOD OF PAYMENT

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF FREEMAN'S TERMS AND CONDITIONS.

EXHIBITOR AUTHORIZATION

COMPANY CHECK

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference job # on your remittance.

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS **DISCOVER** **MASTERCARD** **VISA** **DINERS CLUB**

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

THIRD PARTY AUTHORIZATION

FOR USE BY AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described on both sides of this form. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party.

EXHIBITOR NAME: _____

EXHIBITOR SIGNATURE: _____

THIRD PARTY AGENT: _____

CREDIT CARD ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: () EXT: FAX: ()

E-MAIL: _____

AUDIO/VIDEO EQUIPMENT

Description	Qty.	Early Order Show Rate	Standard Show Rate	Total
FLAT SCREEN DISPLAYS AND ACCESSORIES				
17" LCD Flat Screen w/Wall Mount, Data Only Aspect Ratio 4:3		@ \$ 195.00	@ \$ 253.50	\$
20" LCD Flat Screen w/Wall Mount, Data Only Aspect Ratio 4:3		@ \$ 275.00	@ \$ 357.50	\$
20" LCD Flat Screen w/Wall Mount, Video Only Aspect Ratio 4:3		@ \$ 275.00	@ \$ 357.50	\$
24" LCD Flat Screen w/Wall Mount, 1080P Aspect Ratio 16:9, High Definition		@ \$ 450.00	@ \$ 585.00	\$
32" LCD Flat Screen w/Wall Mount • Aspect Ratio 16:9, High Definition		@ \$ 750.00	@ \$ 975.00	\$
37" LCD Flat Screen w/Wall Mount • Aspect Ratio 16:9, High Definition		@ \$ 825.00	@ \$1072.50	\$
37" Plasma Monitor w/Wall Mount Aspect Ratio 4:3		@ \$1350.00	@ \$1755.00	\$
42" Plasma Monitor w/Wall Mount • Aspect Ratio 16:9, High Definition		@ \$ 885.00	@ \$1150.50	\$
46" LCD Flat Screen w/Wall Mount, 1080P • Aspect Ratio 16:9, High Definition		@ \$ 1800.00	@ \$2340.00	\$
50" Plasma Monitor w/Wall Mount • Aspect Ratio 16:9, High Definition		@ \$ 995.00	@ \$1293.50	\$
61" Plasma Monitor w/Wall Mount Aspect Ratio 16:9, High Definition		CALL FOR PRICING		\$
65" Plasma Monitor w/Wall Mount, 1080P • Aspect Ratio 16:9, High Definition		CALL FOR PRICING		\$
<i>Flat screen display will be used in the following configuration [choose one]</i>		table top wall mount • (see note below) floor stand (see pricing below)		
Single Post Stand, 17", 20", and 24" Flat Screen Monitors Only		@ \$ 150.00	@ \$ 195.00	\$
Dual Post Plasma Stand		@ \$ 225.00	@ \$ 292.50	\$
•NOTE: No Charge for Speakers on designated (•) Flat Screen Monitors.				
Wall or truss mounted Flat Screen Monitors may require additional labor.				
VIDEO PLAYERS RECORDERS				
DVD Player (Consumer Grade)		@ \$ 150.00	@ \$ 195.00	\$
VHS Player w/auto repeat		@ \$ 150.00	@ \$ 195.00	\$
AUDIO EQUIPMENT				
Large High Performance P.A. System (2 Lg. Speakers, 1 mixer/amp)		@ \$ 705.00	@ \$ 916.50	\$
Small High Performance P.A. System (2 Sm. Speakers, 1 mixer/amp)		@ \$ 465.00	@ \$ 604.50	\$
Wired Microphone (handheld)		@ \$ 75.00	@ \$ 97.50	\$
Wired Microphone (headset)		@ \$ 105.00	@ \$ 136.50	\$
Wireless Microphone (hand or headset)		@ \$ 390.00	@ \$ 507.00	\$
Anchor AN1000 Powered Speaker w/Stand		@ \$ 75.00	@ \$ 97.50	\$
PROJECTION EQUIPMENT - PROJECTORS AND SCREENS				
Freeman offers a wide variety of LCD and DLP projectors and screens to meet your specific needs. Please call us for a consultation.				

COMPUTER EQUIPMENT

Description	Qty.	Early Order Show Rate	Standard Show Rate	Total
COMPUTERS AND ACCESSORIES				
Desktop Computer, 2GHz or faster w/monitor		@ \$ 325.00	@ \$ 422.50	\$
Desktop Computer, 3GHz or faster w/monitor		@ \$ 375.00	@ \$ 487.50	\$
Laptop - PIV 2GHz/512MB RAM/DVD/Win XP		@ \$ 395.00	@ \$ 513.50	\$
Macintosh G4/512MB RAM/DVD/OS 10.Xxx w/monitor		@ \$ 495.00	@ \$ 643.50	\$
Computer Speakers		@ \$ 30.00	@ \$ 39.00	\$
Wireless Presentation Mouse		@ \$ 40.00	@ \$ 52.00	\$
Keyboard/Mouse Set		@ \$ 50.00	@ \$ 65.00	\$
HP Laser Printer 40PPM		@ \$ 195.00	@ \$ 253.50	\$
NOTE: All computers include Microsoft Office. Additional models, speeds, and configurations are available, customized to your needs.				
ADDITIONAL EQUIPMENT NOT LISTED				
Please call 1-708-458-4581 to inquire about specialty audio visual equipment and services not listed such as model specific equipment, computers, truss, motors, lighting and large format video solutions.				
QUOTED ADDITIONAL EQUIPMENT NOT LISTED ON ORDER FORM				
		@ \$	@ \$	\$
		@ \$	@ \$	\$
		@ \$	@ \$	\$

CALCULATING YOUR ORDER

- Equipment Subtotal= \$ _____
- Add Calculated Equipment Rental Tax: **8%**.....= \$ _____
- Handling & On Site Freeman Audio Visual Supervision:**
 If your equipment subtotal is:
 Less than **\$430**, add \$125.....= \$ _____
\$430-\$2999, add \$175.....= \$ _____
\$3000+, please call for quote= \$ _____
 Focus One at McCormick Place will charge the exhibitor directly for the in-booth delivery,setup and dismantle fees. Charges will be based upon amount and type of equipment and day/time that work will be performed.
 NOTE: Any orders that include Projectionist equipment (Projectors, Screens, Hi-Res Cabinets & Meeting Room Equipment) requires a Union Projectionist. Please call for labor quote.
- Total Charges**= \$ _____

QUICK TIPS

- Equipment rentals are based on SHOW RATES. Single day rentals are available.
- Orders confirmed before the deadline will receive the early order show rate.
- A representative must be in your booth to sign for delivery of the equipment.
- All payments must be made in advance in U.S. Funds.
- Electrical Services are not included in equipment pricing.
- For equipment not listed or assistance in completing your order, please contact an Exhibitor Services Representative at 1-708-458-4581.
- Items ordered after deadline date are subject to availability and applicable freight charges.
- Cancellation of equipment rental and services must be received by deadline date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will be applied.

PAYMENT AND LABOR TERMS & CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. 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 Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days.

Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation.

It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman 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, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas 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 hereunder 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 Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS.

In the event of any dispute between the Exhibitor and Freeman 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 Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. **It is the responsibility of Exhibitor to supervise labor secured through Freeman 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 Freeman's 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 Freeman 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) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

2008 NECA ANNUAL CONVENTION & TRADESHOW HOTEL RATES

<u>HOTEL</u>	<u>EARLY RATES</u> Before August 8th	<u>REGULAR RATES</u> After August 8th
The Drake Hotel 140 E. Walton Place Chicago, IL 60611	\$238 S/D	\$253 S/D
Hyatt Regency McCormick Place 2233 S. Martin Luther King Dr Chicago IL 60616	\$260 S/D	\$275 S/D
Ritz-Carlton 160 East Pearson St Chicago, IL 60611	\$340 S/D	\$355 S/D
Fairmont Hotel 200 North Columbus Drive Chicago IL 60601	\$250/270 S/D \$430 S/D (Club Level)	\$265/\$285 S/D \$445 S/D (Club Level)
Hilton Chicago 720 South Michigan Ave Chicago, IL 60603	\$237 S/D \$272 S/D (Club Level)	\$252 S/D \$287 S/D (Club Level)
Palmer House Hilton 17 East Monroe Chicago, IL 60603	\$213 S/D \$248 S/D (Club Level)	\$228 S/D \$263 S/D (Club Level)
Westin River North 320 N. Dearborn Chicago, IL 60610	\$249 S/D	\$264 S/D
Swissôtel Chicago 323 E. Wacker Dr. Chicago, IL 60601	\$245/\$265 S/D	\$260/\$280 S/D

Board of Governors – Chicago Fairmont
Saturday, October 4th

Future Industry Leaders Reception – Chicago Fairmont
Saturday, October 4th

NECA Show – McCormick Place Lakeside Center
Sunday, October 5—Tuesday, October 7

Opening Reception – “Party at the Pier” on Navy Pier
Saturday, October 4th

Closing Celebration – Arie Crown Theater
Ricky Scaggs & Bruce Hornsby- Tuesday, October 7

Lifestyles Program—Art Smith (Oprah Winfrey’s Chef)

National Electrical Contractors Association / 107th Annual Convention
 October 4-7, 2008 – Chicago – Hyatt McCormick Place
Exhibitor Housing Preference & Meeting Space Request

Hotel confirmations should be sent to:

Contact: _____ Company: _____
 Address: _____ City/State: _____ Zip: _____
 Phone: _____ Fax: _____ EMAIL: _____

Hotel Preferences: **You must list 3 different hotels**

1st: _____ 2nd: _____ 3rd: _____

Room & Suite Requirements: **Requested room blocks will be based on the previous year's rooms actualized**
 Please indicate the number of rooms by type for each night: *See Schedule of Events for Accurate Blocking

ROOM TYPE	Wed 10/1	Thurs 10/2	Fri 10/3	Sat 10/4	Sun 10/5	Mon 10/6	Tues 10/7	Wed 10/8	TOTAL
Standard Rooms									
One Bedroom Suite									
Two Bedroom Suite									

Is Hospitality and/or Meeting Space required? Yes No

Hospitality: How many people? _____
 Dates: _____

Meeting Space: How many people? _____
 Date/Time: _____

IMPORTANT HOUSING INSTRUCTIONS

Important Information

- The Early Rate deadline for hotel rooms will be **Friday, August 8, 2008**. Room rates will increase after this date.
- The Rooming List is due **Friday, August 8, 2008**.
- All rooms **not guaranteed by a name** will be released for general sale after **Friday, August 8, 2008**.

Deposit Information

- All housing requests must be accompanied by a credit card guarantee in the amount of the first night's room and tax or a deposit check made payable to CMR in the amount of \$300 per room or \$600 per suite. **When making reservations, please remember that nothing will be processed without a credit card guarantee or check deposit.**

Cancellation/Departure Change Policy

- The deadline for room cancellations is **Friday, September 5, 2008**. Any cancellations made after this date may result in forfeiture of deposit or charge to credit card.
- Hotels may implement an early departure fee, please check with the hotel upon arrival.

✉ Mail form to: **NECA Housing c/o CMR, 33 New Montgomery St., Suite 1420, San Francisco, CA, 94105**
 ☎ Or Fax form to: **(415) 979-2275**

☎ For Questions, e-mail **NECA2008Housing@cmrus.com** or call **(800) 368-6322** or **(415) 979-2291** (International)

Get Your Money's Worth!
FREE Advertising Opportunities Available
Only to NECA Show Exhibitors
WWW.NECACONVENTION.ORG

Exposure at the NECA Show means more than just exhibit space.

You can get year-round exposure for your company's product or service for little or no cost on the NECA Show's extensive, cutting edge web site **WWW.NECACONVENTION.ORG**. This site is redesigned each year and is heavily promoted through magazine advertising and direct mail and your company can reap the benefits!

The NECA Show site offers opportunities to post press releases, logos, product photos and hot links to company web sites. The site is available 24 hours, seven days a week to allow your customers and thousands of other web surfers who visit the site each month to easily access all your vital information. Think of it as an additional mini-web page that promotes your products and services.

Here are some of the benefits of using this powerful marketing tool. Information on what you need to send us is included in the descriptions:

- ***Enhanced Exhibitor Listings*** - Each exhibitor's listing includes product category information, company description, sales contact information, and optional links to your company web site. Keep the web updated with your company information by filling out the Website Information form on one of the following pages and fax it in to us at 301-215-4553.
- ***Product Press Release*** - Think of these announcements as advertisements that work all year long. It is best if you send it as an attachment in Microsoft Word. Please be sure to clearly indicate what we are to use as the headline. NECA reserves the right to edit headlines and text.
- ***Product Photos*** - On every press release, you will have the ability to display an image of the product. Please send photos no larger than 400 X 400 pixels. We prefer to receive your photos via e-mail but will accept them on CD via mail to the address below.
- ***Direct Website Links*** - If your company has a website, we can create a direct web link to it from your company listing on the NECA Show site. This can be done free of charge if you reciprocate posting a web link to the NECA Show site on your web page.
- ***Send us your company logo!*** - Send us your company logo for display on our site to gain an added recognition on the site. Your company logo will be placed in a permanent spot next to your exhibitor listing for free if it is formatted to the specifications indicated below. Again, we prefer e-mail but can accept logos on CD and mailed to the address below.

THE SOONER WE RECEIVE YOUR MATERIAL, THE MORE EXPOSURE IT WILL GET.

Where to send your information/materials/CD's:

We prefer to receive all information via e-mail at katie@necanet.org

or

**Send to:
Katie Nolan
NECA
3 Bethesda Metro Center, Suite 1100
Bethesda, MD 20814**

***PLEASE ALLOW UP TO ONE WEEK AFTER RECEIPT OF YOUR MATERIALS FOR
THE INFORMATION TO BE POSTED***

If you have any further questions, please contact Katie Nolan (301) 215-4506 or
katie@necanet.org.

We appreciate your business and look forward to helping you get the most out of your NECA
Show experience!

NECA 2008 WEBSITE INFORMATION FORM

The following form will be used to develop a standard exhibitor profile on the NECA Show site. Please complete the following information and fax to the number listed below or the mailing address. Please note that the contact information will be used for sales leads. All website requests will be directed to this contact.

SALES CONTACT INFORMATION (will be displayed on website):

Contact Name: _____ Title: _____

Company: _____ Email: _____

Tel: _____ Fax: _____

Web Address: _____

Brief description of your company:

PRODUCT CATEGORIES: Please choose all applicable categories

- | | |
|--|--|
| <input type="checkbox"/> Building Automation | <input type="checkbox"/> Online |
| <input type="checkbox"/> Communication Systems | <input type="checkbox"/> Outdoor Products |
| <input type="checkbox"/> Distribution | <input type="checkbox"/> Safety/Security |
| <input type="checkbox"/> Estimating | <input type="checkbox"/> Services |
| <input type="checkbox"/> Fire/Life Safety | <input type="checkbox"/> Site Equipment |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Software |
| <input type="checkbox"/> Low Voltage | <input type="checkbox"/> Voice/Data/Video |
| <input type="checkbox"/> Networking | <input type="checkbox"/> Green Building/ Solar |

NECA: CONVENTION SERVICES
3 BETHESDA METRO CENTER, SUITE 1100
BETHESDA, MD 20814
FAX: 301-215-4553

NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION

106th Annual Convention & 53rd Annual NECA Show / Attendee Mailing List Request Form

Order / Billing Address:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Please check the following:

All lists are emailed in Excel Spreadsheet format. Due to FCC restrictions exhibitor phone numbers are **NOT available.*

#1 Domestic Attendees Only International Attendees Only Both

#2 Sort by Zip Code, then by Country Alphabetical by Last Name

#3 Pre-Registration Post Registration

#4 Date Required: _____ (Please allow one week from time of ordering; Pre-Registration lists will be available starting the week of September 8, 2008; Post-Registration lists will be available starting the week of October 20, 2008)

Billing Information: The cost of the Attendee List is \$150.00 per 1,000 names. Please indicate your method of payment below.

Check Amex Visa MasterCard

Card # _____ Exp. Date: _____

Signature: _____ Date: _____

Please return this form, along with your payment information, to:

NECA Show

3 Bethesda Metro Center, Suite 1100

Bethesda, MD 20814

Or fax to: 301-215-4553

For Accounting Only: PD Exhib/Comp Date Rec'd _____ Date Sent: _____